

# AIESEC

# Global Compendium

Updated VLM IPM 2023

Updated by Governance and Legislation Subcommittee and  
approved by AIVP Finance

## 0. TABLE OF CONTENT

<b>0. TABLE OF CONTENT</b>	<b>2</b>
<b>1. INTRODUCTION</b>	<b>4</b>
1.1 Purpose of the Global Compendium	4
1.2 Name	4
1.3 Code of Ethics	4
1.4 AIESEC Way	10
<b>2. MEMBERSHIP</b>	<b>13</b>
2.1 Who can run AIESEC Operations	13
2.2 Definition of Membership	13
2.3 Membership Criteria and Timeline	17
2.4 Current membership status	19
2.5 War status and Domestic & civil unrest	19
2.6 Members causing harm	19
2.7 Removal of Membership	20
2.8 Growth Networks	21
2.9 Membership Subcommittee (MSC)	22
<b>3. AIESEC PORTFOLIO MANAGEMENT</b>	<b>23</b>
3.1 Official documents	23
3.2 AIESEC Portfolio Internal Policies	23
3.3 AIESEC Exchange Program Policies	23
<b>4. FINANCIAL MANAGEMENT</b>	<b>25</b>
4.1 Roles and responsibilities	25
4.2 Global Financial Model	32
4.3 Global Funds	37
<b>5. GLOBAL DECISION MAKING</b>	<b>42</b>
5.1 International Conferences	42
5.2 Global reporting	42
5.3 Motions	42
5.4 Mandates	43
5.5 Representation	43
5.6 Chair	43
5.7 Roll Call	44
5.8 Order of Precedence	44
5.9 Amendments	45
5.10 Conduct of Global Legislation	45
5.11 Voting	46
5.12 Proxy Voting	46
5.13 Minute taking	46
5.14 Extraordinary Global Legislations	46

5.15 Governance and Legislation Subcommittee (GLSC)	47
<b>6. AI MANAGEMENT</b>	<b>48</b>
6.1 General information about AIESEC International	53
6.2 AI Services	54
6.3 Role of the President (PAI)	64
6.4 Role of the Vice Presidents (AI VPs)	66
6.5 AI Financial management	66
6.6 Information Management	69
6.7 Information Management Subcommittee (IMSC)	69
6.8 Internal Audit	70
6.9 External Audit	72
6.10 Supervisory Group	72
6.11 Global Support Teams	75
6.12 Premium Partners Council (PPC)	75
6.13 Legal Subcommittee (LSC)	76
<b>7. PIPELINE MANAGEMENT</b>	<b>78</b>
7.1 AIESEC International	78
7.2 Global External Bodies	78
7.3 Global Subcommittees	79
7.4 Internal Auditor	80
7.5 Supervisory Group	81

## 1. INTRODUCTION

### 1.1 Purpose of the Global Compendium

**1.1.1** The Global Compendium is AIESEC's reference document.

**1.1.2** This has been devised to guide and support all members in executing AIESEC's activities in a manner that is coherent with the organization's vision and values.

### 1.2 Name

**1.2.1** The name of the organization shall be AIESEC.

**1.2.2** AIESEC is a global, independent, non-partisan, not-for-profit, youth-run organization.

**1.2.2.1** *Global:* AIESEC is present in all parts of the world. We have a global network that strives to make the world a better place through leadership development and peace while standing up for fundamental human rights.

**1.2.2.2** *Non Partisan:* AIESEC chooses peace above all and therefore does not have a pre-defined or officially accepted political tendency or subscription.

**1.2.2.3** *Independent:* AIESEC as a global network is not a subsidiary or an Entity that is dependent on any other bodies in its work, sustainability or decision-making. As an organization we are free to set our own goals and pursue them.

**1.2.2.4** *Not-For-Profit:* AIESEC's main goal is to develop leadership for young people to have a positive impact in the world. We use our resources sustainably to generate impact rather than making profit for shareholders.

**1.2.2.5** *Youth-Run:* AIESEC is completely run by youth for youth.

**1.2.3** AIESEC does not discriminate on the basis of gender identity and/or expression, sexual orientation, ability, creed, or religion, nor on the basis of national, ethnic, or social origin.

### 1.3 Code of Ethics

**1.3.1** The principles of AIESEC's Code of Ethics consist of overall adherence to integrity, excellence, transparency, accountability, and respect for human dignity.

**1.3.1.1** *Independence*

**1.3.1.1.1** We shall always be able to act in a manner consistent with the AIESEC Way, without limitation from external pressures. Our membership shall be involved in our major decision making processes.

**1.3.1.1.2** Political interferences - We aim to be politically independent: no partnership shall commit us to a direct political agenda<sup>1</sup>. We will not allow any political movements to influence or interfere with the partisan neutrality that is crucial to the nature of AIESEC.

**1.3.1.1.3** Our governance, programs and policies shall be non-partisan, independent of specific governments, political parties and the business sector. In addition, we will diversify our sources of income so as not to become dependent on any source that could compromise the AIESEC Way.

**1.3.1.2** *Partnerships & Ethical Fundraising*

**1.3.1.2.1** AIESEC seeks to partner with organizations that can assist us in developing characteristics in individuals that we believe are critical in creating change agents. We seek to work in genuine partnership with local communities, NGOs, companies and other organizations with awareness of sustainable development responding to local needs.

**1.3.1.2.2** We are partnering with all sectors (private, government, NGOs, etc.).

**1.3.1.2.3** Partnerships should explore as many opportunities for stakeholder involvement as possible.

**1.3.1.2.4** All our partnerships have mutual benefit and they draw maximum out of it.

**1.3.1.2.5** We shall not partner with organizations that directly promote war or violence. We shall not partner with organizations that discriminate on the basis of race, colour, sex, sexual orientation, creed, religion, and national or ethnic origin.

**1.3.1.2.6** We shall not partner with organizations that negatively affect our image in the external environment<sup>2</sup>. We recognize that organizational integrity extends to ensuring that our partners also meet the highest standards of integrity and accountability, and will take all possible steps to ensure that there are no links with organizations or persons involved in illegal or unethical practices.

**1.3.1.2.7** Partnership relationships should not affect our ability to act independently<sup>3</sup>. No partnership should commit us to a direct political agenda<sup>4</sup>.

**1.3.1.2.8** We expect our partners to

**1.3.1.2.8.1** take into consideration the needs of the future generations;

**1.3.1.2.8.2** be quality conscious;

**1.3.1.2.8.3** be honest, legal, transparent and engaged in just (fair) activities;

**1.3.1.2.8.4** have a focus on the development of their employees;

**1.3.1.2.8.5** understand our nature and the AIESEC Way clearly.

---

<sup>1</sup> Political agenda has been defined as supporting a political agenda in a Country or Territory. E.g. being involved in party politics etc.

<sup>2</sup> For example companies engaged in the manufacture of tobacco and arms, as stated in AIESEC's Global Compendium.

<sup>3</sup> Independent: the ability to make our own decisions based on our aims and the AIESEC Way

<sup>4</sup> Political agenda has been defined as supporting a political agenda in a Country or Territory. E.g. being involved in party politics etc.

**1.3.1.2.9 Use of Donations** - In raising funds, we will accurately describe our activities and needs. Our policies and practices ensure that donations further our organization's mission. Where donations are made for a specific purpose, the donor's request is honored. If we invite the general public to donate to a specific cause, each organization will have a plan for handling any shortfall or excess, and will make this known as part of its appeal.

**1.3.1.2.10 Gifts in kind** - Some donations may be given as goods or services. To retain our effectiveness and independence, we will: record and publish details of all major institutional gifts and gifts-in-kind; clearly describe the valuation and auditing methods used; and ensure that these gifts contribute towards our mission.

**1.3.1.3 Relations with our Stakeholders**

**1.3.1.3.1 Relations with National and Local committees** - We consult actively with our member and local committees in the development and implementation of policies and activities that have an impact on them.

**1.3.1.3.2 Relations within teams and committees** - We treat each other with respect and consideration. We communicate and consult with each other openly and collegially and in a manner that assists each of us to fulfill our duties and responsibilities faithfully and efficiently. We undertake to ensure adequate consultation with any member before making any decision, which may impact upon that staff member.

**1.3.1.3.3 Relations with external stakeholders** - We commit to keeping our promises towards our stakeholders keeping in mind our value of striving for excellence.

**1.3.1.4 Equity & Diversity**

**1.3.1.4.1** We value, respect and encourage diversity, and seek to be impartial and non-discriminatory in all our activities. To this end, each National committee will have policies that promote diversity, gender equity and balance, impartiality and non-discrimination in all our activities, both internal and external.

**1.3.1.5 Transparency**

**1.3.1.5.1** We are committed to openness, transparency and honesty about ourselves. We communicate actively to stakeholders about ourselves, and make relevant information publicly available.

**1.3.1.6 Confidentiality**

**1.3.1.6.1** We will treat information obtained while working with AIESEC with confidentiality, when its nature calls for it or when it is explicitly requested, and will not use any such information or materials to further a private interest. This obligation continues after separation from AIESEC. We will be as open as possible about all decisions and actions we take, taking into account the above-mentioned needs for confidentiality.

**1.3.1.7 Good Governance & Professional Management**

**1.3.1.7.1** We manage our organizations in a professional and effective manner. Our policies and procedures seek to promote excellence in all respects.

**1.3.1.7.2** We shall be held responsible for our actions and achievements. We will do this by: having a clear organizational structure and decision-making processes; acting in accordance with stated values and agreed procedures; and reporting on these outcomes in an open and accurate manner.

**1.3.1.7.3** The governance structure of each AIESEC Entity will conform to relevant laws and be transparent. We seek to follow principles of best practice in governance.

**1.3.1.7.4** Each AIESEC Entity:

**1.3.1.7.4.1** ensures that resources are used efficiently and appropriately, that performance is measured, that financial integrity is assured and that public trust is maintained;

**1.3.1.7.4.2** has written procedures covering the appointment, responsibilities and terms of members of the leadership team, and clear discharge mechanisms are in place;

**1.3.1.7.4.3** is striving to have a supervisory body that gives input and advice, and also monitors the activities and finances, using their professional experience for the growth and development of the association.

#### **1.3.1.8** *Reporting*

**1.3.1.8.1** We report at least once a year on our activities and achievements. Each AIESEC chapter, National or Local, is responsible for publishing the report and ensuring that it reaches its stakeholders.

#### **1.3.1.9** *Legalities*

**1.3.1.9.1** AIESEC has or is in the process of getting legal status for the organization and for the international internship program. We seek to comply with relevant governance, financial accounting and reporting requirements in the Countries and Territories where we are based and operate.

#### **1.3.1.10** *Audit*

**1.3.1.10.1** The annual financial report will conform to relevant laws and practices and be audited by a qualified independent accountant whose statement will accompany the report.

#### **1.3.1.11** *Financial Controls*

**1.3.1.11.1** Internal financial control procedures ensure that all funds are effectively used and minimize the risk of funds being misused. We shall follow principles of best practice in financial management.

#### **1.3.1.12** *Evaluation*

**1.3.1.12.1** We seek continuously to improve our effectiveness. We have defined evaluation procedures for our boards, staff, programs and projects on the basis of mutual accountability.

#### **1.3.1.13** *Human Resources*

**1.3.1.13.1** We recognize that our performance and success reflect the quality of our staff, volunteers and management practices, and we are committed to investing in human resource development. Remuneration and benefits should strike a balance between public expectations of volunteer-based, not-for-profit organization and the need to attract and retain the talent we need to fulfill our mission. Our human resources policies seek to conform fully to relevant international and national labor regulations and apply the best voluntary sector practices in terms of employee and volunteer rights, health and safety at work. Human resources policies will include procedures for evaluating the performance of all staff on a regular basis.

#### **1.3.1.14** *Bribery & Corruption*

**1.3.1.14.1** Human resources policies will specifically prohibit acts of bribery or corruption by staff or other persons working for, or on behalf of, the organization.

#### **1.3.1.15** *Respect for Human Dignity & Integrity*

**1.3.1.15.1** We condemn sexual exploitation, abuse and discrimination in all its forms. Our policies shall respect human dignity and integrity in all our programs and activities, and prohibit gender harassment, sexual exploitation and discrimination.

#### **1.3.1.16** *Usage of Whistle-Blowers*

**1.3.1.16.1** Members will be enabled and encouraged to draw management's attention to activities that may not comply with the law or our mission and commitments, including the provisions in this Code.

#### **1.3.1.17** *Conflict of Interest*

**1.3.1.17.1** In our work, conflict may arise between our personal interests and the interests of AIESEC or other stakeholders. We will disclose such conflict and resolve it in a transparent manner.

#### **1.3.1.18** *Non-Preferential Treatment*

**1.3.1.18.1** We will consider only objective criteria when recruiting our members without preference for family and friends; recruitment procedures will follow fairness principles.

#### **1.3.1.19** *Usage of Resources*

**1.3.1.19.1** We will use AIESEC resources and properties effectively, for no purpose other than for the advancement of AIESEC's objectives.

#### **1.3.1.20** *Private Activities*

**1.3.1.20.1** We will not engage in any activity or transactions or acquire any position or function, whether paid or unpaid, that is incompatible with or detracts from the proper performance of our duties, if that may negatively impact AIESEC's image. We will not use AIESEC business relationships to solicit or obtain favors or improper benefits in private life.

### **1.3.2** The role of the Ethics Subcommittee



**1.3.2.1** The Global Ethics Subcommittee is the main responsible for the implementation of the code of ethics and anti-sexual harassment and violence protocol in AIESEC. This includes: educational campaigns to prevent breaches from happening, education for the National Ethics Subcommittee chair, work together with MCPs and Ethics MC responsible to ensuring ethics processes implementation nationally, and solve cases & provide recommendations to the Global Plenary regarding violation of the Code of Ethics.

### **1.3.3 Procedure for solving Ethical Issues**

**1.3.3.1** We must hold each other accountable to the observance of the Code of Ethics. When Entities or individual members are not abiding by the Code of Ethics, it is the ethical duty of those aware of the problem to report it.

**1.3.3.2** If a problem (interpretation, application or suspected violation of the Code) occurs at Local or National level, the following steps will be followed:

**1.3.3.2.1** Find a solution within the Local/ National team through discussion and mutual agreement. Each Local/National Committee should have an Ethics' responsible and clear procedures in place to solve issues occurred at Local/National level.

**1.3.3.2.2** Cases of ethical misconduct which are opened nationally should be reported to the global ESC directly at [ethics@ai.aiesec.org](mailto:ethics@ai.aiesec.org). This should happen as soon as the case is opened. Cases of ethical misconduct can be directly raised to the Global Ethics Subcommittee through the "whistleblowing procedure", which consists of contacting the Ethics Subcommittee directly at [ethics@ai.aiesec.org](mailto:ethics@ai.aiesec.org). Global ESC will decide and communicate to the National ESC if the case can be solved nationally.

**1.3.3.3** The whistleblowing can also be filed by other AIESEC bodies, such as boards, other subcommittees or AIESEC International.

**1.3.3.4** Throughout the process it is essential to respect the principle of differentiating the individual and the Entity and, therefore, if the action is unethical as opposed to the person/Entity being unethical. Preserving the confidentiality of the whistle-blowers if specifically requested.

**1.3.3.5** Standardized Case solving process is an outline of the time frame, types of cases that are managed on a global level, divided under the following timeline:

1. Time Frame From opening the case to proposing solutions:

- Internal Process (Within EsC)
- External (EsC interacting with stakeholders)

2. Time Frame of Resolution of Cases:

- No recommendations from the EsC side.
- Possibility to resolve with a common agreement.
- Not possible to resolve with a common agreement

**1.3.3.5.1** Types of Ethical cases that have been outlined based on the standardized case solving process & based on the cases the SC received since creation, are categorized under the following:

- Sexual Harassment
- Psychological Harassment
- Discriminatory Behaviour
- Governance
- Audit

**1.3.3.6** The following sanctions can take place, for any global raised ethical cases against individuals:

**1.3.3.6.1** The request of an apology letter/email from the defendant.

**1.3.3.6.2** Ethical warning and recommendation of monitoring from global ethical subcommittee towards the home entity. This will be done via email towards the defendant direct leader, MCP and National EsC chair/responsible.

**1.3.3.6.3** If a case includes misuse of access: the removal of access to AIESEC platforms, those including but not limited to EXPA and/or AIESEC Email.

**1.3.3.6.4** The defendant is no longer recommended to higher positions, this includes the rejection of ethical clearance.

**1.3.3.6.5** To not allow the defendant to attend physical conferences/gatherings.

**1.3.3.6.6** To recommend the suspension or termination of the individuals membership, the final decision is up to the entity.

#### **1.3.4 Special Provisions**

**1.3.4.1** The ESC will follow the most updated Ethics guidelines in compliance with the Code of Ethics and the Global Compendium to solve the cases it receives.

**1.3.4.2** A lost case is defined as a situation where: (A) The Entity is not collaborating with the ESC to solve the case. An Entity not collaborating is understood as an Entity not responding to the ESC, not implementing the agreed resolutions between the ESC and Entity in matter according to the Global Compendium and Code of Ethics, or missing the deadlines agreed on by the Entity and the ESC. (B) The Entity denies one or several ethical misconducts that are proven to have happened. (C) The entity refuses to support ESC with the proof and/or documentation they need.

**1.3.4.3** An Entity can request a case to be re-opened within 30 days following the date of the ESC conclusions if, and only if, the Entity has additional evidence to submit that could change the conclusions of the case. The ESC will be responsible to assess and take into consideration the new evidence and share with the parties involved the final conclusions of the case. This procedure can only happen once per case.

**1.3.4.4** Any recommendations provided by the ESC must comply with the national law and/or Compendium of the Entity/Entities involved. If, by any chance, the National Compendium contradicts the Global Compendium, the Global Compendium shall be carried as the highest decision making guide.

**1.3.4.5** We recognize that Expansion Countries and Territories present a unique reality in terms of satisfying all the processes outlined in the Code of Ethics. Expansion Countries and Territories are granted leniency in the elements of the Code relating to legality, effective program and governance systems, each of

which take time to implement. However, upon applying for full Entity membership, the leadership bodies must prove that they have clear plans to ensure compliance with the Code of Ethics.

### **1.3.5 An Individual Case vs. an Entity Case:**

**1.3.5.1** An individual Case is an ethics case which is opened only against an individual or individuals in the entity.

**1.3.5.2** A case against an entity, is a case which targets the majority or the whole body within the entity, such as but not limited to the whole Membership Committee or the Board of Presidents.

### **1.3.6 Implementation**

**1.3.6.1** Each Member Committee shall designate an individual who is responsible for the compliance with the Code of Ethics. This person may be the same one as the ECB Entity responsible.

## **1.4 AIESEC Way**

**1.4.1** *How AIESEC was founded:* It all started after the Second World War when a group of young people determined that cross-cultural understanding was essential to prevent similar conflicts and foster peace in the world.

**1.4.1.1** AIESEC was founded after the Second World War by a group of young people from Europe (Belgium, Denmark, Finland, France, Netherlands, Norway, and Sweden). The political and social context of the time shaped our fundamental principles. The perception of 'peace' has evolved. We now know peace starts with people accepting, understanding, and embracing what makes us unique. We inhabit a world that is interconnected, globalized, and technologically prolific. In such rapidly changing circumstances, we believe that young people must learn to adapt quickly and solve a diverse, growing range of problems. That is why AIESEC strives for Peace & Fulfillment of Humankind's Potential.

**1.4.2** *The why of AIESEC, our vision:* We strive to achieve Peace and Fulfillment of Humankind's Potential

**1.4.2.1** In today's context, 'Peace' does not only mean avoiding war. Peace can refer to a world where no conflict arises from cultural, religious, or other differences in humanity. Peace can also refer to being in harmony with yourself. AIESEC's aspiration is for every young person to work towards their understanding of peace and take collaborative action towards fostering a better world. Through "Fulfillment of Humankind's Potential", AIESEC envisions a world where people continually become better versions of themselves and empower others along the way.

**1.4.3** *Who does AIESEC serve:* We engage and develop youth to create a better future for themselves, their communities, and therefore, the world.

**1.4.3.1** Getting young adults involved and developing them is essential. We believe that we as young people have the responsibility to create a long-lasting, positive impact on our own lives, our communities, and the world at large. We trust that we will drive and shape the future with our passion, dynamism, and innovative spirit.

**1.4.4** *How does AIESEC achieve its vision, our mission:* We believe leadership is the fundamental solution and it can be developed in anyone, anywhere. We empower young people to become value-driven leaders who positively impact the world around them.

**1.4.4.1** AIESEC is a platform that strives to unlock the potential within humankind. We do that by enabling young people to demonstrate and live by values based on AIESEC's leadership development model. We believe that challenging experiences with AIESEC and leading with values in mind paves the way for a positive impact.

**1.4.5** *Our unique Leadership Development Model:*

**1.4.5.1** AIESEC's leadership development model seeks to prepare youth to take a stand on what they care about and embody the AIESEC values for long-lasting impact. These values are as following :

**1.4.5.1.1** *Striving for Excellence:* We continuously improve through creativity and innovation. We strive to deliver the highest quality performance in everything we do. We live it by encouraging each other to be better and appreciating each others' feedback.

**1.4.5.1.2** *Activating Leadership:* We lead by example and inspire leadership through actions and results. We take responsibility for developing the leadership of others. We live it by inspiring others to be role models.

**1.4.5.1.3** *Demonstrating Integrity:* We are consistent and transparent in our decisions and actions. We fulfill our commitments and conduct ourselves in a way aligned with what we envision. We live it by fulfilling our promises and communicating in an open way; our actions back up our words.

**1.4.5.1.4** *Enjoying Participation:* We celebrate and enjoy the way we are and what we represent in society considering the role of youth in the world. We live it by putting a youthful energy in everything we do.

**1.1.5.1.5** *Acting Sustainably:* We act in a sustainable way for our society. Our decisions take into account the needs of future generations. We live it by building on what has been done in the past.

**1.4.5.1.6** *Living Diversity:* We seek to learn from different ways of life and opinions represented in our multicultural environment. We are inclusive by respecting and actively encouraging the contribution of every individual.

**1.4.5.2** This is the leadership that we believe in and develop.

**1.4.6** *What AIESEC does, what we offer:* We enable young people to develop their leadership through learning from practical experiences in challenging environments. We provide opportunities that seek to enhance cross-cultural understanding, in collaboration with like-minded partners.

**1.4.6.1** *Our Impact:* We create direct and positive impact in the world by developing leadership in young people. We impact the world indirectly by designing cross-cultural opportunities that strive to address society's challenges.

**1.4.6.2 Cross-Cultural Understanding:** Cross-cultural understanding encompasses an understanding of different nations or territories, races, ethnicities, religions, as well as across different sectors and segments of society.

**1.4.6.3 Leadership Opportunities:** AIESEC provides diverse opportunities such as exchange opportunities, work experiences, volunteering, and other activities created for young people to develop their leadership in unfamiliar environments.

**1.4.6.4 AIESEC Membership:** AIESEC members collaborate in teams to create, support and manage these cross-cultural, practical experiences. This provides an opportunity for our members to live fulfilling team experiences that activate their leadership potential.

**1.4.6.5 Our Partners:** We define our partners as an individual, corporation, institution, or organization that shares our values, adheres to our ethics, and helps us amplify our impact.

**1.4.7 Who we are, AIESEC description:** AIESEC is a global, independent, non-partisan, not-for-profit, youth-run organization.

**1.4.7.1 Global:** AIESEC is present in all parts of the world. We have a global network that strives to make the world a better place through leadership development and peace while standing up for fundamental human rights.

**1.4.7.2 Non Partisan:** AIESEC chooses peace above all and therefore does not have a pre-defined or officially accepted political tendency or subscription.

**1.4.7.3 Independent:** AIESEC as a global network is not a subsidiary or an Entity that is dependent on any other bodies in its work, sustainability or decision-making. As an organization we are free to set our own goals and pursue them.

**1.4.7.4 Not-For-Profit:** AIESEC's main goal is to develop leadership for young people to have a positive impact in the world. We use our resources sustainably to generate impact rather than making profit for shareholders.

**1.4.7.5 Youth-Run:** AIESEC is completely run by youth for youth.

**1.4.8** AIESEC does not discriminate on the basis of gender identity and/or expression, sexual orientation, ability, creed, or religion, nor on the basis of national, ethnic, or social origin.

## 2. MEMBERSHIP

### 2.1 Who can run AIESEC Operations

2.1.1 Full Members, Members in Alert, Entities in Debt and Expansions can run AIESEC activities.

### 2.2 Definition of Membership

#### 2.2.1 Full Member (FM)

2.2.1.1 Full Member is an Entity that is fulfilling all membership criteria according to the Global Compendium.

2.2.1.2 Full Members have the right to participate and vote during Global Legislation.

#### 2.2.2 Member in Alert (MiA)

2.2.2.1 If a Full Member fails to fulfill membership requirements at the membership check, the member will become a Member in Alert. The move from Full Member to Member in Alert is automatic on July 1st and January 1st of each year.

2.2.2.2 For the detailed explanation of Member in Alert status, refer to Global Compendium Supporting Document, Art. 2.2.

#### 2.2.3 Entity in Debt (EiD)

2.2.3.1 An Entity that fails to settle balances payable to AIESEC International automatically becomes Entity in Debt if all of the following requirements are met:

2.2.3.1.1 The Months of Financial Reserves of Entity (MC+LCs) are less than or equal to 3 months consecutively for 2 months during the periods of their respective ILM:

2.2.3.1.1.1 IC: April & May right before IC;

2.2.3.1.1.2 IPM: November & December right before IPM

2.2.3.1.1.3 Months of Financial Reserves are calculated based on Equity divided by the Average Monthly Costs for the previous 12 months.

2.2.3.1.2 The Balance for EiD Debt Calculation is over 10% of the total turnover, excluding funds/discounts and grants & donations

2.2.3.1.2.1 Depending on which respective ILM the calculation will take place, the previous 12 months period shall cover:

2.2.3.1.2.1.1 IC: June 1 to May 31 of previous year right before IC

2.2.3.1.2.1.2 IPM: January 1 to December 31 of previous year right before IPM

2.2.3.1.3 The balance for EiD Debt Calculation will not include amounts from transactions and balances related to Regional Fees and ICB Cases and other activities that involve Regional

Office and ICB operations. Transactions such as AI Fees, ILM Fees Settlements, Travel Cost Subsidy Deductions, Global Partnerships and other transactions & agreements between AI and Entities will be included in the Balance for EiD Calculation.

**2.2.3.1.4** The calculation for EiD Criteria mentioned will be based on information from EXPA and GFB Database, and to be identified by GFB. In case there is insufficient or questionable data, GFB may request further information.

**2.2.3.1.5** The Finance Subcommittee can approve exceptions from the Entity in Debt Criteria under these scenarios:

**2.2.3.1.5.1** An Entity will only be confirmed to be “Entity in Debt” on Day 0 of ILM if and only if the Entity has shown enough proof of the insufficiency of funds to make the payment other than the criteria. Exceptions discussions must involve AIESEC International and GFB.

**2.2.3.1.6** In cases where an Entity that proves to have sufficient funds fails to pay the AI Membership Fee and/or balances payable to AIESEC International on Day 0 of the ILM, the Entity must draft a payment plan on Day 0 of the ILM to be reviewed by GFB, then signed with the AIVPF and the MCP. The maximum period of the payments should not exceed 20 days from Day 0 of ILM. In case the MCP is absent, proxies will not be involved with the decision process and the discussion will be done virtually during ILM days upon recommendations by GFB.

**2.2.3.1.6.1** Entities with sufficient funds are those that can be identified as having enough financial reserves for the Entity. This can be measured based on MoFR and/or Financial Performance.

**2.2.3.1.6.2** Possible scenarios of Entities with sufficient funds that fail to fulfill their payment obligations by Day 0 of ILM are, but not limited to, late transfers issues, international bank transfers connection issues, late arrival to the bank account, etc.

**2.2.3.1.6.3** Entities that prove to have sufficient funds but fail to pay AIESEC International by Day 0 of ILM, will be recognized as MiA upon recommendation by Membership Subcommittee and a discussion with AIESEC International.

**2.2.3.2** An Entity in Debt is a non-voting member in the Global Plenary.

**2.2.3.3** Every Entity in Debt must secure a debt repayment contract signed by AIVP F, MCP and MCVP, F stating the amount of installment payments and the periods of debt, on or before Day 0 of an ILM. The discussions for the debt repayment plan will go through GFB before finalization with signatures, and will be reviewed every June.

**2.2.3.3.1** The debt repayment plan to be signed with AI will focus on the Balance for EiD Debt Calculation as mentioned in article 2.2.3.1.

**2.2.3.4** For debt towards Regional Fees and Balances, the calculation criteria and payment plan must refer to the Regional Compendium of the respective Growth Network, and must be in

agreement between the respective Regional Chair and Regional Office. If requested, GFB may provide recommendations on debt repayment plan decisions. This debt will not be counted with the identification of Entities in Debt as mentioned in 2.2.3.1.

**2.2.3.5** In case an Entity has a balance payable to AI due to ICB Case Settlements, this Entity will be considered as Member in Alert and not as an Entity in Debt.

**2.2.3.6** The debt repayment plan must be reviewed by the Entity and GFB on every ILM, and be renewed when needed.

**2.2.3.7** An Entity in Debt that fails the agreed repayments with AI or has Entity in Debt status for 2 years, receives an automatic motion for disbandment during Global Legislations of ILMs.

**2.2.3.8** For further explanations of Entity in Debt status refer to Global Compendium Art. 2.2.3 and Global Compendium Supporting Document Art. 2.3.

**2.2.3.9** The process & calculation of debt repayment plans will go as follows:

**2.2.3.9.1** Repayment plans are calculated, negotiated and signed in June of each year and can be reviewed within the timeline of an ILM if the Entity fails to settle their balance.

**2.2.3.9.2** Out of the total balance of the Entity, the debt repayment plan will prioritize how much can feasibly be paid within the upcoming 12 months. The prioritized amount to be paid will be divided into quarterly installments. The excess of the balance will be prioritized for the next year and/or will be subjected to a special debt repayment plan; however it needs to be taken into consideration that the total debt should be cleared in 2 years.

**2.2.3.9.3** The amount to be paid for the upcoming 12 months must be at least 20% of the sum of projected MC Exchange Revenue, BD Revenue and Entity Affiliation Fee Revenue for the upcoming year. The projected revenue is equal to the revenue from 1 term ago (Term X-1) multiplied by the Global Average % change of the amounts from past 2 terms ago (Term X-2) to 1 term ago (Term X-1) and it is to be considered that an Entity can be in debt for a maximum total of 2 years.

**2.2.3.9.4** The prioritized amount will be divided into quarterly installments based on the proportion of each quarter of the sum of projected MC Exchange Revenue, BD Revenue and Entity Affiliation Fee Revenue for the upcoming year.

**2.2.3.9.5** The data to be used for the projections will be taken from the historical Entity data submitted through the GFB Surveys. In case an Entity failed to submit sufficient data, the total balance will be assumed as payable within 12 months.

**2.2.3.9.6** Extraordinary situations will be evaluated by FSC, AI and GFB.

**2.2.3.10** *Debt Risk Index and Categorisation*

**2.2.3.10.1** The debt risk index is used in order to categorize Entities in Debt based on the risk they impose to the global plenary.

**2.2.3.10.2** The index takes into consideration:



**2.2.3.10.2.1** the probability to repay the debt which is captured with the following indicators: % debt compared to equity, duration of debt, debt ratio and % repayment plan fulfillment;

**2.2.3.10.2.2** the impact it has on the global plenary that this Entity is a non paying Entity captured in the following indicators: absolut debt, contribution to the global budget.

**2.2.3.10.3** Based on the indicators the Entity will be assign an index risk score and divided in the following categories:

**2.2.3.10.3.1** *Full Repayment*: create a repayment plan (GFB) and include it in Entity and budget planning, max. 2 years to pay back in quarterly installments, Index Score: 0-50.

**2.2.3.10.3.2** *Partial Repayment*: the Entity could apply to get a part of the debt written off if it fulfills a set of criteria, creates and follows a repayment plan, Index Score: 51-70 for one year.

**2.2.3.10.3.3** *Possible downgrade*: part of the debt could get written off, create and follow a repayment plan, increased accountability towards the global plenary (GFB), maximum 2 years, Index Score: 71-90 for one year.

**2.2.3.10.3.4** *Possible disbandment*: the financial and intangible assets or legal situation does not allow you to generate revenue and the debt of the Entity imposes a big risk on the global plenary, Index Score: 91-100 for one year.

**2.2.3.10.4** Entities who are in the category of possible downgrade or disbandment will be recommended by the FSC to the MSC and global plenary.

**2.2.3.10.5** Entities who are in a category where write off is possible can apply to get part of their debt written off. The FSC will review the eligibility and the global plenary will vote on the decision.

**2.2.3.10.5.1** The write off would be sustained by the provision for bad debt.

## **2.2.4 Expansion Initiative**

**2.2.4.1** An Expansion Initiative is the first stage of a new Country/Territory to become a member of AIESEC. An Expansion Initiative is called a Country/Territory that is about to open AIESEC physically or virtually, creating a business plan and/or finding investors.

## **2.2.5 Expansion**

**2.2.5.1** An Expansion is the second stage of a new Country/Territory to become a member of AIESEC. An Expansion is a fully operating Entity in AIESEC that can run AIESEC ELD and EWA products. Internal and/or external investors are supporting the Expansion in a number of different aspects, which are governed by a contract between the Investors and the Expansion. Refer to Global Compendium supporting document Art. 2.2. to see the explanation of getting and being an Investor.

**2.2.5.2** For a detailed explanation of the Expansion status and steps towards becoming an Expansion, being an Expansion and becoming a Full Member, refer to Global Compendium Supporting Document Art. 2.2.

**2.2.5.3** In case of changes or updates in the membership model of AIESEC, all Entities must be submitted to a status match under the new model.

**2.2.5.4** The Membership Subcommittee and the Regional Offices are responsible for defining the equivalent of statuses.

## **2.2.6 Downgraded Entities**

**2.2.5.1** A downgraded Entity is an AIESEC Entity that is in a critical organizational state. This is defined as having a critical level of resources in regards to finances, membership & internal operational capacity compared to other members of the global plenary.

**2.2.5.2** For a detailed explanation of the downgraded Entity minimums, refer to Art 3.2 of the global compendium supporting documents.

## **2.3 Membership Criteria and Timeline**

**2.3.1** The membership criteria outline the minimum for Full Members to maintain their status, and for Expansions, Members in Alert and Entities in Debt to gain full membership.

**2.3.2** For the purposes of the following section, a “year” is the membership year and it is defined as January 1st to December 31st.

**2.3.3** Membership Check is conducted twice per year, on July 1st and January 1st. The following criteria, if fulfilled in the period between January 1st and June 30th, and between July 1st and December 31st, will count towards regaining or sustaining membership as of July 1st or January 1st. MSC is required to give feedback to all Entities within 2 weeks (14 days) from the date of the Early Bird Check. This is only available to Entities that submit their documents until the Early Bird Deadline given by the MSC Chair responsible.

**2.3.4** The criteria that need to be met by July 1st and January 1st to regain or sustain membership are:

### **2.3.4.1 Global responsibilities:**

**2.3.4.1.1** Pay all fees

**2.3.4.1.2** Complete SOGA

**2.3.4.1.3** Complete the Internal Audit survey

**2.3.4.1.4** No debts

**2.3.4.1.5** Confirm the AI balance

**2.3.4.1.6** Complete GFB surveys

**2.3.4.1.7** Have MCP / proxy at each ILM

### **2.3.4.2 Legal and Governance:**

**2.3.4.2.1** Unqualified external audit

2.3.4.2.2 Independent bank account

2.3.4.2.3 Legal status

2.3.4.2.4 Constitution and/or Compendium

2.3.4.2.5 External accountability body

2.3.4.2.6 VAT or equivalent tax declaration

2.3.4.2.7 Trademark

2.3.4.2.8 Growth Network membership

2.3.4.2.8 Ethics Subcommittee Chair

2.3.4.2.8 Whistleblower procedure for ethical cases

**2.3.4.3** *Exchange performance:*

2.3.4.3.1 Realize on average two EPs and two opportunities per LC

2.3.4.3.2 Have no more than one (1) lost case with ICB per every one thousand (1.000) exchanges realized during the period of the check

2.3.4.3.2.1 To be evaluated on IC for the months of January to June of the Current Year.

2.3.4.3.2.2 To be evaluated On IPM for the months of July to December of Previous year.

2.3.4.3.2.3 Entities that realized less than one thousand (1.000) exchanges in the period evaluated, can lose a maximum of one ICB case.

2.3.4.3.3 In case of presenting misconducts such as but not limited to platform misuse, faking exchanges, usage of EPs accounts, RE of lost accounts/EPs of previous terms, “hacking” the platform, using AI/GST/Board/GC/RO access in favor/in disadvantage of an Entity, unreported harassment cases, and any other misconduct that goes against the organization values and internal regulations:

2.3.4.3.3.1 If in the period evaluated, the MC and/or ECB of National Entity identified by its own internal resources, and reported willingly its findings and ways forward - The report should be submitted for ICB & MSC Chair to evaluation. In case of being detected the implementation of the steps provided in such a report, both Chairs should issue a joint report with the Entity for the Global Plenary in the next ILM - And do not implicate the count of “Lost exchange case”. The purpose of the report is education of the plenary and accountability of the involved Entity in further ILMs.

2.3.4.3.3.2 For the case of misconducts in which the Entity identifies by itself, but does not take disciplinary, resolutive and educational measures - And for cases detected by ICB, AI, other Entities or third party, and reported to ICB: - In case of the Entity in question not following up with ICB recommendations for misconduct internal sanctions and actions to be implemented and/or being irresponsible or uncooperative, every exchange ID involved

should count as 1 (one) unique lost case. - A common report of the case should be presented by the ICB Chair in the ILM, with its recommendations and total of sanctions for the Entity, with prior revision of the MSC Chair.

**2.3.4.3.3** In case of recidivism of misconducts as the previously mentioned, but not limited to - by the same Member committee in the period of one year from its first report to the global plenary, ICB should propose in the next ILM, for the Entity(ies) involved actions to be taken on the upcoming semester to avoid the incidence of new cases. The Entity(its) will also have to report in the next ILM their progress. The previous articles also should be applied in addition.

ICB also can request updates from the Entity(ies) in the period between mandate legislated & ILM of reporting ICB also should present a report of the Entity evolution in the same ILM of report.

**2.3.4.3.4** Have established ECB

**2.3.5** Refer to Global Compendium Supporting Document, Art. 2.3 to see the detailed explanation of the Membership Criteria.

## **2.4 Current membership status**

**2.4.1** Membership status is updated after every membership check. Refer to Global Compendium Supporting Document, Art. 2.4. for the overview of all Entities.

## **2.5 War status and Domestic & civil unrest**

**2.5.1** War status is announced at any point in time, in case of a serious conflict in a territory where AIESEC is located. Refer to Global Compendium Supporting Document Art. 2.5 for further explanation about this status.

## **2.6 Members causing harm**

**2.6.1** In situations where an AIESEC Entity believes that the actions of a Member are causing harm to the Association, the following resolution mechanisms may be used:

**2.6.1.1** The concerned Member reports their concern to the Membership Subcommittee. The Membership Subcommittee will form a recommendation as to whether this is a significant harm to be addressed. In deciding whether the harm is significant and requires further action, the following principles shall be taken into account:

**2.6.1.1.1** Whether the action of a Member causes general harm to the Association as a whole, or significant harm to at least one other Member.

**2.6.1.1.2** That there have been efforts to resolve this matter between the involved Entities prior to reporting it to the Membership Subcommittee.

**2.6.1.1.3** That legislative means of resolving matters be a last resort, and that collaborative discussion be encouraged.

**2.6.1.2** If the Membership Subcommittee identifies the need for further actions, the Membership Subcommittee will work with all the Entities and Legislative bodies involved in order to come to an agreement, and propose any required mandate to ensure the resolution of the matter.

**2.6.1.3** The Membership Subcommittee, with the involved parties, will track the progress towards fulfilling the mandates, and report on the progress at each International Legislative Meeting.

**2.6.1.4** If no adequate progress is made towards fulfilling any mandate, or a mandate is not accepted, the Membership Subcommittee will consult all concerned Entities in forming a recommendation as to whether a Member's membership status should be reviewed.

## **2.7 Removal of Membership**

**2.7.1** The Membership Subcommittee will review the situation of all Full Members, Members in Alert, Entities in Debt and Expansions after the membership checks and make a statement to the Global Plenary regarding removal of membership by Ordinary Global Legislations.

**2.7.2** If a Member in Alert remains in its status for 3 consecutive years in a row, the Membership Subcommittee shall automatically prepare a motion for the removal of Membership.

**2.7.3** If an Entity in Debt remains in its status for 2 consecutive years in a row, the Membership Subcommittee shall prepare an automatic motion for the removal of Membership.

**2.7.3.1** If due to some unexpected reasons an Entity does not manage to pay the debt to AI but would like to prolong it, such Entity needs to submit the following documents to the Membership Subcommittee:

**2.7.3.1.1** Have the proof from an authoritative body (e.g. company, BoA) that states in a written form that the Entity is going to pay within 6 months.

**2.7.3.1.2** Timeline of the repayment of the debt to AI.

**2.7.4** If a Expansion remains in its status for 3 consecutive ILMs in a row, the Membership Subcommittee shall automatically prepare a motion for the removal of Membership.

**2.7.5** The Legal Subcommittee is responsible for the post-disbandment process of a Member by acting through ICB:

**2.7.5.1** The disbanded Entity is obliged to execute the following tasks before the next ILM (within a time frame of 6 months):

**2.7.5.1.1** Gradually stop the exchange activities in the Entity (including no new raising of Exchanges, and restricting the approval status to where it is seen as necessary);

**2.7.5.1.2** De-registration as a legal Entity;

**2.7.5.1.3** Closing of all bank account(s);

**2.7.5.1.4** Explanation to the stakeholders of why all activities will be stopped:

- ☐ Opportunity takers / Partners
- ☐ Board of Advisors / Board of Directors
- ☐ Universities involved
- ☐ EPs involved
- ☐ Alumni

**2.7.5.2** The Legal Subcommittee sends a progress report to the ICB before the first ILM after the disbandment has taken place.

**2.7.5.3** An Entity visit to the disbanded Entity may take place up to one year after the date of disbandment, based on the recommendation of the Legal Subcommittee together with AIESEC International. The recommendation shall be made considering the risks that the disbanded Entity still poses to the organization and the feasibility of a visit taking place. The Legal Subcommittee, together with AIESEC International, is responsible for appointing which person will conduct the visit. The person may be a representative of AIESEC International, Regional Office or any other party deemed suitable.

**2.7.5.4** The Legal Subcommittee is obliged to present a report to the global plenary on the ILM within 1 year after the disbandment has taken place. This document should indicate whether the disbanded Entity has fulfilled the tasks it is obliged to perform in the first six months of the post-disbandment process.

**2.7.5.5** A Country or Territory with a closed Entity shall remain without AIESEC physical presence for at least 2 years counting from the day of the disbandment

## **2.8 Growth Networks**

**2.8.1** All Members shall be members of 1 or more of the following Growth Networks (GNs):

- ☐ Americas - AM GN
- ☐ Asia Pacific - AP GN
- ☐ Europe - EUR GN
- ☐ Middle East and Africa - MEA GN

**2.8.2** Changes within the membership of each Growth Network shall be approved at any ILM by the Plenary of the relevant Growth Network.

**2.8.3** Each Growth Network must have a Growth Network Compendium, aligned with the Global Compendium, serving to coordinate the operations and activities of the Members of that Growth Network. The Growth Network Compendium must contain Growth Network Membership Criteria applicable to the respective Growth Network.

**2.8.4** Changes in the structure of how Members are grouped at a global level should be approved by the Global Plenary.

## **2.9 Membership Subcommittee (MSC)**

**2.9.1** The Membership Subcommittee is responsible for managing the global membership criteria and application, as well as of the review process of Entity membership.

**2.9.2** See the detailed Job description and role of the Membership Subcommittee in Global Compendium Supporting Document Art. 2.6.

### 3. AIESEC PORTFOLIO MANAGEMENT

#### 3.1 Official documents

**3.1.1** There are two official documents related to the AIESEC Portfolio and delivery of the exchange programs:

**3.1.1.1** AIESEC Portfolio Internal Policies

**3.1.1.2** AIESEC Exchange Program Policies

#### 3.2 AIESEC Portfolio Internal Policies

**3.2.1** The AIESEC Portfolio Internal Policies (APIP) is the official document that governs and defines the minimums, responsibilities, procedures, and protocols for every phase of the AIESEC portfolio.

**3.2.2** The document has the following objectives:

**3.2.2.1** For AIESECers to understand the minimums of each experience and initiative inside the AIESEC portfolio;

**3.2.2.2** For AIESECers to understand their role and responsibilities when it comes to the preparation and execution of each phase and experience inside the AIESEC portfolio;

**3.2.2.3** For ICB to govern and ensure compliance to the AIESEC Internal Portfolio Policies.

**3.2.3** All information regarding the governance system and policies can be found in this document and its annexes.

#### 3.3 AIESEC Exchange Program Policies

**3.3.1** The AIESEC Exchange Program Policies (AEPP) is the official document that defines the rights, roles, obligations, responsibilities, procedures and protocols for every stakeholder participating in an exchange in any of the AIESEC ("AIESEC", "us" or "our") programs: Global Talent (GTa), Global Teacher (GTe) and Global Volunteer (GV).

**3.3.2** These policies have the following objectives:

**3.3.2.1** For Exchange Participants (EPs) and OPs to understand and acknowledge their rights, obligations, and responsibilities before, during and after the AIESEC Exchange;

**3.3.2.2** For EPs and OPs to understand and acknowledge what to expect from an AIESEC Exchange experience, as well as the roles and responsibilities of the stakeholders involved;

**3.3.2.3** For EPs and OPs to understand and acknowledge the consequences of violating the AEPP, as well as the procedure to be followed when a stakeholder does not comply with the AEPP.



**3.3.3** This document is binding for every EP, OP, AIESEC Entity and any other party involved with an AIESEC Exchange at all stages, from contract signature until after the end of the exchange.

## 4. FINANCIAL MANAGEMENT

### 4.1 Roles and responsibilities

#### 4.1.1 Finance Team in AI

##### 4.1.1.1 Description and Role

**4.1.1.1.1** The Finance Team sets the strategic direction in terms of finance and legal for the Global Plenary and Global Network.

##### 4.1.1.2 Responsibilities

**4.1.1.2.1** Financial Management of AI Budget, Global Funds and AI restricted funds;

**4.1.1.2.2** Report to the Global Plenary;

**4.1.1.2.3** See Section 7 of the International Compendium.

#### 4.1.2 Finance Subcommittee

##### 4.1.2.1 Description and Role

**4.1.2.1.1** The Finance Subcommittee acts as the main touchpoint between AIESEC International and the Global Plenary.

**4.1.2.1.1** The Finance Subcommittee provides reviews and recommendations in the decision making to the Global Plenary on matters related to global finances.

##### 4.1.2.2 Responsibilities

###### 4.1.2.2.1 *Report to the Global Plenary*

**4.1.2.2.1.1** The Finance Subcommittee ensures the Global Plenary has access to proper financial reporting of AIESEC International to effectively make decisions.

**4.1.2.2.1.2** The Finance Subcommittee reports, gives recommendations, and proposes motions, when applicable, at every ILM within Legislative Fairs and/or before each ILM in written format.

**4.1.2.2.1.3** The Finance Subcommittee reports twenty (20) days before Day 0 of ILM. The report must contain the following:

- ☐ AIESEC International budget sections, including but not limiting, the following information:
  - ☐ Breakdown of budget lines
  - ☐ percentage out of the total spent
  - ☐ Return of investment out of the last 6 months, ex.: Investment X, Line A - Y% out of total - ROI Z%
  - ☐ written explanation of any material variances
- ☐ Members contribution to budget
- ☐ Financing of Global Funds, with the same detail as Operating Budget
- ☐ Entity(ies)/AI debt write-offs
- ☐ Entity(ies) in Debt
- ☐ FSC cases resolution

☐ Budgetary changes unrelated to plenary financial contributions

**4.1.2.2.2 Entity Case Solving**

**4.1.2.2.2.1 Description**

**4.1.2.2.2.1.1** FSC acts as a case solving support body based on the authority granted in the International Compendium & Global Compendium Supporting Document, on behalf of the Global Plenary, in relation to financial matters and exemptions, such as Travel Cost Sharing and Currency Restrictions, as outlined in Global Compendium Supporting Document at Article 4.1.2.

**4.1.2.2.2.1.2** FSC does not take any cases on currency depreciation.

**4.1.2.2.2.2 Submitting cases**

**4.1.2.2.2.2.1** A valid case is submitted in written form to both the FSC Chair and AI VP F quoting the compendium clause(s) and any associated documents as stated in compendium segments.

**4.1.2.2.2.2.2** Cases related to ILMs must be submitted 7 calendar days before Day 0, or can be automatically rejected by the FSC Chair.

**4.1.2.2.2.2.3** FSC Chair has 3 working days from the submission to accept the case, reject the case, or request additional documentation.

**4.1.2.2.2.2.4** Any case rejection must be accompanied by a valid explanation in written form.

**4.1.2.2.2.3 Case solving**

**4.1.2.2.2.3.1** Cases must be solved within 14 days from the submission, or according to the timeline accepted in a written format by the FSC and the Entity that submitted the case.

**4.1.2.2.2.3.2** Cases are solved in the jurisdiction of the International Compendium and supporting documents.

**4.1.2.2.2.3.3** Cases are reviewed by statutes within the International Compendium and supporting documents, and based on the evidence provided by the required and requested supporting documents.

**4.1.2.2.2.3.4** Cases are solved according to AIESEC values with the financial health and well-being of the Global Plenary being the primary focus.

**4.1.2.2.2.4 Voting**

**4.1.2.2.2.4.1** Cases are solved with simple majority within FSC members to determine the case outcome, with FSC chair withholding vote.

**4.1.2.2.2.4.2** Tie breaking: FSC Chair casts tie breaking vote.

**4.1.2.2.2.4.3** Quorum: FSC can only vote on matters in which 2/3 of the FSC members are present.

#### **4.1.2.2.2.5 Reporting**

**4.1.2.2.2.5.1** Cases are reported to the Global Plenary in each ILM.

**4.1.2.2.2.5.2** Case reporting contains:

- ☐ Case topic and compendium point(s);
- ☐ Case solution;
- ☐ Explanation of the case solution and reason(s);
- ☐ Any impact to the Global Plenary.

**4.1.2.2.2.5.3** Case parties are taken as confidential unless the following are involved:

- ☐ Breach of AIESEC values or ethics
- ☐ Cases involving other SCs or External Bodies
- ☐ Global finance

#### **4.1.2.2.2.6 Exclusions**

**4.1.2.2.2.6.1** FSC will not accept any case that falls out of its jurisdiction as based on the Global Compendium.

**4.1.2.2.2.6.2** Any case that affects the overall change in global membership is recommended and given for vote to the Global Plenary.

#### **4.1.2.2.3 Support and manage Entities in Debt**

##### **4.1.2.2.3.1 Management and resolutions**

**4.1.2.2.2.1.1** The Finance Subcommittee has the right to request financial reports on the updated quarterly Entity progress.

**4.1.2.2.2.1.2** The Finance Subcommittee gives a briefing of all Entity in Debt repayment progress before every ILM.

##### **4.1.2.2.3.2 Reporting**

**4.1.2.2.3.2.1** Finance Subcommittee compiles a report on the current state of every Entity in Debt & Members in Alert with Debt every ILM which includes, but is not limited to, the following items:

- ☐ Debt obligations both internally (between MC & LCs of the Entity) and externally (from partners, other Entities and other stakeholders);
- ☐ Fulfillment of debt repayment plans for AI Membership Fees & Balances and/or Regional Fees & Balances;
- ☐ Financial State for at least the past 12 months;
- ☐ Exchange Performance state for at least the past 12 months.

**4.1.2.2.3.2.2** FSC will provide a timeline & process for collecting information needed from these Entities for the creation of the report. FSC may request support for the information needed from AI & GFB.

**4.1.2.2.3.2.3** This report is to be presented by each Entity during the ILM. FSC will act as the moderator of the report and the presentation of the Entities.

**4.1.2.2.3.2.4** The Finance Subcommittee gives recommendations to the Global Plenary on the continued state of “Entities in Debt” such as, but not limited to:

- ☐ Continuation of Entity in Debt status, rights, and obligations in case of automatic motions;
- ☐ Disbandment of the Entity in Debt in both proposed and automatic motions.

**4.1.2.2.4** *AIESEC International Budget and changes*

**4.1.2.2.4.1** The Finance Subcommittee recommends and submits a motion of approval of the next term’s AI Budget to the Global Plenary in the current term’s last ILM.

**4.1.2.2.4.2** If Corporate Partnership Revenue is exceeded before the end of the financial year, the Finance Subcommittee confirms an addition to the budget lines or global/AI funds before the end of the term year, as recommended by the AIESEC International Management Team.

**4.1.2.2.4.3** If Corporate Partnership Revenue is exceeded at the end of the year or expenses are lower than budgeted, the Finance Subcommittee confirms additions to the budget lines or global/AI funds, as recommended by the AIESEC International Management Team.

**4.1.2.2.4.4** The Finance Subcommittee approves any fundraising allocation to budget lines that is over 10% of the total approved budget.

**4.1.3** Global Finance Board (GFB)

**4.1.3.1** Description and Role

**4.1.3.1.1** The Global Finance Board acts as the main touchpoint between AIESEC International and the Global Finance Network (consisting of National and Local finance offices).

**4.1.3.1.2** It shall exist as an independent global body established to see the sustainability of the global network, by supporting activities for affiliated Entities in matters related to financial and legal management.

**4.1.3.2** Responsibilities

**4.1.3.2.1** Provide Entity consultancy in matters related to financial and legal management and long term sustainability of the organization;

**4.1.3.2.2** Undertake ad hoc audit and support engagements upon request from AIESEC International or Global plenary. The audit can be conducted in cooperation with other independent bodies;

**4.1.3.2.3** Knowledge management of financial and legal documentation and learning resources; GFB should get all support necessary from AIESEC International;

**4.1.3.2.4** Collect, analyze, and report on the Global Entity financial and legal state to all AIESEC Entities and AIESEC International;

**4.1.3.2.5** Conduct the internal audit process on Entities that present the highest amount of risk. The risk calculation is based on the criteria the GFB sets and announced in a separate formal communication before the selection of the Entities based on the GFB audit timeline;

**4.1.3.2.6** GFB is the main responsible to coordinate EFBs; this is by providing the Entity body with the necessary resources, guidelines and education for the EFB to fulfill its role in the Entities;

**4.1.3.2.7** GFB supports EFBs to establish and perform audits at the Local and National levels following the AIESEC Financial Procedures Manual.

**4.1.3.2.8** Conduct the internal audit process on entities to enhance the financial reporting accuracy and document the processes within entities.

**4.1.3.3** Global Reporting and GFB Survey

**4.1.3.3.1** GFB will release a monthly survey on the last day of each calendar month and an additional Survey for Internal controls to be sent after the 1st of October while being no later than the 1st of November.

**4.1.3.3.2** Entities shall use the reporting frame provided by the GFB. The frame must include at least the balance sheet and profit and loss statement of MC and all LCs.

**4.1.3.3.3** AIESEC Entities shall fill GFB survey according to Minimum Membership Criteria (MMC) within 14 days after its release for the reporting of the previous calendar month.

**4.1.3.3.4** After the deadline for the Entities to fill in the survey, GFB shall release a monthly Entity report based on GFB survey results on the following 20th day of the month.

**4.1.3.3.5** GFB shall release the Global Report and Regional Report based on the GFB survey results of the term to be presented at IPM and IC.

**4.1.3.3.6** In case a member is not able to comply with the GFB Survey submissions on time due to legal & external reasons, the Entity can appeal for an exception/extension or special alignment in order to deliver the corresponding survey/s. This request shall be reviewed by GFB thoroughly in all aspects.

**4.1.3.3.7** Access to information:

**4.1.3.3.7.1** Within limitations of data sensitivity and data confidentiality considerations, the GFB shall have access to all global data necessary for the execution of its mission, including:

**4.1.3.3.7.1.1** Global membership criteria documentation, submissions, and reports;

**4.1.3.3.7.1.2** Internal Audit survey responses;

**4.1.3.3.7.1.3** SOGA responses;

**4.1.3.3.7.1.4** AI financial statements;

**4.1.3.3.7.1.5** Entities financial and legal documents;

**4.1.3.3.7.1.6** Attendance at ILMs with speaking rights.

**4.1.3.3.7.2** The Entities selected for the audit process must allow the GFB the access to the information that will allow them to conduct the audit process in the most efficient and effective manner possible. The access must be granted within 15 days of the official audit request being sent through the GFB email or the responsible for the internal audit.

**4.1.3.3.7.2.1** *Access to relational and non relational databases:* relational and non relational databases concern data that are related to the financial function and sources of information that allow us to recognize financial information;

**4.1.3.3.7.2.2** *Access to non financial information:* access to undisclosed events or information that may be important to the ongoing concern of the Entity. This non financial information can be related to the internal environment or external environment;

**4.1.3.3.7.2.3** *Access to internal controls:* access to information related to internal controls and compensating internal controls and ability to conduct procedures related to investigating internal controls such as inquiries with the Entities management;

**4.1.3.3.7.2.4** *Access to third parties confirmations:* access to contacts of third parties involved in specific transactions or events identified and possibility to inquire about balances or information through them; this does not mean the Entity needs to guarantee that the third parties respond but it means that the Entities will undertake the necessary actions in order to maximize the possibility of getting replies regarding such matters.

#### **4.1.3.4** GFB Internal Audit

**4.1.3.4.1** GFB will conduct an inquiry of internal controls in the month of October, to evaluate the state of internal controls within the entities, GFB will conduct this inquiry through an internal controls survey for the matter, released simultaneously with the GFB survey for the month.

**4.1.3.4.2** GFB will assess the risk levels of the Entities through specific criteria set depending on the global context and the objectives sought after from the internal auditing, these criteria will be communicated to the Entities before the selection of the Entities.

**4.1.3.4.3** GFB will send a formal request to the Entity that has been selected for audit, this request contains the reason for the selection and the list of information and call to actions required in order to conduct the audit in an efficient and effective manner.

**4.1.3.4.4** The Entities must reply in writing to the GFB audit request about the acceptance of the process and provide the necessary information and support to conduct the audit; acceptance must be in a time frame of 72 hours of the audit request.

**4.1.3.4.5** Entities that do not reply to the audit request or stop collaborating during the audit process, GFB will disclose this information to the global plenary and will share the risk analysis report associated with that entity in the next ordinary legislation.

**4.1.3.4.5.1** GFB will release clusters for entities depending on their level of revenue realization, maturity, and component importance or other criterias that can be added to enhance the selection, and each entity that receives an audit request is entitled to the responses in 4.1.2.9.5.2 and 4.1.2.9.5.3

**4.1.3.4.5.2** GFB will release clusters for entities that can refuse to the audit. These entities which have refused the audit and exist in the lower bracket cluster of entities must engage in establishing a proper accounting environment with consultancy with GFB and engage actively in establishing an EFB body that will ensure the implementation and confirmations to the GFB of the implementation taking place, Once established, GFB will then proceed to audit the entity after one semester and in case of non compliance they will be subject to the sanctions of 4.1.3.4.5.

**4.1.3.4.5.3** Entities that showcase a risk of fraud will have to undergo the audit process, in case the entity is an entity that is located on the lower bracket of the cluster, GFB will use non financial elements to reconstitute the balances of the entity and use it as a base for the audit, this includes communication with parties involved with the entity.

**4.1.3.4.5.4** Once accepted the request, the entity must finish the audit process until the reporting phase, in case of abandoning the audit, the GFB responsible will send an email with the same deadlines as 4.1.2.9.4 , and indicate a deadline for providing the elements. In case the elements were not provided, 4.1.3.4.5. applies..

**4.1.3.4.6** GFB will conduct the audit based on an audit strategy discussed with the Entity which will contain the scope of the audit and the different processes that will be present through the audit process.

**4.1.3.4.7** GFB audit timeline is composed of the following phases:



**4.1.3.4.7.1 Planning and risk identification:** GFB does an evaluation of risks that Entities undergo according to the global context and selects the Entities to undergo the audit. This phase starts at the beginning of the calendar year (January) and is concluded by the end of the first quarter (March).

**4.1.3.4.7.2 Strategy risk assessment and execution:** GFB determines the scope of the audit of the Entities selected to be audited based on a risk assessment method developed by the audit responsible and elaborates a strategy communicated to the Entity in a written format which the Entity takes into account to prepare the materials necessary for the execution of the audit. This phase starts by the time the Entities selected have received formal audit requests and ends by the latest the first month of the third quarter.

**4.1.3.4.7.3 Reporting and conclusions:** The GFB reports to the Entities the findings about audit after the end of the execution period by the latest one month after the execution is done. The GFB also updates its priorities and global risks in an evaluation and conclusions during a period that lasts one month after the GFB has sent the reports to the Entities audited.

**4.1.3.4.7.4 Audit quarters are consider taking into account the Calendar Year:** Quarter 1, composed of January, February and March; Quarter 2, composed of April, May and June; Quarter 3, composed of July, August and September; and finally Quarter 4, composed of October, November and December.

**4.1.3.4.8** GFB will release a report after the audit stating its findings and conclusions along with recommendations to the Entity and will monitor the implementation of the changes.

**4.1.3.4.9** The findings can be related to the financial state, governance and risks. In case the findings turn out to be due to voluntary or involuntary altering of information or assets in their physical or non physical substance) the Entity presents itself to these sanctions:

**4.1.3.4.9.1** In case of a confirmed omission, the Entity must recognize the information necessary and disclose it in their financial statements, it is important for the Entity to also recognize potential liabilities or receivables generated through this fact.

**4.1.3.4.9.2** In case the Entity refuses to adjust the necessary information, the omission will be considered voluntary and it becomes a case of fraud.

**4.1.3.4.9.3** In cases of fraud the Entity must disclose the information to the global plenary.

**4.1.3.4.9.4** In case of undisclosed information or altered information, the Entity must pay the avoided costs to the party that was affected by the prejudice, ex: AI FEE underestimated.

**4.1.3.4.10** After the audit report, The GFB can enable the entity that has gone through the audit to assess their yearly data and post adjustments to their GFB reports balances according to the audit findings.

#### **4.1.3.5 Entity Finance Board (EFB)**

**4.1.3.5.1** The Entity Finance Board (EFB) is an Entity board to support the Member Committees in the institutionalization of the financial processes and training more and better Financiers across the Global Network.

**4.1.3.5.2** EFB is responsible for the consistency, accuracy, transparency, completeness, accountability & efficiency of the Financial Processes in the Entities.

**4.1.3.5.3** EFB should ensure the transparency of the financial data by supporting the Entity's data collection processes and conducting audits to verify the accuracy of it, following the AIESEC Financial Procedures Manual.

**4.1.3.5.4** EFB should allow separation of priorities between EFB & Member Committees, being EFB the one who supports the Local Committees thru Financial Processes and Member Committees who focus on Strategies & Sustainability.

**4.1.3.5.5** EFB is an independent board, working directly with its Member Committees, Local Committees, and with the guidance of the Global Finance Board.

## **4.2 Global Financial Model**

### **4.2.1 Budget**

#### **4.2.1.1 Definitions**

**4.2.1.1.1** The global budget shall be based on the performance and development of the whole organization and therefore grow according to the set indicators.

**4.2.1.1.2** Profits simultaneously fill budgets and global investment funds to ensure investments in long-term growth.

**4.2.1.1.3** Through clear terms and relevance of cost centers enable return on investment analysis, therefore smarter investment decisions can be made for the future.

**4.2.1.1.4** The global funds are there to enable fast response to innovation and stakeholder needs.

**4.2.1.1.5** The budget reflects the shared accountability of AI and the network towards the fulfillment of the global services and achievement of the global plan.

**4.2.1.1.6** The Budget needs to include a provision for bad debt as risk prevention for the plenary.

**4.2.1.1.7** The Budget needs to include a provision for doubtful debt.

**4.2.1.1.7.1** The total amount of the provision is decided by the Global Plenary every IPM.

**4.2.1.1.7.2** The provision will be used to cover the debt of Entities who have been disbanded by the global plenary. If the total debt is larger than the provision the difference will be charged to the global plenary under the distribution model in the next invoicing period.

**4.2.1.1.7.3** The provisions can also be used to cover debt of Entities who have been granted a write off.

**4.2.1.1.7.3.1** The FSC and AI Management Team decide on the Write off allocation as follows:

- application launch: application launch by FSC in support of the MSC aligned with the membership check timeline. Responsible bodies: FSC

- application: The Entity applies and states the amount they want to write off with reasoning; state if they will pay their repayment installment aligned with the contract signed with AI and GFB (if applicable). Responsible bodies: Entity (aligned with FSC)

- data / criteria calculation: GFB prepares calculations whether the Entity is eligible for a write off based on the outlined criteria. Responsible bodies: GFB

- decision and reporting: at the next ILM legislation the FSC reports on the Entities who have applied for write offs outlining which application have been approved and the reasoning behind it.

**4.2.1.1.7.3.2** The criteria to be edible for write offs is stated as follows:

- Holding Entity in Debt status

- \*Global Membership Criteria Fulfillment: The Entity should fulfill membership criteria apart from the criteria of no debt towards AI and regional membership.

- \*Debt Repayment Contracts:\*\*Entity signed a repayment contract with AI and followed it for 4 consecutive quarters or since it became Entity in debt

- Debt Ratio: The Entities debt ratio should be minimum 2.

- AI debt % to total liabilities: AI debt should represent a minimum 50% total liabilities (debts)

- No write off in 5 years\*: Entity has not received a write off in the previous 5 years / the Entity has not become an entity in debt for 5 years after receiving a write off.

\*These criteria should be evaluated for its possibility to be fulfilled in 2 cases: (1) Force Major Events (External events out of control, such as war, natural disaster for example); (2) Government Policies restricting NGO operations (New/modified laws in place restricts AIESEC to perform its operations inside that territory; however still allows them to legally exist).

#### **4.2.1.2 Global Partnership Revenues**

**4.2.1.2.1** These represent the full amount of revenue generated by AIESEC International through global sales activity.

**4.2.1.2.2** This revenue shall contribute to 100% of the costs of the Global Services related to Global Partnership Management and Sales.

**4.2.1.2.3** This revenue may subsidize the costs of other Global Services if the plenary is not able to fully contribute to them. The amount of subsidy will be legislated with the global budget by the Global Plenary.

**4.2.1.2.4** The amount to be raised through global sales and partnership activities shall be legislated by the Global Plenary during IPM and can be adjusted at IC.

**4.2.1.2.5** In case the global partnership revenue exceeds the legislated amount or expenses are lower than planned, AI will suggest an allocation of the additional revenue to budget lines or funds based on the AI plan. These suggestions are depending on the approval of the Finance Subcommittee.

**4.2.1.2.6** The AI VP BD will have to report to the Finance Subcommittee on quarterly basis about the sales plan, realized revenue and usage of the global sales market.

**4.2.1.2.7** The Management team of AI has the final decision of the level of operational and strategic reserves required.

#### **4.2.2 Global fees in AIESEC**

**4.2.2.1** The Global Financial Model represents the entirety of all Entities and enables us to use our collective resources to achieve peace and fulfillment of humankind's potential.

**4.2.2.2** Reflecting needs: The model shall enable the global office to respond to the needs of the network, defined in the Section 7 "AI Services" and the global plan in the best way for the organization's progress.

**4.2.2.3** Synergy: It aims to create synergies in the network that best facilitate growth and empower us to work as one organization.

**4.2.2.4** Sustainability: Our business models are self-sustainable by creating value and thus generating revenue we need in order to scale up our operations according to our ambition.

##### **4.2.2.5 Global Service Fee/ Affiliation Fee**

**4.2.2.5.1** Refer to Global Compendium Supporting Document Art. 4.1. for a detailed explanation of the Membership Fee.

**4.2.2.5.2** These are the full amount of the services in the global budget paid by Members in return for services provided by AIESEC International.

**4.2.2.5.3** For each Global Service (as explained in Section 6 of the Global Compendium – AI Management), members will contribute to the total cost. This contribution can be subsidized through partner revenue of the global business development activities. The goal is that the plenary is able to fully fund the global services without subsidies.

**4.2.2.5.4** The amount to be paid shall be legislated by the Global Plenary during IPM.

**4.2.2.5.5** Global Service Fees are to be paid twice every year, half of the fee to be paid before IC and half before IPM.

**4.2.2.5.6** The Global Service Fees shall be calculated according to the model explained in the Global Compendium Supporting Document.

**4.2.2.5.7** If a Member or group of Members have been mandated to provide an approved service, the service fees will be paid to them.

**4.2.2.5.8** Future services can be pre-approved to be included in service fees.

#### **4.2.2.6** Other information relating to Membership Fees

##### **4.2.2.6.1** Adjustment of fees for new Members

**4.2.2.6.1.1** If applying at IC and accepted, the Full Member will pay half of all affiliation and global service fees owed for that financial period. E.g. The affiliation and global service fees would be re-calculated to include this Member as half the Member, as they will only use the services for half the year. The fee is payable before the 2nd day of IPM (of the year following the IC they became a Full Member) with the second global service fee invoice.

**4.2.2.6.1.2** If applying at IPM, and accepted, the Full Member will start paying normal affiliation and global service fees in the first invoice sent in July (of the same year they become a Full Member) by the 2nd day of IC.

##### **4.2.2.6.2** Adjustment of fees for changes in number of LCs

**4.2.2.6.2.1** Changes in a Member's list of LCs can be made through a request to AIESEC International. The affiliation fees of members will be calculated based on the number of LC's defined on the 31st of January.

**4.2.2.6.2.2** If a Member opens additional LCs before 31st of July, they will:

- ☐ Pay an additional amount equivalent to half of the "price per LC" for the number of LCs opened. This fee will be contributed to the GIS Fund, and earmarked as an opening balance for the GIS Global Service fee for the following year's fees.
- ☐ If a Member closes LCs at IC, no change will be made to the annual Member fees previously calculated and legislated at IPM.

#### **4.2.2.6.3 Invoicing arrangements**

**4.2.2.6.3.1** AI shall send out statements of accounts to all Members before any fee invoice and upon request of a Member.

**4.2.2.6.3.2** The payments of any invoice shall be made within 30 days.

#### **4.2.2.7 Regional Fees**

**4.2.2.7.1** Refer to the regional compendium of the respective growth network for a detailed explanation of management and calculation of the regional fee.

**4.2.2.7.2** All regional fees and regional balances are collected by the global office and invoiced together with the AI Invoice and are displayed accordingly as a separate section in the invoice.

**4.2.2.7.3** The Calculated Balance to be displayed in the AI Invoice must show the breakdown for Balance towards AI and Balance towards Regional Office.

#### **4.2.2.8 Entities in Debt**

**4.2.2.8.1** All details involved with Entities in Debts Status, Payments and Involvement with Invoices, please refer to Entity in Debt chapter of the Global Compendium Document Art. 2.2.3.

**4.2.2.8.2** An Entity in Debt no longer pays Membership fees until their debt is cleared with AI and the due date written in the debt repayment plan of the last installment has passed.

**4.2.2.8.2.1** The debt involved would be the Balance for EiD Debt Calculation as mentioned in 2.2.3.1.3.

**4.2.2.8.2.2** Entities in Debt will not be included in the calculation of invoices as reflected upon the global distribution model.

**4.2.2.8.2.2.1** For Entities that are not considered as Entities in Debt but have balance payable to AI due to ICB Case Settlements, these Entities will be considered as Member in Alert, thus part of the calculation of invoices.

**4.2.2.8.2.3** If an EiD settled their debt on or before the announcement of an upcoming AI invoice but the last installment due date written in the debt repayment contract has not yet passed, they shall not be included in the calculation of invoices reflected for that respective invoice of the upcoming ILM and payment period.

**4.2.2.8.2.4** An EiD that has settled their debt will start to be included in the calculation for future AI invoices after (a) the due date written in the debt repayment plan has passed, OR (b) the date when membership status is officially changed from EiD upon recommendation by MSC on the last ILM - whichever date is earlier.

**4.2.2.8.2.5** If an EiD has settled their debt on or before the announcement of an upcoming AI invoice but has not secured any debt repayment plan & contract with AI, the Entity shall be included in the calculations and announcement of the upcoming AI invoice.

**4.2.2.8.3** All Entities in Debt must sign a repayment contract with AI stating repayment of debt as stated in the Global Compendium Document Art 2.2.3.5

**4.2.2.8.3.1** If no repayment contract is secured, the EiD must pay back at least the yearly average of their last 3 years AI fees before they get EiD Status every ILM within 2 years.

**4.2.2.8.4** An Entity in Debt is monitored by the Finance Subcommittee on matters of repayment of debt and financial status.

**4.2.2.8.4.1** FSC must coordinate with AIESEC International regarding transactions and installments related to these Entity in Debts

## 4.3 Global Funds

### 4.3.1 Role of Funds

**4.3.1.1** The purpose and role of global funds is to assist in global operations and on matters that contribute to the overall contribution and well-being of the Global Plenary.

### 4.3.2 Authorizing Funds

**4.3.2.1** Funds are authorized at ILMs by separate motions to contribute money to each fund by Global Plenary vote.

**4.3.2.2** Funds are authorized under membership fees via distribution model unless otherwise stated in specific funds or motioned separately.

### 4.3.3 Summary of Funds

**4.3.3.1** Below is the Summary of the funds currently available in AIESEC. For detailed information, refer to Global Compendium Supporting Document Art. 4.2.

	Fund Finances				Authorization
Global Funds	Income Streams [FSC must coordinate with AIESEC International regarding transactions and installments related to Entity in Debts]	Fund Usage	Upper Limit	Lower Limit	Who decides spending?
Travel Cost Sharing	Global Plenary: Authorized in motion under distribution model. AIESEC International: AIESEC International and its Management	Travel costs; Unavoidable VISA costs; ILM delegate fee	€60,000.00	0	TCS Model executed by AI VP Finance

	team.				
<b>Global Meetings Travel Fund</b>	<b>Global Plenary:</b> Authorized in motion under distribution model. <b>AIESEC International:</b> AIESEC International and its Management team.	Steering team costs; Strategic meeting costs	Legislated at IPM	0	AI Management Team
<b>Roadmap Fund</b>	<b>Global Plenary:</b> Authorized in motion under distribution model. <b>Alumni Donations:</b> Direct alumni donations to Fund. <b>Individual Entities:</b> AIESEC members and Entities can contribute directly to the fund. <b>AIESEC International:</b> AIESEC International and its Management team. <b>Sponsors:</b> who want to contribute directly. <b>Any other source of revenue.</b>	AI projects and initiatives related to the global roadmap.	Legislated at IPM	0	AI Management Team
<b>Legal Management Fund</b>	<b>Global Plenary:</b> Authorized in motion under distribution model. <b>Alumni Donations:</b> Direct alumni donations to Fund. <b>Individual Entities:</b> AIESEC members and Entities can contribute directly to the fund. <b>AIESEC International:</b> AIESEC International and its Management team. <b>Sponsors:</b> who want to contribute directly. <b>Any other source of revenue.</b>	Trademark registration and support costs Protection cases, such as legal fees	Legislated at IPM	0	AI Management Team



<b>Information Systems Fund</b>	<p><b>Global Plenary:</b> Authorized in motion under distribution model.</p> <p><b>Alumni Donations:</b> Direct alumni donations to Fund.</p> <p><b>Individual Entities:</b> AIESEC members and Entities can contribute directly to the fund.</p> <p><b>AIESEC International:</b> AIESEC International and its Management team.</p> <p><b>Sponsors:</b> who want to contribute directly.</p> <p><b>Any other source of revenue.</b></p>	<p>Implementation of additional features on the current systems</p> <p>correction of potential risks to data security</p> <p>Creation of new information systems</p>	€200,000.00	€50,000.00	AI Management Team
<b>ILM Reserve Fund</b>	<p><b>ILM Surplus:</b> 20% of surplus made from each ILM.</p> <p><b>ILM Host Fines:</b> 0.2% of total budgeted expenditure of the meeting according to a report presented at ILM immediately prior to the one hosted. Amount is charged every 3 months from the last day of the meeting when the report was due until the report is received by AI.</p> <p><b>AIESEC International:</b> AIESEC International and its Management team.</p>	<p>Unexpected ILM expenses for which the OC/CC is not responsible. Such cases are to be approved at an ILM by a 2/3 majority.</p> <p>Unexpected ILM expenses which endanger the ILM's minimum functional execution. Such cases are to be approved by AI and the ILM Subcommittee.</p>	No upper limit	0	AI Management Team

<b>ICB Fund</b>	<p><b>Global Plenary:</b> Authorized annually in motion under distribution model.</p> <p><b>Alumni Donations:</b> Direct alumni donations to Fund.</p> <p><b>AIESEC International:</b> AIESEC International and its Management team.</p>	<p>Support costs of ICB chair and participation at ILMs for physical ICB team meetings.</p> <p>Support auditing cases caused by XPP violation (min. travel and visa costs covered)</p> <p>Other supporting activity costs (disbandment, internal auditing of Entities, consulting related expenses)</p>	No upper limit	0	AI Management Team with proposal from ICB, budget reviewed by FSC every ILM
<b>Global Plenary Reserve Fund</b>	<p><b>AI budget see 3.14.1</b></p> <p><b>Alumni Donations:</b> Direct alumni donations to Fund.</p> <p><b>AIESEC International:</b> AIESEC International and its Management team.</p>	Risks assessed that may harm the organization as a whole.	No upper limit	0	Global Plenary on FSC recommendation
<b>Customer Experience Fund</b>	<p><b>Global Plenary:</b> Authorized in motion under distribution model.</p> <p><b>Alumni Donations:</b> Direct alumni donations to Fund.</p> <p><b>AIESEC International:</b> AIESEC International and its Management team.</p>	Support Customer Experience Management activities	No upper limit	0	AI Management Team, budget reviewed by FSC every ILM
<b>GFB Fund</b>	<p><b>Global Plenary:</b> Authorized in motion under distribution model.</p> <p><b>Alumni Donations:</b> Direct alumni donations to Fund.</p> <p><b>AIESEC International:</b> AIESEC International and its Management team.</p>	<p>Support costs of GFB chair and participation at ILMs for physical GFB team meetings.</p> <p>Other supporting activity costs (HR, planning, education</p>	No upper limit	0	AI Management Team with proposal from GFB, budget reviewed by FSC every ILM

		costs, auditing of Entities, consulting related expenses)			
<b>Global Expansions Fund</b>	<b>Global Plenary:</b> Authorized in motion under distribution model. <b>Alumni Donations:</b> Direct alumni donations to Fund. <b>AIESEC International:</b> AIESEC International and its Management team.	Support costs of investment in the development of expansion and downgraded Entities. Cost should cover operations, Human resource and legalities.	No upper limit	0	AI Management Team with proposal from the regional office, budget reviewed by FSC every ILM
<b>Regional Funds</b>	<b>Global Plenary:</b> Authorized in motion under distribution model. <b>Regional Plenary:</b> Authorized in motion under the regional distribution model.	Region's growth and development	No upper limit	0	Regional Plenary

#### 4.3.4 Reporting of Funds

**4.3.4.1** The Finance Subcommittee is responsible for reporting on the Global Funds to the Global Plenary

**4.3.4.2** Reporting shall follow the framework set in the Supporting Document 4.1.3 Reporting of Funds

##### 4.3.4.3 Submission time

**4.3.4.3.1** Reports on the use of funds are sent out 20 days after the end of every quarter as a collective document or set of documents.

##### 4.3.4.4 Location of report

**4.3.4.4.1** The reports will be made available to the Global Plenary in written form and available on the global knowledge management tool currently in use.

## 5. GLOBAL DECISION MAKING

AIESEC has a global decision making process that shall allow everybody in AIESEC to bring necessary changes to the organization.

### 5.1 International Conferences

**5.1.1** The following international conferences are happening in AIESEC: IC (International Congress), IPM (International Presidents Meeting) and Growth Network Meetings (EXPROs and LDSs). See Global Compendium Supporting Document for the detailed explanation of International Conferences and the bidding process of international conferences.

**5.1.2** A Global Legislation (GL) is defined as the gathering of Full Members (Members with voting rights), either physically during IC and IPM or virtually (Extraordinary GL).

**5.1.3** The ILM Subcommittee is responsible for bidding, tracking and discharge of each ILM, mediating between AI, CC and hosting Entities and amending related compendium if needed.

### 5.2 Global reporting

**5.2.1** Global reporting is the process of informing the Global Plenary about processes happening in AIESEC that result in legislative decisions.

**5.2.2** Reporting shall support the decision making process in specific matters and build the support system for Global Legislations where Motions and Mandates are being legislated by the Full Members of AIESEC.

**5.2.3** Reporting bodies shall follow the table of reporting outlined in the Global Compendium Supporting Document Art. 5.2.

### 5.3 Motions

**5.3.1** By passing Motions, changes can be made to the Global Compendium. The following forms of Motions shall be allowed at Global Legislations:

**5.3.1.1** Motions - which remain indefinitely in the Compendium unless amended or deleted by subsequent Global Legislations.

**5.3.1.2** One-year Motions: which are binding until the Global Legislation one year from the one at which the motion was passed.

**5.3.1.3** Long-term Motions - which are binding until the Global Legislation a specified amount of years from the one at which it was passed.

**5.3.2** Members shall have the right to propose or second motions and amendments. AI shall have the right to propose motions and amendments subject to their proposal being seconded by two Full Members.

**5.3.3** No matter shall be discussed unless it concerns an approved subject of legislation fair/s or at the discretion of the Chair of the ILM during the Global Legislation itself.

**5.3.4** No Motion or Amendment shall be open for discussion until it has been seconded, but the proposer shall have the right to speak on a Motion in order to find a seconder.

**5.3.5** A Motion shall only be open for discussion or Amendment after the proposer and seconder have been given the opportunity to speak in support of the Motion.

**5.3.6** Motions shall only be withdrawn or changed with the consent of both the proposer and seconder.

**5.3.7** All Motions become effective the day after the closing of the ILM as long as no other date is explicitly mentioned in the motion.

**5.3.8** Refer to Global Compendium Supporting Document Art. 5.3 for limited Motions currently being processed.

## **5.4 Mandates**

**5.4.1** A Mandate requests a body (such as Member Entities, Subcommittees, AIESEC International, External Bodies and the Internal Auditor) in AIESEC to perform a function outside the ordinary course of duty; the Mandate must be discussed with and accepted by the body that shall receive the Mandate.

**5.4.2** An accepted Mandate needs to be reported on by the mandated body at least by 15th of June and 15th of January to the Governance and Legislation Subcommittee.

**5.4.3** All mandates become effective the day after the closing of a Global Legislation as long as no other date is explicitly mentioned in the mandate.

**5.4.4** See the Global Compendium Supporting Document Art. 5.4 for ongoing Mandates.

## **5.5 Representation**

**5.1** AI, Members of AIESEC and CUs shall be allowed to attend and speak at all ILMs.

**5.2** External Bodies and guests of the Global Legislation shall only attend and be heard with the permission of the meeting.

## **5.6 Chair**

**5.6.1** Global Legislations shall be presided over by a Chairperson who manages the flow of Global Legislation and who has to be neutral when expressing themselves.

**5.6.2** The chairperson of an ILM (IC, IPM) shall also be the chairperson of the respective Global Legislation.

**5.6.3** A chairperson gets accepted by passing a motion with simple majority at the beginning of the Global Legislation.

**5.6.4** If the Chairperson is affected by or interested in any motion, the Members may propose, second and vote for the Chairperson to be replaced during the discussion of that motion. If the motion is carried, the PAI/VPF shall temporarily conduct the meeting.

## **5.7 Roll Call**

**5.7.1** In order to be clear about the number of voting entities present at Global Legislation and to ensure a good representation and attentiveness in the global legislative meeting, A Roll Call shall be taken at the commencement and at the end of the legislative session, regardless of the entity's membership status, an Entity that misses the Roll Call shall automatically lose its voting right and the full membership status. This is only applicable in the case of virtual legislative meetings.

**5.7.2** Should a Member subsequently join/leave the virtual Global Legislation, they shall inform the Secretary about their presence/absence and this shall be recorded in the minutes. An Entity that has been partly or fully absent during the discussion of a motion, is not granted speaking and voting rights for the respective motion/s.

**5.7.3** At the start of the Global Legislation, the Chairperson shall inform delegates of these procedures.

## **5.8 Order of Precedence**

**5.8.1** The Chairperson has to allow the following Procedural Motions while there is already a Motion being discussed about, in the following order of precedence:

**5.8.1.1** A Motion to put;

**5.8.1.2** A Motion to postpone or adjourn the matter to a specific later meeting;

**5.8.1.3** A Motion to refer a matter to a present body for investigation for report;

**5.8.1.4** A Motion to limit the debate to a certain specified time;

**5.8.1.5** A Motion of no confidence in the Chair;

**5.8.1.6** A Motion to adjourn the meeting to a later specified date.

**5.8.2** Motions falling under 5.8.1.1 (Motion to put) and 5.8.1.6 (Motion to adjourn the meeting to a later specified date) must receive a majority of two thirds (2/3) of the voted cast excluding abstentions.

**5.8.3** If a Motion to put (5.8.1.1) has been seconded, no further discussion of the original question shall be allowed. If the Motion is carried, only the proposer of the Motion under discussion shall be allowed to speak before that respective Motion is put to the vote.

**5.8.4** If the Motion to limit debate to a certain specified period of time (5.8.1.4) is carried, the Chairperson 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 period. The proposer shall be allowed five minutes to present their final thoughts before the original Motion is put to a vote.

**5.8.5** Should any procedural motion under section 5.8.1 be defeated, twenty minutes (20) shall elapse before such a motion may be proposed again, unless the Chairperson is of the opinion that the circumstances have materially altered in the meantime.

## **5.9 Amendments**

**5.9.1** Amendments to an existing motion can be proposed to improve the motion.

**5.9.2** No Amendment shall be accepted which, by the Chairperson's ruling, cancels, destroys or significantly changes the original motion.

**5.9.3** No Amendment shall be accepted if there is already an Amendment being processed.

**5.9.4** The sole right to approve an Amendment after the Chair approved it is given to the proposer of the initial motion.

**5.9.5** If an Amendment is accepted, the Motion - as amended - shall become the motion and shall be the focus of any further discussion and upon which the final vote is taken.

## **5.10 Conduct of Global Legislation**

**5.10.1** The Chairperson shall have the right to make a speakers list and close it according to his/her discretion.

**5.10.2** A speaker shall direct their speech directly to the Motion or Amendment under discussion.

**5.10.3** 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 for longer than ten (10) minutes at one time. No member shall repeat the arguments that have been stated by another member before to avoid redundancy and foster efficient discussions.

**5.10.4** The Global Legislation shall finish no later than 10pm (local time in the location of the ILM), unless permission to extend the session is granted by a simple majority of Members.

**5.10.5** In addition to discussion on a Motion, the Chairperson shall allow the following points in order of precedence:

**5.10.5.1** *Point of order:* A Point of Order must be heard at all times and the Chairperson shall give their 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:

**5.10.5.1** That the speaker is addressing an issue that is not relevant to the current topic;

**5.10.5.2** That the speaker is using unparliamentary language;

**5.10.5.3** That the speaker is infringing upon the Constitution or Standing Orders.

**5.10.5.2 Point of information:** A person can provide or ask for information missing. When seeking for a point of information, it has to be stated who the body or Entity is whom the information shall be provided by. Points of information exclude personal opinions.

## **5.11 Voting**

**5.11.1** The quorum for a legislative meeting of Members at ILMs shall be two-thirds (2/3) of the voting members attending the ILM.

**5.11.2** In voting, motions shall be carried by a simple majority, unless the relevant section of the Constitution or International Compendium states otherwise. Simple majority is defined as follows: Simple majority is when more votes are in favor of the motion than against it.

**5.11.3** The casting of votes shall be in the following order: Votes for, against, abstentions. If the number of votes for and against a motion is equal, the motion shall be regarded as not carried. Members abstaining shall be considered as non-voting

## **5.12 Proxy Voting**

**5.12.1** In the event that the MCP is unable to attend an ILM, the respective MCP must nominate a suitable candidate as proxy to represent him. The Chair of the Governance and Legislation Subcommittee, the AI VPF and the PAI in have to be informed about the assigned Proxy in a written and printed format by Day 0 of an ILM or 10 days before the Extraordinary Global Legislation (EGL).

**5.12.2** A Proxy may be from the same Entity the MCP is from, but may also be from another Entity.

**5.12.3** Should the Member issuing the proxy wish it to be valid only for certain motions or mandates, this has to be communicated to the Chair of the Global Legislation.

**5.12.4** Proxies cannot be used to propose or second a motion.

## **5.13 Minute taking**

**5.13.1** For minutes taken during ILMs the procedure outlined in the Global Compendium Supporting Document Art. 5.5.

## **5.14 Extraordinary Global Legislations**

**5.14.1** Extraordinary Global Legislations can be proposed by any body of AIESEC. See Global Compendium Supporting Document Art. 5.6. for the process of an Extraordinary GL.



## **5.15 Governance and Legislation Subcommittee (GLSC)**

**5.15.1** The Governance and Legislation Subcommittee (GLSC) is responsible for the global decision making process.

**5.15.2** The GLSC is responsible that mandated bodies are following the timeline for reporting stated in the compendium: Reports about mandates are due by 15th of June and 15th of January and have to be sent to the GLSC to ensure concrete action steps for upcoming Global Legislations. A decision about the mandate has to be stated in the report to:

**5.15.2.1** Grant more time for research on the mandate;

**5.15.2.2** The removal of the mandate;

**5.15.2.3** A motion to propose for the upcoming Global Legislation.

**5.15.3** The GLSC compiles the reports of Subcommittees and reports about mandates and sends them, together with a list of findings, to the Global Plenary on 25th of January and 25th of June each year.

**5.15.4** The GLSC is responsible for the agenda of the Legislation pre-meeting happening prior to IC and IPM and for the final agenda of legislation fairs.

**5.15.5** Legislation fairs are hosted by the GLSC Chair during ILMs and before Extraordinary Global Legislations.

**5.15.6** The GLSC creates the legislation booklet for Global Legislations. Motions and Mandates cannot be proposed if they have not been proposed and accepted as topics to discuss during legislation fairs.

**5.15.7** The detailed version of the GLSC can be found in the Supporting Document of the Global Compendium Art. 5.7.

## 6. AI MANAGEMENT

Constitution of Stichting AIESEC International and AIESEC International Inc Section 6.1 of the Global Compendium details the legal structure, obligations and responsibilities of Stichting AIESEC International and AIESEC International Inc, as based in Rotterdam, the The Netherlands and Montreal, Canada respectively. If AI is based in another Country/City/territory, this Constitution will need to be changed.

### Name and seat

#### Article 1

The Foundation bears the name of Stichting AIESEC International.  
It has its seat in the municipality of Rotterdam.

### Nature and philosophy (The AIESEC Way)

#### Article 2

AIESEC is a global, independent, non-partisan, not-for-profit, youth-run organization. AIESEC does not discriminate on the basis of gender identity and/or expression, sexual orientation, ability, creed, or religion, nor on the basis of national, ethnic, or social origin.

### *How was AIESEC funded:*

It all started after the Second World War when a group of young people determined that cross-cultural understanding was essential to prevent similar conflicts and foster peace in the world.

AIESEC was founded after the Second World War by a group of young people from Europe (Belgium, Denmark, Finland, France, Netherlands, Norway, and Sweden). The political and social context of the time shaped our fundamental principles. The perception of 'peace' has evolved. We now know peace starts with people accepting, understanding, and embracing what makes us unique. We inhabit a world that is interconnected, globalized, and technologically prolific. In such rapidly changing circumstances, we believe that young people must learn to adapt quickly and solve a diverse, growing range of problems. That is why AIESEC strives for Peace & Fulfillment of Humankind's Potential.

### *The why of AIESEC:*

AIESEC strives to achieve Peace and fulfillment of humankind's potential.

In today's context, 'Peace' does not only mean avoiding war. Peace can refer to a world where no conflict arises from cultural, religious, or other differences in humanity. Peace can also refer to being in harmony with yourself. AIESEC's aspiration is for every young person to work towards their understanding of peace and take collaborative action towards fostering a better world. Through "Fulfillment of

Humankind's Potential", AIESEC envisions a world where people continually become better versions of themselves and empower others along the way.

*Who does AIESEC serve:*

We engage and develop youth to create a better future for themselves, their communities, and therefore, the world.

Getting young adults involved and developing them is essential. We believe that we as young people have the responsibility to create a long-lasting, positive impact on our own lives, our communities, and the world at large. We trust that we will drive and shape the future with our passion, dynamism, and innovative spirit.

*How do we achieve our why:*

We believe leadership is the fundamental solution and it can be developed in anyone, anywhere. We empower young people to become value-driven leaders who positively impact the world around them.

AIESEC is a platform that strives to unlock the potential within humankind. We do that by enabling young people to demonstrate and live by values based on AIESEC's leadership development model. We believe that challenging experiences with AIESEC and leading with values in mind paves the way for a positive impact.

#### *Our Unique Leadership Development Model*

AIESEC's leadership development model seeks to prepare youth to take a stand on what they care about and embody the AIESEC values for long-lasting impact. These values are as following :

- ☐ Striving for excellence
- ☐ Activating leadership
- ☐ Demonstrating integrity
- ☐ Enjoying participation
- ☐ Acting sustainably
- ☐ Living diversity

This is the leadership that we believe in and develop.

*What do we offer:* We enable young people to develop their leadership through learning from practical experiences in challenging environments. We provide opportunities that seek to enhance cross-cultural understanding, in collaboration with like-minded partners.

*Our Impact:* We create direct and positive impact in the world by developing leadership in young people. We impact the world indirectly by designing cross-cultural opportunities that strive to address society's challenges.

*Cross-Cultural Understanding:* Cross-cultural understanding encompasses an understanding of different nations or territories, races, ethnicities, religions, as well as across different sectors and segments of society.

*Leadership Opportunities:* AIESEC provides diverse opportunities such as exchange opportunities, work experiences, volunteering, and other activities created for young people to develop their leadership in unfamiliar environments.

*AIESEC Membership:* AIESEC members collaborate in teams to create, support and manage these cross-cultural, practical experiences. This provides an opportunity for our members to live fulfilling team experiences that activate their leadership potential.

*Our Partners:* We define our partners as an individual, corporation, institution, or organization that shares our values, adheres to our ethics, and helps us amplify our impact.

#### *Inner and Outer Journey*

We believe that young people learn best by doing and reflecting. This is the framework AIESEC provides for every experience, which enables young people to learn the most out of their experience. The Outer Journey is the individual's interaction with the external environment. The Inner Journey is the internal change that happens within the individual. Together, they can make the learning of any experience sustainable.

*Our Aspiration:* We want to engage and develop every young person in the world.

#### Capital

##### Article 3

The capital of the Foundation shall be formed by contribution of Participants, subsidies, sponsorships, donations, grants or acquired from inheritance as well as charity.

#### Participants

##### Article 4

The Foundation allows groups of students and recent graduates who are interested in world issues, leadership and management based in a geographical area ("applicants"), to participate in its objectives, networks, activities and projects as they become Participants.

The General Assembly of Participants ("GA") decides if and when an applicant may become a Participant. The Management Board will provide an official recommendation to the GA on whether applicants should

become Participants. The relevant criteria to become a Participant will be laid down in the Rules and Regulations of the Foundation.

Management Board: Composition, appointment, loss of function.

Article 5

1. The structure of the Management Board will be proposed by the Management Board and then decided by the General Assembly during the AIESEC International Presidents Meeting annually.
2. An incomplete Management Board retains its powers.
3. The President is appointed by the International Presidents Meeting ("IPM") of the Participants.
4. Vice-Presidents receive a confidence vote by the General Assembly and are appointed by the President.
5. Managers are appointed by the President.
6. Members of the Management Board shall be appointed for a maximum of twenty seven (27) months. They can be re-appointed, but may only serve a total of thirty nine (39) months on the Management Board.
7. Only natural persons can be appointed members of the Management Board.
8. The President ceases to hold office:
  - a. By his death;
  - b. By his retirement;
  - c. Because he is declared bankrupt or applies for a moratorium;
  - d. By the appointment of a guardian over him;
  - e. By removal from office by the court in cases provided for in law;
  - f. At the end of his term of appointment;
  - g. By his removal from office by the Management Board for important reasons; and
  - h. By his removal from office by the General Assembly for important reasons.
9. The other members of the Management Board cease to hold office in the cases as set forth in paragraph 8 and also by dismissal by the President for important reasons.

Management Board: Duties and Powers

Article 6

1. The Management Board is in charge of the management of the Foundation.
2. The Management Board is authorized to enter into agreements to purchase, sell or encumber registered goods and to enter into agreements whereby the Foundation commits itself as surety or several co-debtor, answers for a third party or binds itself as surety for a debt of a third party, and to represent the Foundation in the matter of such actions.

### Management Board: Representation

#### Article 7

1. The Foundation will be represented as follows:
  - a. By the Management Board; and
  - b. By two members of the Management Board acting jointly.
2. The Management Board may resolve to grant power of attorney to one or more members of the Management Board and also to third parties, to represent the Foundation within the limits of that authority.

### Rules and Regulations

#### Article 8

1. The Management Board shall draw up Rules and Regulations of the Foundation to be approved by the General Assembly. GA.
2. The Rules and Regulations of the Foundation can only be amended in conformity with Article 10 paragraphs 1 through 3.

### Financial year and annual accounts

#### Article 9

1. The financial year of the foundation runs from the first day of June up to and including the thirty-first day of May the following year.
2. The Management Board is obliged to keep such records of the financial position of the Foundation so that its rights and obligations can be known there from at all times.
3. The Management Board is obliged to draw up a balance sheet and a profit and loss account of the Foundation every year within six months of the end of the financial year.
4. Before proceeding to the approval of the documents referred to in paragraph 3, the Management Board may have these examined by an accountant appointed by them. The accountant shall report on his examination.
5. The Management Board is obliged to keep the documents referred to in the previous paragraphs for seven years.

### Amendment of the Articles of Association

#### Article 10

1. The Management Board is authorized to amend the Articles of Association only with the prior approval of the General Assembly

2. A resolution of the Management Board to amend the Articles of Association will require unanimous consent in a full meeting. If a meeting in which a resolution to amend the Articles of Association is to be discussed is not complete, a second meeting shall be convened to be held no earlier than two and no later than four weeks after the first meeting. The second meeting may, irrespective of the number of members of the management board present or represented, decide lawfully about this proposal since this was previously discussed in the first meeting. Unanimous consent is required during the second meeting to take this resolution forward.
3. A copy of the proposal, containing the verbatim text of the proposed amendment, shall be attached to the convocation to the meeting in which an amendment of the Articles of Association is to be proposed.
4. A resolution to amend the Articles of Association shall become effective only after a notarial instrument has been drawn up there from. Each member of the Management Board shall have power to execute that instrument.

### Dissolution

#### Article 11

1. The Management Board is authorized to dissolve the foundation only with the prior approval of the General Assembly.
2. The resolution to dissolve the Foundation shall determine the destination of the balance of the remaining funds.
3. After the dissolution, the liquidation will be affected by the Management Board.
4. After termination of the liquidation, the books and records of the dissolved Foundation shall remain in the custody of the person designated by the liquidators for the period prescribed by law.
5. Otherwise, the stipulations of Title 1, Book 2 Dutch Civil Code shall apply to the liquidation.

## **6.1 General information about AIESEC International**

**6.1.1** Anything, which is not provided for by the present Constitution, shall be settled according to the provisions of the Dutch Law.

**6.1.2** AI shall be responsible for the management and development of the association.

**6.1.3** The term of office of the AI Team runs from January 1st to December 31st of the same calendar year, with the possibility to be reduced by up to 3 calendar weeks by the Management Team of AI.

**6.1.4** AI shall be staffed and receive salaries based on the following timeline:

**6.1.4.1** PAI: November 1st until December 31st of the following year;

**6.1.4.2** VP F: November 1st until December 31st of the following year;

**6.1.4.3** Remaining VPs and/or Management Team members: November 1st until December 31st of the following year.

**6.1.4.4** If employment dates are changed as per 6.1.3, the salary will only be paid for the time an AI member is actually working for AI.

**6.1.5** The AI VP F from the outgoing AI team shall be appointed to support AI with logistics for IC. This person's term will be extended by one month and they will receive their usual salary payable for that additional month. In case the AI VP F cannot meet this requirement, AI needs to appoint another person from the management team.

**6.1.6** All AI team members shall be paid the minimum wage level as stipulated by the government of the Country/Territory AI is based in.

**6.1.7** AI shall be discharged by a simple majority of the voting Members at the first ILM after completing their term of office. This discharge shall be based on the full AI report (for internal knowledge management purposes), annual report (for external purposes) and unqualified external audit report signed by the auditors, internal audit report and Supervisory Group recommendation. Each AI team shall ensure an annual report is produced to be presented during VLM maximum within two months after the terms ends (31st August)

**6.1.8** AI shall be responsible for the distribution of an updated International Compendium no later than one month after every ILM.

**6.1.9** AIESEC International should deliver all reports and preparation packages 14 days before each International Conference starts.

**6.1.10** The length of term for an AI member is 12 months, unless otherwise stated in the International Compendium.

## 6.2 AI Services

### 6.2.1 The role of AIESEC International

**6.2.1.1** AIESEC International's unique role is to:

**6.2.1.1.1** Govern and manage the global association according to its statutes;

**6.2.1.1.2** Facilitate and lead operations and communications between Members towards organizational purpose and goals;

**6.2.1.1.3** Represent and act on behalf of the global association.

**6.2.1.2** AIESEC International's services determine the role of AIESEC International towards each of these three areas and will be delivered to all entities, regardless of their membership status.

Role	Services
------	----------



Govern and manage the global association according to its statutes	Association Governance
	Association Legal Management
	Association Financial Management
Facilitate and communications between Members towards organizational purpose and goals	Global Network Management
	Network Information Management
	Long term organizational Strategy Management
Represent and act on behalf of the global association	Global Brand Management
	Global Sales and Partners Management
	Global long term Organizational Development

**6.2.1.3** The global budget is legislated according to services and determines the level of resources of AI into each of the global services.

**6.2.1.4** The Global Service delivery is to be included in the AI plan. The AI plan also specifies how AI will deliver the service in a specific year.

**6.2.1.5** The Internal Auditors are responsible for auditing AIs fulfillment of the global services and report at every ILM through the Internal Auditors' report.

Association Governance	
To govern AIESEC according to the constitution and compendium legislated by Global Plenary and to keep AIESEC International accountable internally and externally through appropriate Governance and Accountability structures.	
Key Activities	Deliverables
Global Reporting	Release AI plan to global plenary by IPM
	Submit quarterly service report to Global Plenary and Internal Auditors by (1) 31 Mar (2) 30 Jun (3) 30 Sep

	(4) 31 Dec (or by end of previous term, if earlier)
	Submit quarterly AI Plan reporting to Global Plenary, Supervisory Group and Internal Auditors including (1) Progress on organizational goals (2) Assessment on global strategy (3) AI financial sustainability (4) Global systems
	Submit quarterly AI Mandate report on status and progress to Global Plenary and Internal Auditors
	Submit an Annual report which to be distributed to MCPs virtually at each IPM
<i>Global Legislation</i>	Run legislation sessions according to Global Compendium Standing Orders at every ILM
	Release minutes and updated compendium latest 30 days after legislation
	Select and manage Global Subcommittees according to Compendium
<i>External Audit of AIESEC International</i>	Deliver yearly External financial Audit of Stichting AIESEC International as per Dutch law
	To provide written external financial audit to Global Plenary at every IC and when requested virtually
<i>Internal Audit of AIESEC International</i>	To host an Internal Auditors report space at every ILM.
	To facilitate and bear the cost of Internal Audit in AI offices, providing all requested documents and information.
	To facilitate the release of an Internal Audit report at least 10 days before the ILM and no later than 10 days after the end of the audit
	To provide a written Management Response to the Internal Audit report at every physical ILM to Global Plenary
<i>Supervisory Group</i>	Manage Supervisory Group membership according to the compendium to

<i>management</i>	ensure the SG terms of reference are adhered to
	Host a Supervisory Group meeting every quarter
	Release minutes of SG meetings 30 days after every SG meeting
	To host SG dialogue for MCPs at every ILM

Association Legal Management	
To ensure legality of Global Association Operations and legal protection of assets including trademark and legal brand.	
Key Activities	Deliverables
<i>Legality of AIESEC International</i>	Ensure legal registration of Stichting AIESEC International, Articles of Association and Directors and provide documents to MCPs if requested
	Ensure legality of employment of AI members and valid global travel insurance for duration of employment
	To comply with Dutch tax regulations and other laws and regulations (i.e. reports)
	Ensure assets (tangible and intangible) of AIESEC International are insured and protected by contract
	Ensure legality of contracts and legal advice on rights and liability incurred
	Submit a report on legal risks to the Plenary when identified
	Ensure that both physical and virtual copies of all contracts and data crucial to AI operations is backed up
	Ensure data protection of employees personal details as in accordance with Dutch Law
<i>Brand and IP protection</i>	Enable trademark transfer and acquisition of trademarks from geographic

	areas to Stichting AIESEC International
	To manage, renew and validate trademarks owned by Stichting AIESEC International
	To report at every IPM progress of trademark registration and risk associated

Association Financial Management	
To manage the financial resources of AIESEC International, including budget, investment funds, reserves and Global Funds according to legislated budgets and fund purposes, to ensure financial sustainability and growth towards the purpose of AIESEC.	
Key Activities	Deliverables
<i>Financial and Distribution Models management and development</i>	Deliver an annual report evaluating financial and distribution models based on organizational resource distribution and ability to pay
	Release calculations of Member Fees and invoices bi-annually, latest 30 days before each ILM
<i>AI Budget and financial Management</i>	To control the AI budget expenditures to remain within legislated amounts
	Submit a quarterly financial report to global plenary and Supervisory Group including (1) Budget report according to AI plan and global services (2) Cash flow (3) Member debts Also submit to the SG: (1) Receivables overview
	Submit a balance sheet with the report bi-annually
	Deliver External Financial audit with (1) Full balance sheet (2) Profit & Loss

	(3) Reserves and equity overview (4) Specified fund report
	Ensure AI has a procurement policy for vendors in place and it is documented in written format
<i>AI Funds and investment management</i>	Ensure AI has an Investment process in place and it is documented in written format
	Submit report to Internal Auditors on Investments made and their contribution to AI plan and global strategy
	Submit quarterly report on investments made
<i>Global Funds management</i>	To manage global funds according to compendium
	To submit a report on Global fund usage at every ILM

<b>Network Operations Management</b>	
To ensure there is a global and AI plan in place to reach organizational MoS and organizational purpose and to facilitate operations between Entities to achieve it.	
<b>Key Activities</b>	<b>Deliverables</b>
<i>Global Planning and Strategy Development</i>	To facilitate a global planning process at every IPM which gives direction and input to MCs and AI planning and strategy
	To create an annual AI plan based on the global plan aimed towards achievement of organizational purpose and targets and present/deliver it at IPM
	To communicate latest by IPM which channels, platforms and spaces will be used to implement the AI plan with the network
	To communicate AI roles and responsibilities and internal structure at every IPM and at any next ILM following any changes

	<p>Submit quarterly AI Plan reporting to Global Plenary, Supervisory Group and Internal Auditors including</p> <ul style="list-style-type: none"> <li>(1) Progress on organizational goals</li> <li>(2) Assessment on global strategy</li> <li>(3) AI financial sustainability</li> <li>(4) Global systems</li> </ul>
<i>Global Steering Team management</i>	To define and communicate role of Steering Team in Strategy Development and Plan Implementation when releasing applications
	To release applications and select a Steering team that consists of representation of every region in the network by 15 April of the previous year
	To host 2 Steering Team meetings per year in AI offices
	To release output and recommendations of Steering team 15 days after the end of each meeting to the network
<i>Conference management</i>	To develop agenda and content for Global and Regional Conferences
	To release outputs of all sessions 15 days after Global and Regional Conferences
	Release satisfaction surveys with MCPs regarding content and logistics and submit a written report based on conclusions
<i>Product Quality Management</i>	Ensure Quality Management Systems are in place that measure the quality of our Products as defined by AI
	Ensure information on quality of Products across the association is available and transparent to MCPs
<i>International Control Board Management</i>	To select an ICB chair every year under the recommendation of the Legal Subcommittee and facilitate the selection of ICB members
	Facilitate the delivery of ICB reports at every quarter report
<i>Financially sustainable,</i>	To select an GFB chair every year under the recommendation of the F SC

<i>transparent and Legal Operations of the network</i>	To facilitate the delivery of GFB reports at every quarter report
<i>International Control Board Management</i>	To select a Global Expansion Committee Chair every year
	To facilitate the delivery of GEC reports at every quarter report
	To make recommendations to Global Plenary on Expansion proposals if requested by the GEC or Legal SC

Network Information Management	
To ensure there are information and communications systems and platforms in place to enable the organization to reach MoS and organizational purpose and to facilitate operations between Entities to achieve it.	
Key Activities	Deliverables
<i>Global IT systems management and maintenance</i>	To ensure 99% availability of Global IT systems including all elements of the GIS and global website
	To report on IT systems developments and maintenance with the AI quarter report
<i>Goals, targets and quality measurement and reporting</i>	To measure organizational goal achievement on global, national and local level and make available to all Entities in the network
<i>Internal Communications</i>	To ensure 99% availability of internal communications systems irrespective of territory
	To have clearly defined official communication channels from: (1) AI to MCs/MCPs (2) AI to LCs (3) AI to General Membership (4) MCs/MCPs to AI (5) MCs/MCPs to MC/MCPs

Global Long-Term Organizational Development	
To develop the organization in a long term perspective towards organizational purpose and align the organization around it.	
Key Activities	Deliverables
AIESEC Way Organizational Alignment	To ensure availability of AIESEC Way toolkit and interpretation to the global network
	To ensure alignment of Entities by delivery of content at every ILM
Midterm ambition development and implementation	To facilitate midterm ambition creation based on the AIESEC Way
	To set global measures and targets for the organization based on the AIESEC Way and midterm ambition
Product and Product Development for long term non-organic growth	To research on feasibility of introducing new Products or products, as well as entering new markets in association with AI planning processes
	Ensure a global innovation framework is in place

Global Brand Management	
To enhance the global brand of AIESEC in the market through PR and Marketing activities and align the network on branding and external communications.	
Key Activities	Deliverables
Global Public Relations	To report on relations of AIESEC with other global associations, organizations or government institutions at every quarter report
	To release reports to the Global Plenary quarterly on events attended on behalf of the global organization
	To create and deliver an annual report for AIESEC International



	To communicate on behalf of AIESEC on matters concerning the global association, including press and organizational stands on topics
<i>Global Communications and Channels management</i>	To manage and develop content for Global Website(s) and portals of AIESEC
	To manage and develop content for global social media channels
	To design and manage global logos and other visual elements of the brand
<i>Network Brand Alignment</i>	To manage and update official global brand management wiki/resource centre including (1) Brand attributes, elements and guidelines (2) Logos and visuals (3) Maintain internal knowledge management on PR and External communications
<i>Global Crisis Communications</i>	To make available a global crisis communication resource center for all Entities
	To manage crisis communication internally and externally on behalf of the global association

<i>Global Sales and Partners Management</i>	
To partner with Multinational organizations and associations in order to provide leadership development with those organizations and increase AIESEC's brand association on a global level. To fund AIESEC's global activities and investments in coherence with those objectives.	
<i>Key Activities</i>	<i>Deliverables</i>
<i>Product Sales and partnership management to Multinational organizations</i>	To create a yearly sales and delivery plan including: (1) Industry, Market and prospect focus for youth leadership development (2) Target of Product Experiences and other benefits (i.e. brand association etc.) (3) Revenue target through Experience delivery (4) Any other revenue target

	To report on the facilitation delivery of experiences and partnerships on local and national level
	To submit a quarterly report on pipeline of sales, experiences delivered and revenue generated compared to plan

## 6.2.2 Regional Office Services

### 6.2.2.1 The role of Regional Office

#### 6.2.2.1.1 Support network operations

#### 6.2.2.1.2 Organizational strategy implementation

#### 6.2.2.1.3 Regional sales development

6.2.2.1.4 Regional office's services determine the role of the regional office towards each of these three areas and will be delivered to all Entities, regardless of their membership status.

### 6.2.2.2 Regional Office Services

- ☐ Support network operations
- ☐ Regional network management
- ☐ Facilitate collaboration amongst Entities
- ☐ Organizational Strategy implementation
- ☐ Entity development
- ☐ Regional Sales Development
- ☐ Regional Sales and Partnership management

## 6.3 Role of the President (PAI)

### 6.3.1 Strategic Direction

6.3.1.1 Ensure the alignment of AIESEC's strategic decisions with the AIESEC Way while ensuring continuous progress towards AIESEC mid-term direction.

6.3.1.2 Ensure a long-term approach towards AIESEC's strategic decisions while ensuring the memory of the organizational change is kept.

6.3.1.3 Ensure a proper strategic AI planning and its execution in alignment with the first two items listed above.

6.3.1.4 Ensure AI Plan supports the creation and/or implementation of the mid-term direction and the fulfillment of AI Role & Services as per the compendium.

6.3.1.5 Oversee, supervise, feedback and track strategic work progress at different parts of the AI structure.

**6.3.1.6** Ensure the AI internal structure is fit to fulfill the strategic role of AI and implementation of the mid-term direction.

**6.3.1.7** Participate and be final responsible for the involvement of MCPs in strategic decisions. Ensure high quality of the steering team meetings and outputs.

**6.3.2** *Team Management*

**6.3.2.1** Ensure the delivery of the Team Standards in the AI team.

**6.3.2.2** Support the AI Team in preparation for their role through the definition of Job Descriptions and support the transition process between both AI Teams.

**6.3.2.3** Facilitate a planning process that comprises individual JDs in accordance with AIESEC mid-term direction & AI role and services.

**6.3.2.4** Establish and reinforce an appropriate routine and cadence for Performance Management across the AI Team in accordance with Team Standards.

**6.3.2.5** Ensure education and training needed for the team and the individual members are delivered based on needs.

**6.3.2.6** Facilitate, encourage and support the AI Team personal development and goals in accordance with Team Standards and follow up on a quarterly basis as a minimum.

**6.3.3** *Financial Sustainability*

**6.3.3.1** Coordinate the AI efforts to deliver the commitments with the resources allocated through the creation and tracking of the AI Plan.

**6.3.3.2** Be an active member of the Management Team.

**6.3.3.3** Support the VP Finance in tracking budget variations at the end of each month in synergy with the rest of the Management Team

**6.3.3.4** Coordinate the AI efforts to deliver the commitments with the resources allocated through the creation and tracking of the AI Plan.

**6.3.3.5** Be an active member of the Management Team.

**6.3.3.6** Support the VP Finance in tracking budget variations at the end of each month in synergy with the rest of the Management Team.

**6.3.3.7** Keep the AI Team informed of AIESEC International's Financial State on a regular basis.

**6.3.3.8** Keep track of the BD and Finance responsibilities and synergy to ensure achievement of AI revenue goals.

**6.3.4** *Governance and Accountability*

**6.3.4.1** Ensure follow up of Global Plenary decisions being addressed, internal auditors, Steering Team and Supervisory Groups recommendations and/or output of meetings and/or discussions.

**6.3.4.2** Ensure reporting to the Global Plenary on a quarterly basis AI plan fulfillment and AI Budget Execution.

**6.3.4.3** Ensure preparation & reporting to the Supervisory Group on a quarterly basis.

**6.3.4.4** Co-chair the AI SG meetings with the SG Chair.

**6.3.4.5** After the PAI role has ended, the outgoing PAI shall join the SG after six months outside of their role for a total of two.

#### **6.3.5 SG Meetings**

**6.3.5.1** Final responsible in AI for the alignment of the global plenary.

**6.3.5.2** Global network Engagement & Communication.

**6.3.5.3** Ensure global communication with MCPs and their engagement in global direction and dialogues.

**6.3.5.4** Being the end representative of AIESEC International towards the global network.

**6.3.5.5** Management of personal social media channels within AIESEC International to ensure alignment with AIESEC values and AIESEC's Internal Code of Ethics.

**6.3.5.6** Final responsible in AI for the alignment of the global plenary towards the achievement of AIESEC's Mid Term Direction while ensuring alignment to the AIESEC Way.

**6.3.5.7** Ensure global network issues are addressed and ensure the global plenary approves solutions that are deemed necessary.

#### **6.3.6 External Representation**

**6.3.6.1** Final representative of AIESEC globally to external stakeholders (global partners, youth organizations, UN, alumni, etc.)

**6.3.6.2** Represent AIESEC in key external events (managed in synergy with the AI VP Public Relations).

**6.3.6.3** Co-manage AIESEC and UN partnership together with the AI VP Public Relations.

### **6.4 Role of the Vice Presidents (AI VPs)**

**6.4.1** The Vice Presidents of AIESEC International shall be responsible for the coordination and development of the global activities of Members. The Vice Presidents, together with the PAI, shall be responsible for the direction of AIESEC.

**6.4.2** The Vice President Finance shall be responsible for the financial operations and obligations of the Association.

**6.4.3** The VP Finance, VP Business Development, VP Information Management and VP Organizational Strategy positions will be open for two years - subject to the provision of their intent for applying to the role of PAI in the consecutive term and/or to the decision making of team selection by the PAI.

### **6.5 AI Financial management**

#### **6.5.1 Management Team**

**6.5.1.1** A Management Team shall be created every year for the purpose of managing the finances of AI.

**6.5.1.2** The Management Team shall consist of the PAI, the VPF, the VPPD, the VPIM and at least one other AI team member at the discretion of the PAI, this is to be ratified by the global plenary at every IC for the incoming Management Team.

**6.5.1.3** The Management team shall meet every quarter to review the quarterly report, the budget situation, the cash flow and the expense priorities for the following quarter.

## **6.5.2 AI Budget**

**6.5.2.1** The budget is the basis for the administration of all income and expenditure and for the audit.

**6.5.2.2** The AI budget shall be set up in Euro and Canadian dollars.

**6.5.2.3** AI must present budget information for the following financial year at IPM and select a Finance Subcommittee to give recommendations to be put forward in legislation on:

**6.5.2.3.1** Total amount of global service fees;

**6.5.2.3.2** Method of calculation for global fee;

**6.5.2.3.3** Total cost per service.

**6.5.2.4** The Finance Subcommittee shall also give general recommendations on the budget.

**6.5.2.5** AI shall send a draft of the proposed budget for the coming year at least 7 days before every IPM starts and an updated budget at least 7 days before IC starts.

**6.5.2.6** A final budget shall be presented at IPM. This will require ratification by simple majority.

**6.5.2.7** New services should be proposed separate from the budget and there should be a clear decision made explicitly about spending on new services separate from ratification of the budget.

**6.5.2.8** The budget may be changed at IC. If the update increases the Member fees then a 2/3 (two thirds) majority is needed to approve the change.

**6.5.2.9** Any unbudgeted expenses in excess of EUR 1000 must be approved by the Management Team, and unbudgeted expenses in excess of EUR 8,000 should be reported to the Finance Subcommittee.

**6.5.2.10** The PAI and the VPF shall have a veto power on all budgeted and AI approved expenditures in excess of EUR 2000. In the event of a disagreement between the PAI and VPF, the PAI has the ultimate veto power over these expenditures.

**6.5.2.11** Any allocation of fundraising done by AIESEC International that goes over 10% of the approved budget, shall be approved by the Finance Subcommittee.

## **6.5.3 Reporting**

**6.5.3.1** AIESEC International shall report an analysis of the AI financial situation to the Members on a quarterly basis. The budget vs. actual analysis may be sent to a Member upon request.

**6.5.3.2** AI shall present an up-to-date financial report at IC and IPM to be distributed at least 7 days prior to the meeting.

**6.5.3.3** This report should contain:

**6.5.3.3.1** AI Profit & Loss statement showing budget variance (in Euro and Canadian Dollars);

**6.5.3.3.2** Analysis of AI financial situation, including main achievements, challenges and next steps.

#### **6.5.4 Funds**

**6.5.4.1** No internal fund managed partially or totally by AIESEC International can be used for an amount higher than the amount secured by that fund.

#### **6.5.5 AIESEC International Reserves**

**6.5.5.1** AIESEC International must maintain a minimum level of reserves of 750,000 EUR, to be held in the form of liquid assets.

**6.5.5.2** In the event that the reserves fall below this value, AIESEC International must take immediate action and the Supervisory Group, Internal Auditors and the Global Plenary shall be informed immediately. The matter shall also be reported during the next ILM, together with a timeline for the re-establishment of the required minimum level.

**6.5.5.3** The Operational Reserve fund is to be used in order to support urgent needs in AIESEC International's budget.

**6.5.5.4** The Strategic Reserves Fund will be used to support Global priority areas. Any profit being made from the interest of the AI reserves is to be allocated to the Operational Reserves Fund or to the Strategic Reserves. The decision is to be taken by the Management Team of AIESEC International.

#### **6.5.6 Investment policy**

**6.5.6.1** The Management Board of Stichting AIESEC International is responsible for managing the investment portfolio of the organization with the assistance and advice of Van Lanschot.

**6.5.6.2** As AIESEC is a not for profit organization, the ultimate objective of the investment portfolio held is value preservation as the money needs to be safeguarded from risk. As such, the investments AIESEC International holds should be very low risk and with short-medium term maturity levels. Instruments such as fixed term deposits, short-medium term government or AAA rated corporate bonds are suitable, however funds and stock related investments should be avoided in favor of more low risk investments. The portfolio should be EUR based to avoid unnecessary cross currency risks.

**6.5.6.3** If in the future AIESEC International wishes to change this approach, AI must write a formal letter detailing the reasons for the proposed change in approach and risk appetite. This letter must be accompanied by a statement of approval by the Supervisory Group of AIESEC International (can be as an email attachment).

#### **6.5.7 VPF**

**6.5.7.1** The outgoing AIVPF shall have an advisory role in the AI financial management, and be physically present in AIESEC International at least once during the following term. It is recommended this period to be the same as one of the internal audits.

**6.5.7.2** AI is to store a (digital) copy of their contract collections outside the AI office.

#### **6.5.7 AIESEC International Procurement Policy**

**6.5.7.1** AIESEC International must follow a procurement procedure when contracting goods of services ensuring that orders are handled evaluating what purchases are required offering the best deals, that purchases to be made do not exceed the budget provided and that purchased goods and services conform with the quantity and price specified in the orders.

**6.5.7.2** All purchases on a global level shall be approved by the AIVPF who is the final responsible to ensure the proper application of the global procurement procedures. All purchases will save a purchase file that must contain all the documents pertaining to each transaction.

**6.5.7.3** For purchases equal to or under EUR 1000.- (one thousand Euros) no procurement procedure is required to be applied, always ensuring the proper accountability of every transaction.

**6.5.7.4** For purchases over EUR 1000.- (one thousand Euros) up to EUR 10,000.- (ten thousand Euros) a price survey by telephone of two suppliers will be sufficient for determining the supplier. For purchases over EUR 10,000.- (ten thousand Euros) a quotation/invoice shall be obtained from three suppliers. Purchases from a sole source shall be explained in the purchase file.

**6.5.7.5** Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered; in this case the purchase file must contain the reasons for the lowest bid not to be chosen.

### **6.6 Information Management**

**6.6.1** All members and AIESEC International will comply with the Information Management Principles.

**6.6.2** Refer to Global Compendium Supporting Document Art. 6.1 for the data privacy and terms of use policies on global information systems and Art. 6.2 for the IM principles.

### **6.7 Information Management Subcommittee (IMSC)**

**6.7.1** The IM Subcommittee is responsible for reviewing the global Information Management short and long-term strategy and providing recommendations to the Global Plenary about the needs of the organization in regards to information management.

**6.7.2** The role of the IM Subcommittee is:

**6.7.2.1** To review and provide recommendations to the Global Plenary on issues related to information management.

**6.7.2.2** To ensure proper governance over the Global Information Systems fund.

**6.7.2.3** To provide and/or ensure transparency and reporting to the global plenary regarding information management investments being made by AIESEC International.

**6.7.2.4** Provide and/or gather inputs to AIESEC International for matters related to experience.aiesec.org and opportunities.aiesec.org, in regards to accessibility, security breaches, and the overall operations of the system.

**6.7.2.5** In regards with the above, a monthly Information Management report shall be made and presented to the global plenary in collaboration with the AI IM sub-team. This report should include at least:

**6.7.2.5.1** Updates on information management investments being made by AIESEC International (expenses of the month);

**6.7.2.5.2** Health state of experience.aiesec.org and opportunities.aiesec.org:

**6.7.2.5.2.1** Common challenges in the system and the possible resolutions;

**6.7.2.5.2.2** Current state of the system's development (the progress for each module);

**6.7.2.5.2.3** Upcoming features to be developed;

**6.7.2.5.2.4** Update on the timeline of development.

## **6.8 Internal Audit**

### **6.8.1 Role and Purpose**

**6.8.1.1** The role of the internal audit for AIESEC is to provide objective and continuous assurance of key governance, risk management, and compliance processes within the association.

**6.8.1.2** The internal audit activity must evaluate AIESEC's risk exposures and the adequacy and effectiveness of controls in responding to those risks regarding the:

**6.8.1.2.1** Effectiveness and efficiency of operations and processes;

**6.8.1.2.2** Safeguarding of assets;

**6.8.1.2.3** Compliance with laws, regulations, and contracts;

**6.8.1.2.4** Refer to Global Compendium Supporting Document Art. 6.3. for detailed information regarding the Internal Audit, the authorities the Internal Auditor has.

### **6.8.2 Score of the Internal Audit**

<b>Level</b>	<b>AIESEC International</b>
--------------	-----------------------------



<i>Constant areas</i>	<input type="checkbox"/> Finance Management in regards to various areas of operations <input type="checkbox"/> Data and Information Management <input type="checkbox"/> Compliance & Legalities
<i>Ad-hoc project-based</i>	Internal Audit Engagements based on ad-hoc request from a Global Subcommittee or AIESEC International having the minimum of objectives, scope, authority, timeline and funding details to be included in the proposal for approval by Global Plenary (or if requested by AI to be approved by AI Management Team)

### 6.8.3 Responsibilities of the Internal Audit

Level	AIESEC International
<i>Audit</i>	<ol style="list-style-type: none"> <li>1. Create and agree upon the AI internal audit plan for the term with AI and the Legal Subcommittee latest by IPM each year. The plan should include clear objectives and timeline of the audit activities.</li> <li>2. Continuously and systematically assess AI's risk exposure and the adequacy and effectiveness of controls in responding to risks deriving from:             <ol style="list-style-type: none"> <li>a. Strategic investments and operational expenditures;</li> <li>b. Compliance with laws, regulations, contracts;</li> <li>c. Compliance with AIESEC International policies and all related aspects of the International Compendium;</li> <li>d. Data security, protection and authorization;</li> <li>e. Other special items including but not limited to: consulting agreements, licenses, Intellectual property, web-hosting, etc.</li> </ol> </li> <li>3. Evaluate the progress of execution of Mandates by the Global Plenary to AI.</li> </ol> <p>The above activities should be performed in the course of two audit cycles per term.</p> <p>The first one covers the period of June 1st till November 30th and the</p>

	second one covers the period of December 1st till May 31st. The progress report should be presented together with the Internal Auditors report.
<i>Reporting</i>	<p>4. In the end of each audit cycle the Internal auditors should produce the following reports:</p> <ul style="list-style-type: none"> <li>a. Summary of the findings and list of recommendations to the AI management team at the last day of the audit;</li> <li>b. Detailed report and summary of the findings and list of recommendations to the Global Plenary;</li> </ul> <p>The detailed report should be released within 10 days of the physical audit and at least 10 days before IPM/IC.</p>

## 6.9 External Audit

**6.9.1** AI must have its accounts formally audited annually by a qualified public auditor.

**6.9.2** The external audit must be held before IC and the results released to the Global Plenary at IC.

**6.9.3** A summary must be included in the organization's Annual Report.

**6.9.4** The incoming and outgoing VP Finance shall participate in the External Audit.

**6.9.5** The accrued expenses and deferred income will be fixed in collaboration with the outgoing and incoming PAI and VP Finance (and VPER for deferred income).

**6.9.6** The Global Plenary is the final decision-making body for the selection of an external auditor.

## 6.10 Supervisory Group

**6.10.1** Refer to the Global Compendium Supporting Document Art. 7.6. to see the structure of the Supervisory Group

**6.10.2** Role:

**6.10.2.1** Ensure the organization remains compliant with The AIESEC Way;

**6.10.2.2** The SG shall not have any decision-making power, or legal and financial responsibility for the operations of AIESEC International;

**6.10.2.3** Monitoring the main activities of AI and assessing performance of AI based on stated targets for the year which are included in the AI year plan;

**6.10.2.4** Giving strategic advice based on their assessment of AI's performance and results;

**6.10.2.5** Ensure the organization upholds and promotes equal opportunities and diversity in all areas of operation;

**6.10.2.6** Holding AIESEC International accountable to provision of defined Global Services;

**6.10.2.7** Monitoring the finances of AI and advising major investments and exceptional expenditure;

**6.10.2.8** In case revenue targets are not being met, the SG will propose measures of cost cutting or changes in the revenue generation strategy;

**6.10.2.9** Overseeing legal and governance related issues;

**6.10.2.10** Advising and guiding AI on the AI team structure;

**6.10.2.11** Providing guidance, referrals, and recommendations in order to increase AIESEC's network in a sustainable way;

**6.10.2.12** Supporting and building networks to generate leads for BD purposes;

**6.10.2.13** Reporting to Global Plenary on AI's performance and presenting recommendations as necessary.

### **6.10.3** Chairperson

**6.10.3.1** Role (in addition to SG member role):

**6.10.3.1.1** Ensure that all SG members can contribute at meetings;

**6.10.3.1.2** Ensure the efficient conduct of business during SG meetings;

**6.10.3.1.3** Provide feedback, coaching and performance appraisal to the PAI;

**6.10.3.1.4** Ensure the appraisal of SG and individuals performance adheres to the Code of Ethics and these terms of reference;

**6.10.3.1.5** Resolve potential conflicts of interest as they arise.

### **6.10.4** Term of service

**6.10.4.1** Each member shall have a renewable term of three years. [One or two year terms can be agreed if seen fit by the SG member, the PAI and the SG chair].

**6.10.4.2** At the end of the term, the contribution and performance of the individual will be reviewed by the SG Chair, PAI and VPF, and a decision made whether to reappoint the SG member for another term.

**6.10.4.3** SG members can be expected to renew membership once (provided satisfactory contribution and performance), resulting in a total term of 6 years.

**6.10.4.4** An SG member may be invited to continue on the SG for more than 6 years, if there is an exceptional reason to do so.

### **6.10.5** Performance and attendance standards expected

**6.10.5.1** Commitment on behalf of the members of the Supervisory Group is of great importance in enabling the Supervisory Group to fulfill its role. The following outline the expectations of an SG Member:

**6.10.5.1.1** Uphold the values and objectives of the organization;

**6.10.5.1.2** Act with integrity, and avoid or declare personal conflicts of interest;

**6.10.5.1.3** Ensure compliance with the AIESEC Code of Ethics;

**6.10.5.1.4** Act reasonably at all times in the interests of the organization and of its members (collectively and individually);

**6.10.5.1.5** Declare any potential conflicts of interest to the Chair as soon as they arise and ensure that all advice is given considering the best interest of AIESEC;

**6.10.5.1.6** Act personally, and not as the representative of any group, organization or company; regardless of how nominated;

**6.10.5.1.7** Remain independent and not under the control of any external organization or individual;

**6.10.5.1.8** Attend at least 3 Supervisory Group meetings per year. These meetings will be held in the office of AIESEC International or in a hybrid or virtual setting;

**6.10.5.1.9** Complete a three-year term of membership in the Supervisory Group (and remain open to reappointment);

**6.10.5.1.10** Complete all necessary preparation prior to the Supervisory Group meetings included reading the SG report sent in advance;

**6.10.5.1.11** Be available between SG meetings for advice, guidance and support for specific topics and areas;

**6.10.5.1.2** Remain open and accountable, sharing information with the Global Plenary as necessary, and ensure sensitive information remains confidential within the SG;

**6.10.5.1.3** Respect and support AIESEC International even if specific decisions are not in accordance with collective or individual SG advice.

#### **6.10.6 Meetings**

**6.10.6.1** The SG shall meet with AI at least four times per year, in January, April, June, and October.

**6.10.6.2** Meetings are usually held in the office of AIESEC International.

**6.10.6.3** The AI VPF and PAI are responsible for drafting the agenda to be sent to the SG Chair for feedback and further input.

**6.10.6.4** An update on the current financial situation (income and expenditure) and operational areas of focus should be sent at least one week before the meeting for review by SG members. Recommendations should be given by the SG, and followed up by AI.

**6.10.6.5** A revised budget shall be presented to the SG in the July Meeting and re-approved by the Global Plenary at IC.

**6.10.6.6** Minutes from the SG meetings shall be released to the SG within two weeks of the meeting, and to the Global Plenary within one month of the meeting.

#### **6.10.7 Interaction with other governance bodies**

##### **6.10.7.1 Global Plenary**

**6.10.7.1.1** The SG shall report to the Global Plenary during the International Congress and International Presidents' Meeting on the performance of AI, in terms of operational and financial situation. The report shall be presented by the Chairman of the SG or another SG member as proxy.

**6.10.7.1.2** At IC the report should include a written assessment on:

**6.10.7.1.2.1** SG evaluation of previous AI team final performance and plan delivery;

**6.10.7.1.2.2** SG evaluation of any challenges new AI team is taking over from previous team;

**6.10.7.1.2.3** SG evaluation of AI financial management;

**6.10.7.1.2.4** SG evaluation of AI strategy and plan as set out.

**6.10.7.1.3** At IPM the report should include a written assessment on

**6.10.7.1.3.1** SG evaluation of AI strategy;

**6.10.7.1.3.2** SG evaluation of AI plan delivery;

**6.10.7.1.3.3** SG evaluation AI financial management.

**6.10.7.1.4** If the Chairman of the SG is not present in an ILM, another member of the SG shall present the report. If no member of the SG can attend the respective ILM, AI shall make the presentation on their behalf and one or several SG members will be connected by conference call.

#### **6.10.8 Whistleblowing policy**

**6.10.8.1** A direct email address must exist for any AIESEC member to contact the SG to report matters of concern such as risks to the organization or mismanagement. This policy operates in the same way as stated in the AIESEC Code of Ethics, and the email address must be available to all members of AIESEC.

#### **6.10.9 Interaction with AI**

**6.10.9.1** A pre-meeting is held before each SG meeting between the SG and PAI, and any additional team members they feel necessary to involve.

**6.10.9.2** As many members of the AI team as possible shall attend the SG meetings.

**6.10.9.3** AI members will from time to time contact SG members to ask for references or advice on various topics.

#### **6.11 Global Support Teams**

**6.11.1** AIESEC International may recruit volunteers to help with the implementation of organizational strategy. The opportunities shall be open to all AIESEC members and Alumni.

#### **6.12 Premium Partners Council (PPC)**

**6.12.1** A Premium Partners Council shall convene to provide input and feedback to AIESEC International and to support it in increasing the results and performance of the organization. The Council role is:

**6.12.1** To provide input and advice on major areas of activity and development of the association;

**6.12.2** To provide specialist support in certain areas.

**6.12.2** The Premium Partner Council will consist of between twenty to twenty five people with the following profiles:

**6.12.2.1** Representatives of partner and sponsor organizations of AIESEC;

**6.12.2.2** Representatives from organizations that are involved with or support the activities of the organization (non-governmental or similar organizations);

**6.12.2.3** Individuals and alumni who provide specialist advice to AIESEC International, in areas that it is required for AIESEC International's activities;

**6.12.2.4** Unpaid individual consultants.

### **6.13 Legal Subcommittee (LSC)**

**6.13.1** The role of the Legal Subcommittee is to:

**6.13.1.1** The role of the Legal Subcommittee is to:

**6.13.1.1.1** Act as the main point of contact for the global plenary in regards to any legalities, legal status or legal challenges faced in the Entities.

**6.13.1.1.2** Send a report to the Governance & Legislation Subcommittee by 15 th of July and 31st of December that includes the performance of the LSC and shall include any legal challenges faced by the Entities (including Expansion Initiatives, Official Expansions & Expansions) and any advice that was sought by the Entities Additionally, the before each ILM on.

**6.13.1.1.3** Provide findings to the Global Plenary based on the output from SOGA on questions regarding legalities.

**6.13.1.1.4** Recruit and manage the Internal Auditor of AIESEC International and take care of cases/complaints regarding the Internal Auditor Code of Conduct and provide recommendations to the Global Plenary.

**6.13.1.1.5** Together with the support of AIESEC International, feedback and approval of the Internal Auditor Survey before it being released to the plenary. Together with support of AIESEC International, feedback the Internal Auditor Survey Output before it's being released to the plenary.

**6.13.1.1.6** Communicate with the Internal Auditor in regards to the AI physical internal audit, and together with AIESEC International, feedback the output before it is being released to the Global Plenary.

**6.13.1.1.7** Assist the Global Plenary in regards to their applications for the Legal Management Fund.

**6.13.1.1.8** Provide recommendations and inputs to Entities lacking trademark registration.

**6.13.1.1.9** Be involved in the recruitment and selection of the chairs of the International Control Board and Global Finance Board.

**6.13.1.1.10** Manage the disbandment process of Entities according to the outlined process and report the progress to the global plenary.

## 7. PIPELINE MANAGEMENT

### 7.1 AIESEC International

#### 7.1.1 Election of PAI and AI VPs

**7.1.1.1** To stand as a candidate for President of AIESEC International, one is required to do the following:

**7.1.1.1.1** Submission of an application to AI by the application deadline which shall be in January. The application will be released no later than the 30th of November.

**7.1.1.2** To stand as a candidate for Vice President for AIESEC International, the applicant is required to do the following:

**7.1.1.2.1** Submission of an application to AI by the application deadline which can be no later than 10 days after IPM. AI will announce the deadline and distribute applications by 15th of December each year.

**7.1.1.3** The President of AIESEC International will be elected during IPM.

**7.1.1.4** Refer to Global Compendium Supporting Document Art. 7.1 for the detailed process of standing for AIESEC International and an explanation regarding the replacement of AI Members.

### 7.2 Global External Bodies

**7.2.1** The roles of External Bodies can only be changed once a year during IPM.

**7.2.2** There are two (2) Global External Bodies: International Control Board and Global Finance Board.

**7.2.3** The composition of the two External Bodies is regulated in the Global Compendium (article 4.1.3 Global Finance Board) and the Global Compendium Supporting Document (article 3.6. ICB).

**7.2.4** Selection of Global External Body Chairs:

**7.2.4.1** AIESEC International shall, during regular cycles of operations, open applications for the chairmanship of the External Body no later than 14 days after IC but not after September 20th. A selection committee consisting of current Global External Body Chair, AIESEC International VP Finance, respective AIESEC International VP responsables for Global External Body coordination and Legal Subcommittee Chair shall manage the selection process and decision.

The selection committee shall include two ECB chairs volunteering to be part of the selection process, in the case of the ICB chair selection.

**7.2.4.2** The term of global board chairs and the management team can be extended for 1 more year, totaling a 2 years term.



**7.2.4.3** The chair must announce its extension formally to AI before the DDL to launch applications for chairs, explicit in the clause 6.2.2.2.1.

**7.2.4.4** The extension of the team leaders will depend on the agreement of the chair elected for the term.

**7.2.5 Reporting of Global External Body Chairs:**

**7.2.5.1** Every External Body Chair must submit to the Legal Subcommittee the following reports with at least the budget plan, key activities and quarterly MoS and KPIs:

(a) pre-planning report for upcoming term no later than 15 days before IC

(b) year-long plan for upcoming term no later than 15 days after planning days but before August 31st.

**7.2.5.2** External Body Chairs must submit a Progress Report not later than 15 days after the end of every quarter of their term to the Legal Subcommittee outlining at least the planned vs. achieved activities, MoS and KPIs, and Budget Execution.

**7.2.5.3** The Legal Subcommittee Chair sends the Progress Reports to the Governance & Legislation Subcommittee, together with findings that result out of processing the reports, by June 25th and January 25th. These reports must outline at least the planned vs. achieved activities, MoS and KPIs, and Budget Execution.

**7.3 Global Subcommittees**

**7.3.1** The seven (7) Global Subcommittees in AIESEC are: Finance, Information Management, Legal, Governance and Legislation, Membership, Ethics and ILM and they are each led by a Chair. The Global Subcommittee Chairs are required to meet one day prior to IPM and IC to prepare legislation fairs.

**7.3.2** The structure of the seven Global Subcommittees is regulated in the Global Compendium Supporting Document Art. 7.2.

**7.3.2.1 Selection of Global Subcommittee Chairs:**

**7.3.2.1.1** Of all Subcommittees except Finance Subcommittee:

**7.3.2.1.1.1** AIESEC International and the Current Chair of the respective Subcommittee (and current Membership Subcommittee Chair in the case of GEC) release the applications for the position of Global Subcommittee Chair on the 15th of March.

**7.3.2.1.1.2** In case that the Current Chair of the Subcommittee is not responsive for a period of 10 days after having been contacted by AIESEC International, the latter has the prerogative to select the Subcommittee Chair.

**7.3.2.1.1.3** The content of the application is to be found in the Global Compendium Supporting Document.

**7.3.2.1.2** Of Finance Subcommittee:

**7.3.2.1.2.1** AIESEC International shall select the Finance Subcommittee members.

**7.3.2.1.2.2** The Finance Subcommittee shall select the Chair at its first meeting, who shall lead the Subcommittee together with the AIESEC International VP Finance (or other AIESEC International member).

**7.3.2.1.2.3** The Current Chair of the Finance Subcommittee shall be involved in the selection of the next Finance Subcommittee members, as the Subcommittee should represent the Global Plenary.

**7.3.2.1.2.4** The content of the application is to be found in the Global Compendium Supporting Document

**7.3.2.2** Reporting of Global Subcommittee Chairs:

**7.3.2.2.1** Every Subcommittee Chair must submit to the Global Plenary for approval a term-long (i.e. one year) plan for their Subcommittee including key drivers and activities, as well as quarterly MoS and KPIs no later than 15 days before IC.

**7.3.2.2.2** Subcommittee Chairs must submit a Progress Report at the end of every quarter of their term to the Governance and Legislation Subcommittee outlining the planned vs. achieved activities, MoS and KPIs.

**7.3.2.2.3** Governance and Legislation Subcommittee Chair releases the Progress Reports to the Global Plenary.

**7.3.3** Global Subcommittee and External Body Knowledge Management

**7.3.3.1** Transition has to be concluded latest by 30 June.

**7.3.3.2** The Chair of the Global Subcommittee or External Body must create and upload the transition plan on the information platform in use latest by 30 May.

**7.3.3.3** The outgoing Chair must deliver and transmit all previous Subcommittee or External Body jobs done and mandates assigned by the Global Plenary, as well as which other working topics have to be addressed during the transition timeline to the incoming Chair.

**7.3.3.4** The outgoing Chair must upload all documents and information handled during his/her term and must update the links of these documents and information on the information system in use.

## **7.4 Internal Auditor**

**7.4.1** The Internal Audit Team shall consist of one Internal Auditor appointed for a term of 1 year, which can be renewed.

**7.4.2** The Internal Auditor shall have a full-time position.

**7.4.3** The profile of the Internal Auditor, duration of the term, application package, Internal Auditor Code of Conduct and confidentiality of data are regulated in the Global Compendium Supporting Document Art. 7.5.

**7.4.4** Selection of the Internal Auditor

**7.4.4.1** The Legal Subcommittee, after receiving input from AIESEC International and the current internal auditor(s) should open the application process no later than 31 October for the auditor with the term between 1 January and 31 December.

**7.4.4.2** AIESEC International is authorized by the Global Plenary to publish the application on online job portals, newspapers and any other such publications in order to ensure that there are sufficient applicants.

**7.4.4.3** A Review Panel with representatives of both the Legal Subcommittee and Global Finance Board shall review the candidates in the course of two weeks after the application deadline has passed.

**7.4.4.4** The selection of the Internal Auditors shall be done by the Legal Subcommittee with recommendation given by the Global Finance Board.

#### **7.4.5** Resignation or removal of the Internal Auditor

**7.4.5.1** In case of an Internal Auditor wanting to resign, they need to inform the Legal Subcommittee in writing at least two months in advance.

**7.4.5.2** The Global Plenary can remove an Internal Auditor at any time if at least 2/3 of the voting Members agree there is reason to do so.

### **7.5** Supervisory Group

**7.5.1** Refer to the Global Compendium Supporting Document Art. 7.6. to see the structure of the Supervisory Group.

#### **7.5.2** Selection of the Chair

##### **7.5.2.1** Term of service

**7.5.2.1.1** The Chair of the SG is a three year term.

**7.5.2.1.2** Unless in exceptional circumstances, a new chair will be selected after three years.

##### **7.5.2.2** Selection process

**7.5.2.2.1** The current Chair of the SG will propose a successor to the role to the remaining SG members, PAI and VPF. The PAI with advice of the current SG members (not the current chair) will then take the final selection decision.

#### **7.5.3** Selection Process of SG Members

**7.5.3.1** Due to the nature of this governance body, new members must be proposed through one of the following channels:

**7.5.3.1.1** Recommended by a current SG member;

**7.5.3.1.2** Recommended by a current AI member;

**7.5.3.1.3** Recommended by a current MCP/MC member.

**7.5.3.2** Recommendations can be made at any time, however must be received in writing by the Chair of the SG and PAI and contain the following information:

**7.5.3.2.1** Name;

**7.5.3.2.2** Current position and organization;

**7.5.3.2.3** Professional background (including areas of expertise and geographic location);

**7.5.3.2.4** Past experience with AIESEC;

**7.5.3.2.5** The results of any conversation around availability and possible commitment level.

**7.5.3.3** The SG Chair will then discuss the recommendation with the SG, PAI and VPF to assess the recommendation considering:

**7.5.3.3.1** Current available seats on the SG;

**7.5.3.3.2** Diversity goals;

**7.5.3.3.3** Potential conflicts of interest.

**7.5.3.4** The SG Chair, PAI and VPF will make the final decision on whether to pursue the recommendation or not.

**7.5.3.4.1** If the recommendation is pursued, the SG Chair will:

**7.5.3.4.1.1** Contact the person recommending the individual for an introduction;

**7.5.3.4.1.2** Contact the potential SG member and work with the PAI to conduct an introduction to AIESEC and AI;

**7.5.3.4.1.3** Ensure the potential SG member is clear on the expectations and commitment level of the role;

**7.5.3.4.1.4** Invite the potential SG member to a trial SG meeting to experience the role.

**7.5.3.4.2** If after the first meeting the potential SG member wishes to join the SG, and the SG and AI feel the addition would bring significant value to the SG, the SG Chair will formally invite the individual to join the AI SG.

**7.5.3.5** The Supervisory Group is composed of diverse individuals with the intention to provide guidance and support to AIESEC International. No exclusivity of industry or background is therefore considered when selecting new SG members. Should an SG member wish to voice discomfort or disagreement with an appointment, for whichever reason, this should be done in writing to the SG chair and the PAI immediately upon the initial trial meeting.

# AIESEC

## Global Compendium

### Supporting Document A

# MEMBERSHIP

Updated VLM IPM 2023

Updated by Governance and Legislation Subcommittee and  
approved by AIVP Finance

## 0. TABLE OF CONTENT

<b>0. TABLE OF CONTENT</b>	<b>2</b>
<b>1. WHO CAN RUN AIESEC OPERATIONS</b>	<b>3</b>
<b>2. DEFINITION OF MEMBERSHIP</b>	<b>4</b>
2.1 Full Member	4
2.2 Member in Alert	4
2.3 Entity in Debt	5
2.4 Expansion Initiative	6
2.5 Expansion	7
2.6 Downgraded Entity	9
2.7 Changes of the Membership Model	11
2.8 Virtually allocated markets	11
2.9 Merging and splitting Entities	11
<b>3. MEMBERSHIP CRITERIA AND TIMELINE</b>	<b>15</b>
3.1 Membership criteria	15
<b>4. CURRENT MEMBERSHIP STATUS</b>	<b>21</b>
Total number of Entities: 106	21
4.1 Full Members:	21
4.2 MiA fulfilling all membership criteria:	22
4.3 Members in Alert:	22
4.4 EiD fulfilling membership criteria:	23
4.5 Entities in Debt:	23
4.6 Expansions:	24
4.7 Downgraded Entities:	25
<b>5. EXPOSED TO WAR AND CIVIL UNREST STATUS</b>	<b>26</b>
5.1 Impact on membership status	26
<b>6. MEMBERSHIP SUBCOMMITTEE (MSC)</b>	<b>27</b>
6.1 Role and responsibilities	27



## 1. WHO CAN RUN AIESEC OPERATIONS

Full Members, Expansions, Entities in Debt and Members in Alert can run AIESEC activities.

## 2. DEFINITION OF MEMBERSHIP

### 2.1 Full Member

**2.1.1** Full Member is an Entity that is fulfilling all membership criteria according to the Global Compendium.

**2.1.1.1** Full Members have the right to participate and vote in the Global decision-making process.

### 2.2 Member in Alert

**2.2.1** If a Full Member fails to fulfill membership requirements after every membership check, the Member will become a Member in Alert. The move from Full Member to Member in Alert is automatic on July 1st and January 1st of each year.

**2.2.2** For all Members in Alert the following must occur:

**2.2.2.1** The Membership subcommittee shall be responsible for reviewing the Member in Alert's at every membership check after the Member in Alert failed criteria. This review will be based on the development plan action steps and timeline together with the report that the Member in Alert has provided to the Global Plenary 30 days before the membership check. The report includes:

**2.2.2.1.1** Reasons why the criteria were not fulfilled;

**2.2.2.1.2** Current and past performance of the Member;

**2.2.2.1.3** The commitments that were made in a development plan at the preceding membership check;

**2.2.2.1.4** The plan for next membership check to fulfill the commitments presented at the previous one;

**2.2.2.1.5** Any other information that the subcommittee finds relevant.

**2.2.2.2** If a Member in Alert fails to regain full membership requirements within three years of Member in Alert status, there will be an automatic motion to disband the Member with immediate effect.

**2.2.2.2.1** Should the Member in Alert become an Entity in Debt after becoming a Member in Alert, the automatic motion will count three years from the ILM when they first became a Member in Alert.

**2.2.2.3** The Member in Alert with the input of the respective Subcommittee will create an Entity development plan (to regain Full Membership) within 1 month after each ILM. The development plan will outline the responsibilities of all parties.

**2.2.2.4** The Membership Subcommittee will be responsible to track the implementation of this development plan continually and give this information to the Global Plenary two weeks before each ILM.

**2.2.3** A Member in Alert is not a voting Member.



**2.2.4** The following sanctions apply to members in alert based on the numbers of years they have been on Member in alert status:

Year of MiA	Sanction
<i>First year running (0-1)</i>	<ol style="list-style-type: none"> <li>1. Cannot apply for or receive any global awards</li> <li>2. Must report twice per year, 30 days before each membership check</li> </ol>
<i>Second year running (1-2)</i>	<ol style="list-style-type: none"> <li>1. Cannot apply for or receive any global awards</li> <li>2. Must report twice per year, 30 days before each membership check</li> </ol>
<i>Third year running (2-3)</i>	<ol style="list-style-type: none"> <li>1. Cannot apply for or receive any global awards</li> <li>2. Cannot submit any ILM hosting bids</li> <li>3. Must report every three months to plenary, on March 1st, June 1st, September 1st and December 1st on membership criteria fulfillment plan</li> <li>4. Cannot be partner Entity</li> <li>5. Cannot register new LCs in Experience.aiesec.org</li> </ol>
<i>If not getting disbanded after over 3 years year running (&gt;3)</i>	<ol style="list-style-type: none"> <li>1. Cannot apply for any global awards</li> <li>2. Cannot submit any ILM hosting bids</li> <li>3. Must report every three months to plenary, on March 1st, June 1st, September 1st and December 1st on membership criteria fulfillment plan</li> <li>4. Cannot be partner Entity</li> <li>5. Cannot register new LCs in Experience.aiesec.org</li> <li>6. Cannot apply regional conferences bid</li> </ol>

**2.2.5** In case the criteria missed was the one named in Article 2.3.4.1 “Global Responsibilities: Pay all Fees”, then the Entity must sign a payment plan contract with AI, GFB & FSC.

## 2.3 Entity in Debt

**2.3.1** For initial membership status explanation, refer to Global Compendium Document Art. 2.2. For initial financial management details, refer to Global Compendium Document Art. 2.2.3.

**2.3.2** An Entity in Debt is subject to regulation, management, and support from the Finance Subcommittee as indicated in the Global Compendium.

**2.3.3** All Entities in Debt must sign a repayment contract with AI stating repayment of debt as indicated in the Global Compendium Document Art 2.2.3.3.

**2.3.4** An Entity in Debt that fails the agreed repayment with AI or has Entity in Debt status within 2 years receives an automatic vote for disbandment in the Global Plenary.

**2.3.4.1** Should the Entity in Debt become a Member in Alert after becoming an Entity in Debt, the automatic motion will count two years from the ILM when they first became an Entity in Debt.

**2.3.5** For all EiD, the following must occur:

**2.3.5.1** Once an EiD has settled their debt as following the requirements under the Global Compendium.: if the Entity was previously a full member and they now fulfill all membership criteria, they automatically go to Full Member on the upcoming ILM after the debt settlement. If not, MSC makes a recommendation to go to Expansion or MiA

**2.3.5.2** Progress and Review

**2.3.5.2.1** In every ILM, the Entity in Debt must present a financial report, which includes (at least but not limited to) (1) Monthly Profit and Loss Statements of the past 12 months, (2) Monthly Balance Sheet of the past 12 months, and (3) cash flow projection of the following six months, taking into consideration (at least but not limited to) the GFB Chart of Accounts.

**2.3.5.2.2** The Entity reporting has to mention dates of the submitted data (Balance Sheet and Profit and Loss Statement). All information needs to be submitted in Euros and/or Canadian Dollars.

**2.3.5.2.3** The Entity can choose to submit only MC or MC+LC data.

**2.3.5.2.4** In case there are receivables, the entity reporting is requested to mention these, if these are contracted.

## **2.4 Expansion Initiative**

**2.4.1** An Expansion Initiative is the first stage of a new Country/Territory to become a member of AIESEC. An Expansion initiative is a Country/Territory which is about to open AIESEC physically or virtually, creating a business plan and/or finding investors.

**2.4.2** How to apply to be an Expansion

**2.4.2.1** Anybody can apply to become an Expansion.

**2.4.2.2** The application contains a minimum business plan with a list of investors and an operational and financial plan, as well as a final response.

**2.4.2.3** AI shall provide an application package upon request.

**2.4.2.4** The application is approved through simple majority by the MSC Chair, FSC Chair, GFB Chair, LSC chair, 3 MCPs and 1 member of AIESEC International. The approval shall be based on the

abovementioned criteria as well as individual review criteria if necessary. With this the Expansion Initiative becomes an Expansion.

**2.4.2.4.1** If the given Country/Territory is not recognized by at least one UN Member State or is not a UN Member State, AI creates a report auditing potential consequences it would bring for existing AIESEC Entities, especially the ones that are not recognizing the Country/Territory as the UN Member State. The audit should be presented to the Global Plenary on ILM and the Global Plenary decides.

**2.4.2.4.2** The Global Plenary has the right to reverse the approval of AI at any ordinary or extraordinary ILM.

## **2.5 Expansion**

**2.5.1** An Expansion is the second stage of a new Country/Territory to become a member of AIESEC. An Expansion is a fully operating Entity in AIESEC that can run all or some AIESEC ELD and EWA products. Internal and/or external investors are supporting the Expansion in a number of different aspects, which is governed by a contract between the Investors and the Expansion.

**2.5.2** Each expansion has an expansion manager.

**2.5.3** Becoming an Expansion

**2.5.3.1** To become an expansion there needs to be a signed contract with at least a minimum of one investor for financial support regarding setting up and running operations.

**2.5.3.2** Investors can be local committees, member committees, universities, NGOs, companies and/or any kind of external stakeholder willing to invest. In case it is a local committee, a recommendation letter will be required from the member committee with the contract signing.

**2.5.3.3** In case an investor is a local committee or a member committee, the contract between expansion and an investor has to have a defined return of investment process which will happen once the expansion becomes a full member.

**2.5.3.4** The contract between an investor and an expansion will be negotiated on an individual basis between an investor, the expansion, the regional Director and AI VP Finance.

**2.5.3.5** The expansion manager is the final responsible for financial liability towards the global plenary for example, but not limited to, ICB financial penalties, cancellation, no-show fees of global conferences and external liabilities.

**2.5.3.6** The contract between the two or more parties is by default valid until the expansion becomes either a full member or is disbanded.

**2.5.3.7** The Expansion is responsible for meeting its responsibilities towards the Global Plenary.

**2.5.3.8** The Global Plenary will be the ultimate decision maker as to any breaches of contract between expansion and investor and consequences thereof.

**2.5.4** Being an Expansion

**2.5.4.1** The goal of an expansion is to reach full member status.

**2.5.4.2** To achieve this, expansions are permitted to run any AIESEC operations for the ELD and EWA Products, including incoming and outgoing exchange, membership products and recruitment of students. This is subject to the legality of these operations in the laws of the Country/Territory in question.

**2.5.4.3** An expansion may:

**2.5.4.3.1** Request legal consultancy from the GFB;

**2.5.4.3.2** Request legal consultancy from an external expert (f.ex. lawyer) on the laws in the Country/Territory that may influence the expansion's activities;

**2.5.4.3.3** Receive training for the expansion team from RO.

**2.5.4.4** An expansion is required to:

**2.5.4.4.1** Create a constitution and/or compendium;

**2.5.4.4.2** Establish an advisory group;

**2.5.4.4.3** Establish a legal Entity of AIESEC in the Country/Territory and register its trademark;

**2.5.4.4.4** Have an expansion team or expansion manager in the Country/Territory;

**2.5.4.4.5** Implement an accounting and bookkeeping system. This can be provided by the GFB;

**2.5.4.4.6** Open a bank account.

**2.5.4.5** Towards the global plenary expansions are required to:

**2.5.4.5.1** To send a quarterly report on investments to GFB and RO;

**2.5.4.5.2** Send a progress report to the MSC and RO 30 days before each membership check containing:

a. Structure and operations plan that includes: MC or expansion team structure, LC EB structure, Planned and achieved results in every product, Functional and general initiatives/projects, Planned contribution of the Investor(s)

b. General HR situation to sustain operations

c. Planned vs. achieved project goals

d. General Information on legality, specifying the progress on the time and needs to register the organization in the Country or Territory, as well as the time and needs for trademark registration.

e. Investor(s) letter stating the support of the Entity.

**2.5.4.6** An Expansion Initiative has 3 years from becoming an Expansion Initiative to apply for full membership. The time until the next ILM is excluded from these 2 years.

**2.5.4.7** In the case that the contract is breached AI decides on the appropriate measures to take including a possible presentation to the global plenary.

## **2.5.5 Becoming a Full Member**

**2.5.5.1** An Expansion can become a Full Member by applying for Membership according to the requirements and criteria outlined in Section 2 of the International Compendium.

### **2.5.5.2 Becoming a Full Member**

**2.5.5.1.1** In addition to the criteria the Membership Subcommittee will make a decision regarding the overall HR sustainability of the Entity. As guiding principles an Entity should have at least 15 realized TM and 5 realized TL experiences on Global Information System at the time of application.

**2.5.5.1.2** Should the Membership Subcommittee not accept the HR sustainability of the Expansion, instead of automatically becoming a Full Member at the ILM, there shall be an automatic motion of the same to be voted upon by the Global Plenary. To become a Full member in this case it would require a 2/3 majority by the voting members.

**2.5.5.1.3** Should the Membership Subcommittee accept the HR sustainability of the Expansion, they will automatically become a Full Member upon meeting the membership criteria.

**2.5.5.1.4** An Expansion is required to deliver all the requirements in the previous 12 months before the application for full membership.

**2.5.5.3** In addition to the criteria, the Membership Subcommittee and Regional Office should present recommendations for an Expansion to be a Full Member or not according to the submission and insights from the previous articles.

## **2.6 Downgraded Entity**

**2.6.1** A Downgraded Entity is an AIESEC entity that is in a critical organizational state. This is defined as having a critical level of resources in regards to finances, membership & internal operational capacity compared to other members of the global plenary.

**2.6.2** An Entity can be voted for downgrading at an ILM by the global plenary. A report to show if the Entity fulfills the criteria shall be presented by the Membership Subcommittee.

**2.6.3** The report of this review would be presented by MSC to the global plenary for downgrade approval at an ILM. Entities can only be downgraded for the period of 1 year with the possibility of an extension to 2 years after a global plenary approval passed by a simple majority vote.

**2.6.4** After being downgraded, an Entity has a maximum of two years to regain full membership status regardless of their previous membership status.

**2.6.5** After the two years the Downgraded Entity will be up for automatic disbandment.

**2.6.6** All Downgraded Entities should submit a quarterly report to the global plenary (through the MSC) sent before 10th of the month preceding a quarter with the exception of the quarter of a membership check.

**2.6.7** All Downgraded Entities should submit a downgrade entity report during each membership check.

**2.6.7.1** Reports submitted by the Entity should cover the planned and executed activities the Entity has towards these metrics:

☐ *MC Capacity:*

- ☐ # of people working within the National Office of the Entities,
- ☐ % Of ideal membership,
- ☐ Part-time/Full-time,
- ☐ Paid/Voluntary,
- ☐ # applicants for MC

☐ *Entity HR:*

- ☐ % of ideal membership,
- ☐ retention rate,
- ☐ #LCs

☐ *Financial performance and position of the Entity:*

- ☐ revenues per product/initiatives,
- ☐ profitability per program,
- ☐ debt risk index score

☐ *Operations GvA:*

- ☐ # of products/programs the Entity is running,
- ☐ GvA of the programs/ products

**2.6.8** Once an Entity is approved to be downgraded, the Entity

**2.6.8.1** Is exempted from global and regional budget contribution during the period of the downgrade status;

**2.6.8.2** Is eligible to apply for write-offs of part of the debt;

**2.6.8.3** Should revise a repayment plan with GFB and AI;

**2.6.8.4** Will be assigned a trustee from GFB, which needs to be consulted for major financial decisions;

**2.6.8.5** Shall report to its Regional Office monthly.

## **2.7 Changes of the Membership Model**

**2.7.1** In the case of changes or updates in the membership model of AIESEC, all Entities must be subjected to a membership check under that model.

**2.7.1.1** The Membership Subcommittee and the Global Expansions Board are responsible for defining the equivalent of statuses.

**2.7.1.2** An Entity can receive a special authorization to keep its old status to fulfill full membership status within a maximum of one year.

## **2.8 Virtually allocated markets**

**2.8.1** Markets of Countries/Territories that are not mentioned under the section 4 of the current document and where AIESEC is not yet physically present can be virtually allocated to an existing Full Member Entity, if allowed by the Regional Office, a member of AIESEC International, and the respective Entity.

**2.8.2** An Entity that takes charge of the virtual market is fully responsible for the operations of the virtually allocated market and will be held responsible as a Home Entity in case of any ECB or ICB case that might occur.

## **2.9 Merging and splitting Entities**

### **2.9.1 Full Members that want to merge**

**2.9.1.1** Full Members can only apply for the merging process to start at ILM.

**2.9.1.2** Full Members that want to merge have to send the following documents to the global plenary and the AI VP F at least 30 days prior to IPM:

**2.9.1.2.1** One document made by the two or more Full Members involved stating the reasons for the merge;

**2.9.1.2.2** One report made by the two or more Full Members involved including the benefits and risks of the merger in the following categories:

- ☐ Overall performance and capacity
- ☐ Budget
- ☐ Fundraising
- ☐ AIESEC brand
- ☐ Impact on stakeholders
- ☐ Implementation of the AIESEC experience
- ☐ Organizational strategies
- ☐ Organizational structure
- ☐ Legal registration of the merging Full Members

- ☐ Trademark registration of the merging Full Members
- ☐ Governance
- ☐ BoA recommendations for the merge of each of the involved Full Members
- ☐ External audit report of each of the involved Full Members

**2.9.1.2.3** A merging process plan that goes up to 12 months from IPM onwards.

**2.9.1.3** Once the Global Plenary votes that the merging process can start, the two or more Full Members become one Entity having the “Merging Member” status.

**2.9.1.4** A Merging Member Entity is an Entity that has all rights and duties of a Full Member Entity. An Entity can only become a merging Entity at ILM and may only be a Splitting Member for a maximum period of one year.

**2.9.1.5** The Merging Member has to present a progress report of the operations and organizational results in the next IC and a final report of the operations and organizational results in the next IPM.

**2.9.1.6** The Entities that apply to merge communicate before ILM to the Member Subcommittee who will be representing the Merging Member during the one year merger process.

**2.9.1.7** The Merging Member shall fulfill all Full Member criteria according to paragraph 2.3 of the Compendium before the next membership check. If this is not the case, the Entity will automatically become a Member in Alert.

## **2.9.2** *Full Member(s) and an Expansions that want to merge*

**2.9.2.1** Full Members(s) and Expansions that want to merge can only apply for the merging process to start on an ILM.

**2.9.2.2** The Expansion that wants to merge with the Full Member(s) has to submit a progress report 30 days before ILM takes place.

**2.9.2.3** The Full Member(s) and the Expansion that want to merge have to send the following documents to the global plenary, the AI VPF and AI VP responsible for expansions at least 30 days prior to ILM:

**2.9.2.3.1** One document made by the Full Member(s) and Expansion involved stating the reasons for the merger;

**2.9.2.3.2** One report made by the Full Member(s) and Expansion involved including the benefits and risks of the merger in the following categories according to the national standards:

- ☐ Overall performance and capacity
- ☐ Budget
- ☐ Fundraising
- ☐ AIESEC brand
- ☐ Impact on stakeholders
- ☐ Implementation of the AIESEC experience



- ☐ Organizational strategies
- ☐ Legal registration of both the Full Member and OE
- ☐ Trademark registration of both the Full Member and OE
- ☐ Governance

**2.9.2.3.3** BoA recommendations for the merger of the involved Full Member(s) and Extension;

**2.9.2.3.4** External audit report of the involved Full Member(s) and Extension;

**2.9.2.3.5** A merging process plan that goes up to 12 months from ILM onwards.

**2.9.2.4** When the Global Plenary votes that the merging process can start the two Entities become one Entity having the “Merging Member” status.

**2.9.2.5** A Merging Member Entity is an Entity that has all rights and duties of a Full Member Entity. An Entity can only become a Merging Entity at ILM and may only be a Merging Member for a maximum period of one year.

**2.9.2.6** The Merging Member has to present a progress report of the operations and organizational results in the next ILM and a final report of the operations and organizational results in the ILM one year after the merge was legislated.

**2.9.2.6** The Entities that apply to merge communicate before ILM to the Member Subcommittee who will be representing the Merging Member during the one year merger process.

**2.9.2.6** The Merging Member shall fulfill all Full Member criteria according to paragraph 2.3 of the compendium before the next ILM. If this is not the case, the Entity will automatically become a Member in Alert.

### **2.9.3** *Member Committees that want to split into multiple Entities*

**2.9.3.1** The Full Member that wants to split into multiple Entities shall send the following documents to the global plenary and the AI VPF at least 30 days prior to IPM.

**2.9.3.1.1** One document stating the reasons for the split of the Full Member;

**2.9.3.1.2** One report including the benefits and risks for the Entities arising from the split in the following categories:

- ☐ Overall performance and capacity
- ☐ Budget
- ☐ Fund raising
- ☐ AIESEC brand
- ☐ Impact on stakeholders
- ☐ Implementation of the AIESEC experience
- ☐ Organizational strategies
- ☐ Organizational structure

- ☐ Legal registration
- ☐ Trademark registration
- ☐ Governance
- ☐ BoA recommendation for the split of the Entity
- ☐ A proposed timeline for when a Splitting Entity becomes separate Entities.

**2.9.3.3** When the Global Plenary votes that the splitting process can start the Full Member that wants to split turns into one Entity having the “Splitting Member” status

**2.9.3.4** A Splitting Member Entity is an Entity that has all rights and duties of a Full Member Entity. An Entity can only become a Splitting Entity at IPM and may only be a Splitting Member for a maximum period of one year.

**2.9.3.5** The Splitting Member has to present a progress report of the operations and organizational results of the Entities in the next IC and a final report of the operations and organizational results of the Entities in the next IPM.

**2.9.3.6** The Entities that arise from the split shall fulfill all Full Member criteria before the next IPM. If this is not the case, the Splitting Member will automatically become a Member in Alert.

**2.9.4** *When a non-Full Member wants to split*

**2.9.4.1** Follow the guidelines required by a Full Member.

**2.9.4.2** Provide an additional report where it is explained that the splitting will actually be beneficial to achieve Full Membership criteria and that not meeting some of the criteria is in fact due to difficulties arising from being one Entity.

### 3. MEMBERSHIP CRITERIA AND TIMELINE

#### 3.1 Membership criteria

##### 3.1.1 Global responsibilities

**3.1.1.1** To pay all Service Fees and contribute to the restricted funds, as legislated by the Global Plenary. The fees should be paid twice per year and are due day 0 of every ILM.

**3.1.1.1.1** An Entity in Debt may achieve this criteria if they are able to fulfill a minimum of 100% of their repayment plan for the last 4 consecutive quarters or since the Entity entered into debt, whichever is shorter.

**3.1.1.1.2** A Member In Alert may achieve this criteria if they are able to clear any current invoices and fulfill a minimum of 100% of their repayment plan for the last 4 consecutive quarters or since the Entity entered into debt, whichever is shorter.

**3.1.1.2** To maintain its status, a member needs to complete the State of the Global Association (SOGA) quarterly surveys as necessary and within the deadlines determined by AIESEC International. For December membership check Entities should submit Q2 and Q3 reports and for July membership check Entities should submit Q4 and Q1 reports. Entities will be given at least three weeks for completion of the survey every quarter.

**3.1.1.3** To maintain its status, a member needs to complete the Internal Audit Survey as necessary and within the deadlines determined by AIESEC International twice per year. Member Entities will be given at least 4 weeks for completion of the survey.

**3.1.1.4** To have settled for any debt held towards AIESEC International as mentioned in Global Compendium regarding EiD repayments and ICB Cases Settlements. To have settled or agreed on payment plans for any debt held towards other members or growth networks.

**3.1.1.4.1** If any member has an unsettled debt with another member, the creditor Entity is entitled to disclose such a situation to the Membership Subcommittee before each ILM.

**3.1.1.4.2** If an agreement before the ILM is reached, this must be submitted by the indebted Entity through a written memorandum of understanding signed by both parties.

**3.1.1.5** Confirm AI Balance: The balance is to be signed by the Member Committee President of the member and sent to AIESEC International by email (scanned original) by the due date.

- (a) for June Checks, to confirm their financial balance with AI as at May 31st; AI shall send their balance to Member Committees no later than June 11th. Every Member Committee shall ask any questions needed in advance of the deadline and confirm their agreement with the balance no later than June 25th;

- (b) for December Checks, to confirm their financial balance with AI as at Dec 31st; AI shall send their balance to Member Committees no later than January 11th. Every Member Committee shall ask any questions needed in advance of the deadline and confirm their agreement with the balance no later than January 25th.

**3.1.1.6 Complete GFB survey:** for membership check, Entities should submit monthly surveys to the GFB by the 14th day of every month for the reporting of the previous calendar month. Submission only counts if GFB has received and reviewed the survey response to be successful.

- (a) for June check, the GFB Surveys from December till May (January DDL to June DDL) will be counted;
- (b) for December check, the GFB Surveys from June till November (July DDL to December DDL) will be counted.

**3.1.1.6.1** In case a member is not able to comply with the GFB Survey submissions on time due to legal & external reasons, a member can apply for an exception/extension for the review of membership to deliver the corresponding survey/s. GFB is the body who reviews the criteria and gives recommendations and membership check results to MSC.

**3.1.1.7** To have MCPs or proxy of the Entities as representatives at every ILM. This includes Virtual Legislative Meetings (VLM).

**3.1.1.7.1** In case a member is unable to join a VLM due to internet or unforeseen circumstances, they may apply for an exception to the MSC with an explanation and any evidence from an external source (e.g. news article, internet provider website). The member must apply for the exception within 2 weeks after the ILM. In case of a disconnection during a VLM, AIESEC International may check the online logs to prove that a member was present in the VLM when requested and provide this information to the MSC. The MSC holds the final decision on whether an exception is granted.

### **3.1.2 Legal and governance**

**3.1.2.1 Unqualified External Audit:** To submit an unqualified external audit conducted by a licensed auditor, and consisting of minimum requirements of balance sheet, profit and loss statement and auditor's opinion.

**3.1.2.1.1** An English translation of the minimum requirements stated for unqualified external audit must be provided. If a translation is already present as part of the document, no further translation is needed. If a translation is needed, then it needs to be notarized and/or signed by the auditor.

**3.1.2.1.2** The document needs to include the auditor's contact information, scanned and uploaded to Entity Membership wiki or its equivalent.

**3.1.2.1.3** The period for unqualified external audit is the latest finalized financial year. The pattern of submissions depending on the latest finalized financial years shall follow:

Submission Pattern based on FY (Fiscal Year)				
	If the start date of FY is any date within:	And ends the 12 months period of the FY within:	The first audit submission for the latest FY is	The second submission for the latest FY is
<i>Pattern 1</i>	September 1st to February 28th (or 29th)	August 31st to February 27th (or 28th)	June Membership Check	December Membership Check
<i>Pattern 2</i>	March 1st to August 31st	February 28th (or 29th) to August 30th	December Membership Check	June Membership Check

**3.1.2.1.4** In case a member is not able to conduct an unqualified external audit due to legal reasons, a member can apply for an exception/extension for the review of membership to deliver a corresponding audit. GFB is the body who reviews the criteria and gives recommendations to MSC.

**3.1.2.1.5** In the case that an unqualified external audit is not a legal requirement for the Country/Territory of operation that a member is based in, the member may apply for an exception by providing documents stating as such to the GFB for review. Once the documents are accepted by the GFB, the member may instead submit an external financial review.

**3.1.2.2** Independent Bank Account: To have an independent bank account. Members must submit a scanned account statement or letter from the bank, with the date, number of accounts and name (of bank and organization) clearly visible. Criteria needs to be updated for a minimum of three months for each membership check

(a) for December check, criteria needs to be updated within the dates of 1st October - 31st December

(b) for July Check, criteria needs to be updated within the dates of 1st April-30th June.

**3.1.2.3** Legal Status: To have legal status as a separate Entity or as an affiliation to existing legal body in the Territory or Territories a member operates in. To have a notarized translation of legal status is required. The document should present at least:

- ☐ Agency Name/Place of Registration
- ☐ Entity/AIESEC Name
- ☐ Entity/AIESEC Address
- ☐ Legal Status Description

- ☐ Registration Date
- ☐ Signature and/or Stamp of official authorities (if applicable)
- ☐ Registration/Business Number (if applicable)
- ☐ Validity Period/Expiration Date (if applicable)

**3.1.2.4 Constitution and/or Compendium:** All Entities must have a constitution and/or a compendium. English translation of MCP elections/selection part of the compendium is required.

**3.1.2.5 External Body (BoA, BoD, SG):** Each member should submit a letter of proof that an external body keeps the member financially accountable to their National plenary. The external body must consist of at least 2 individuals - any current MCPs, MCVPs, LCPs or any other active member of the plenary must not be part of the external body. The letter must be signed by the Chair of the external body and signed and stamped by the MCP. There can be an exception on the stamp upon MSC Chair approval.

**3.1.2.5.1** Each member should also submit proof of an external body meeting occurring within the 6-month review period (e.g. minutes for a meeting or a signed & stamped confirmation from the MCP and the Chair of the external body.).

**3.1.2.6 VAT or equivalent tax declaration:** A proof of the VAT or equivalent tax status of AIESEC in each Country/Territory has to be in one of the following forms:

- ☐ VAT or equivalent tax declaration.
- ☐ Confirmation letter from official authorities stating exception from VAT or equivalent tax, including the contact details from responsible lawyers or the official officers.
- ☐ Letter of proof of VAT or equivalent tax research in progress, including contact details from the responsible lawyer with a cap for 2 years.

**3.1.2.6.1** The proof has to be offered in English Translation.

**3.1.2.7 Trademark:** To submit proof of a complete trademark registration or a trademark registration in progress. The trademark registration in progress cannot exceed a period of 2 years. The proof should contain the AIESEC name and the AIESEC logo registration in the classes 35, 36, and 41, signature and stamp of the official authorities, date and place of registration/expedition and validity/expiration (if applicable) of the registration.

**3.1.2.7.1** Expansions must submit a plan on how to register the trademark for their Country/Territory.

**3.1.2.7.2** If an Entity is not able to register the trademark in their Country/Territory within 2 years, due to National laws and regulations, then the Entity is required to prove that fact to the Membership Subcommittee. The proof has to be offered in English translation.

**3.1.2.8 Legislative Meeting:** To have at least one legislative meeting during the year within the past 12 months before the membership check, including selections, elections and changes in

compendium/constitution. The National plenary of the Member Entity has to have the power to decide the process of selection or election of the Member Committee President. Please follow the template letter for submission.

**3.1.2.9** Each member must comply with the Growth Network Membership Criteria set by the Growth Network the Member is part of. Only Full Members of their respective Growth Network can get full global membership. The Growth Network membership criteria will be defined in the Growth Network compendium of the respective Growth Network. The Growth Network membership shall be fulfilled latest one day prior to the Growth Network Legislative Meeting during an ILM.

**3.1.2.10** Each Full Member must comply with the General Data Protection Regulation (hereafter: GDPR). An Entity is regarded to comply with the GDPR when they complete all checklist items on GDPR Compliance Dashboard (<http://aiesec.org/gdprdashboard>) by submitting in the membership check folder. Implementation is checked during membership check period by the AI Responsible. Data Protection Agreement signed between Entity and AIESEC International must be updated annually by International Congress Legislation Meeting.

### **3.1.3 Exchange performance**

**3.1.3.1** To maintain or gain Full Member status, a member needs to realize on average 4 exchanges per LC. Number of LCs, EPs and opportunities will be counted from official LCs and exchanges registered on [experience.aiesec.org](http://experience.aiesec.org). On each membership check, MSC is going to review the performance from the previous 12 months.

**3.1.3.2** Having no more than one (1) lost case with ICB per every one thousand (1.000) exchanges realized during the period of the check.

- (a) to be evaluated on IC for the months of January to June of the current year;
- (b) to be evaluated on IPM for the months of July to December of previous year.

**3.1.3.2.1** Entities which realized less than one thousand exchanges in the period evaluated, can lose a maximum of one exchange case.

**3.1.3.2.2** In case of presenting misconducts such as but not limited to platform misuse, faking exchanges, usage of EPs accounts, RE of lost accounts/EPs of previous terms, "hacking" the platform, using AI/GST/Board/GC/RO access in favor/in disadvantage of an Entity, unreported harassment cases, and any other misconduct that goes against the organization values and internal regulations:

**3.1.3.2.2.1** If in the period evaluated, the MC and/or ECB of National Entity identified by its own internal resources, and reported willingly its findings and ways forward - The report should be submitted for ICB & MSC Chair to evaluation. In case of being detected the implementation of the steps provided in such a report, both Chairs should issue a joint report with the Entity for the Global Plenary in the next ILM - And do

not implicate the count of “Lost exchange case”. The purpose of the report is education of the plenary and accountability of the involved Entity in further ILMs.

**3.1.3.2.2.2** For the case of misconducts in which the Entity identifies by itself, but does not take disciplinary, resolute and educational measures - And for cases detected by ICB, AI, other Entities or third party, and reported to ICB: - In case of the Entity in question not following up with ICB recommendations for misconduct internal sanctions and actions to be implemented and/or being irresponsible or uncooperative, every exchange ID involved should count as 1 (one) unique lost case. - A common report of the case should be presented by the ICB Chair in the ILM, with its recommendations and total of sanctions for the Entity, with prior revision of the MSC Chair.

**3.1.3.2.2.3** In case of recidivism of misconducts as the previously mentioned, but not limited to - by the same Member committee in the period of one year from its first report to the global plenary, ICB should propose in the next ILM, for the Entity(ies) involved actions to be taken on the upcoming semester to avoid the incidence of new cases. The Entity(its) will also have to report in the next ILM their progress. The previous articles also should be applied in addition.

ICB also can request updates from the Entity(ies) in the period between mandate legislated & ILM of reporting ICB also should present a report of the Entity evolution in the same ILM of report.

**3.1.3.3** Every Entity should establish an ECB and submit a letter proving that the entity has an Entity Control Board. The letter needs to be signed by MCP and ECB responsible including the stamp of the Entity. There can be an exception on the stamp upon MSC Chair approval.

**3.1.3.4** Every Entity should establish an Ethics Subcommittee and submit a letter as evidence. The letter needs to be signed by MCP and ESC responsible including the stamp of the Entity. There can be an exception on the stamp upon MSC Chair approval.

**3.1.3.5** Every Entity should establish a whistleblowing procedure for ethical cases and submit a document containing it. A whistleblower procedure is established if it is inside the compendium, the annex of the compendium, or a supporting document. English translation of the whistleblowing procedure is required. Submission is considered successful if proof is submitted that the whistleblower procedure is inside the compendium, the annex of the compendium, or a supporting document, and if it is clear that the whistleblower procedure is for ethical cases.



## 4. CURRENT MEMBERSHIP STATUS

Total number of Entities: 106

### 4.1 Full Members:

AIESEC in

- ☐ Australia
- ☐ Austria
- ☐ Belgium
- ☐ Bolivia
- ☐ Canada
- ☐ Czech Republic
- ☐ Denmark
- ☐ Egypt
- ☐ Finland
- ☐ Germany
- ☐ Greece
- ☐ Guatemala
- ☐ Hungary
- ☐ India
- ☐ Indonesia
- ☐ Italy
- ☐ Malaysia
- ☐ Mexico
- ☐ Myanmar
- ☐ Panama
- ☐ Philippines
- ☐ Poland
- ☐ Romania
- ☐ Rwanda
- ☐ Serbia
- ☐ Spain
- ☐ Sri Lanka

- ☐ Switzerland
- ☐ The Netherlands
- ☐ Turkey
- ☐ Venezuela

#### 4.2 MiA fulfilling all membership criteria:

[+ when membership was lost]

AIESEC in

- ☐ Korea

#### 4.3 Members in Alert:

[+ when membership was lost]

AIESEC in

- ☐ Algeria | IPM 2018
- ☐ Argentina | IPM 2023
- ☐ Armenia | IPM 2020
- ☐ Bahrain | IPM 2022
- ☐ Bangladesh | IPM 2023
- ☐ Bosnia and Herzegovina | IC 2018
- ☐ Bulgaria | IPM 2023
- ☐ Burkina Faso | IPM 2023
- ☐ Cambodia | IPM 2017
- ☐ Chile | IC 2019
- ☐ Costa Rica | MiA since IC 2020, EiD in IPM 2022
- ☐ Ecuador | IPM 2022
- ☐ Estonia | IPM 2022
- ☐ Hong Kong | IC 2022
- ☐ Iceland | IPM 2022
- ☐ Japan | IC 2022
- ☐ Kazakhstan | IC 2022
- ☐ Latvia | IPM 2022
- ☐ Lithuania | IC 2021

- ☐ Mongolia | IPM 2018
- ☐ Montenegro | IPM 2020
- ☐ Nepal | IPM 2023
- ☐ New Zealand | IC2019
- ☐ Norway | IPM 2022
- ☐ Pakistan | IPM 2023
- ☐ Republic of Macedonia | IPM 2022
- ☐ Russia | IC 2022
- ☐ Senegal | IC 2022
- ☐ Singapore | IC 2022
- ☐ Sweden | IPM 2023
- ☐ Taiwan | IPM 2022
- ☐ Thailand | TLC2021
- ☐ Ukraine | IPM 2023
- ☐ United Arab Emirates | IPM 2022
- ☐ United Kingdom | IPM 2023

#### **4.4 EiD fulfilling membership criteria:**

[+ when membership was lost / entered in EiD]

AIESEC in

- ☐ Nigeria | IPM 2023
- ☐ United States | IPM 2023

#### **4.5 Entities in Debt:**

[+ when membership was lost / entered in EiD]

AIESEC in

- ☐ Albania | IC 2020
- ☐ Azerbaijan | MiA since IPM 2018, EiD in IPM 2022
- ☐ Benin | IC 2019
- ☐ Brazil | IC 2020
- ☐ Cameroon | IC 2019
- ☐ Colombia | IC 2019

- ☐ El Salvador | IC 2019
- ☐ Ethiopia | IC 2018
- ☐ France | IC 2019
- ☐ Georgia | IC 2019
- ☐ Ghana | IC 2018
- ☐ Jordan | IPM 2023
- ☐ Kenya | IC 2022
- ☐ Kyrgyzstan | IC 2019
- ☐ Mainland of China | TLC 2021
- ☐ Moldova | TLC 2021
- ☐ Morocco | IPM 2023
- ☐ Mozambique | IC 2020
- ☐ Nicaragua | IC 2022
- ☐ Paraguay | IC 2020
- ☐ Peru | TLC 2021
- ☐ Portugal | IPM 2022
- ☐ Slovakia | IC 2022
- ☐ South Africa | IC 2019
- ☐ Tanzania | MiA in IC 2020, EiD in TLC 2020,, MiA in IC 2021, EiD in IPM 2022
- ☐ Togo | MiA since IC 2020, EiD in IPM 2022
- ☐ Tunisia | IPM 2020
- ☐ Uganda | IPM 2018
- ☐ Vietnam | IPM 2015

#### 4.6 Expansions:

##### AIESEC in

- ☐ Liberia
- ☐ Malawi
- ☐ Namibia

#### 4.7 Downgraded Entities:

[+ when downgrading happened]

AIESEC in

- ☐ Croatia | TLC 2021 + 6 months extension in IPM 2022 + 6 months extension in IC 2022 + 6 months extension in IPM 2023
- ☐ Kuwait | IC 2021 + 6 months extension in IC 2022 + 6 months extension in IPM 2023
- ☐ Lebanon | TLC 2021 + 6 months extension in IPM 2022 + 6 months extension in IC 2022 + 6 months extension in IPM 2023

## 5. EXPOSED TO WAR AND CIVIL UNREST STATUS

### 5.1 Impact on membership status

**5.1.1** An entity classified as a Member exposed to War and Civil unrest is not required to fulfill membership criteria and their operations are frozen. The entity must submit a report to the global plenary to be permitted to perform operations.

**5.1.1.1** If an entity gets ratified as a Member exposed to War and Civil unrest, the ICB must immediately freeze all their existing operations. Operations can include, but are not limited to: exchange operations, promotional/engagement activities and physical membership activities.

**5.1.1.2** An entities' classification as War and Civil unrestStatus will be reviewed and legislated within ILMs.

**5.1.1.3** The Membership Subcommittee will regularly review the state of entities and can propose Extraordinary Legislative Meetings if necessary to review and legislate the status of entities who may classify for exposed to War and Civil unrest status.

**5.1.2** In order to remove the exposed to War and Civil unrest Status classification and resume operations, a member exposed to War and Civil unrestmust create a plan to manage the situation with their existing and future customers. This plan must include, but is not limited to, the following:

- Safety of customers
- Communication to customers
- Communication to Partners
- Safety of the membership
- Communication with the membership
- Communication to Advisory Bodies
- Risk assessment of the situation, using a risk matrix
- Risk mitigation measures being taken
- Clearly defined scope for operational resumption, with a timeline for further resumption if necessary
- Clear recommendations from an external advisor regarding operational resumption

This plan will be presented at the biannual membership checks (or at ELMs, at the discretion of the MSC) to facilitate the decision-making process for ratifying an entity out of exposed to War and Civil unrest Status.

**5.1.2.1** The membership status the former member exposed to War and Civil unrest will assume will be their previous membership status or the status that they now qualify for, depending on the timeline and fulfillment of membership criteria.

**5.1.3** The Membership Subcommittee will, at their discretion, propose the disbandment of an Entity that maintains exposed to War and Civil unrest status for two consecutive years.

5.1.4 A Member shall stay for a maximum of two consecutive years in war status. The Membership Subcommittee will then review the status and make a report to the Global Plenary. Membership subcommittee shall automatically prepare a motion for the removal of membership for any Entity remaining on War Status for two consecutive years.

5.1.5 Conflict Status/Domestic & Civil Unrest will be determined by the Global Peace Index at [www.visionofhumanity.org](http://www.visionofhumanity.org) and [www.travelriskmap.com](http://www.travelriskmap.com). An Entity shall be eligible to be at a war status/domestic & civil unrest if the Country/Territory they are operating in has increased its' GPI by a score of 0.1 or higher compared to the previous year, if the GPI is at least 3.0, and if they are a high-risk destination according to the travel risk map.

5.1.6 As a part of the July membership criteria check, once a year the MSC conducts an assessment of the Entities, MSC will create a report with recommendations for the Entities with the average score of 3 or higher. The Membership Subcommittee will create a report with recommendations for the Entities with the average GPI of 3.0 or higher. The report must include, but is not limited to:

- Entity response about the country context
- Entity risk assessment and risk mitigation measures. A risk matrix must be used.:

5.1.6.1 The MSC will prepare an initial review list from the Entities that are assessed with a “high or extreme travel risk” according to <https://www.travelriskmap.com/#/planner/map/security>

5.1.6.2 From the initial review list, Entities that have “high or extreme travel risk” are assessed according to the Global Peace Index: <http://visionofhumanity.org/indexes/global-peace-index/> taking the following items into consideration: the intensity of internal conflict, political terror, political instability, deaths from internal conflict, displaced people.

5.1.7 The MSC’s recommendation can be: for the Entity to be put in War Status and Domestic & Civil Unrest; for the Entity to create a risk mitigation plan; or for no action to be taken.

5.1.7.1 The Global Plenary can accept/reject and decide the status.

~~5.1.6 The entity can also report this status to the global plenary, in which case the entity will immediately become a Member in Conflict.~~

5.1.8 Entities may propose a motion to change the membership status of any entity to Member exposed to War will be voted upon at the next legislative meeting. At this legislative meeting the MSC, together with the MSC AI responsible and the entity, will prepare a report to explain the situation and context.

## 6. MEMBERSHIP SUBCOMMITTEE (MSC)

### 6.1 Role and responsibilities

**6.1.1** Membership Subcommittee is responsible for managing the global membership criteria and application, and review process of Entity membership.

#### 6.1.2 Responsibilities

**6.1.2.1** The Membership Subcommittee is responsible for reviewing membership criteria at every membership checkpoint before ILM.

**6.1.2.2** The Membership Subcommittee will be responsible for membership criteria education of the Global Plenary.

**6.1.2.3** The Membership Subcommittee should review compendium and membership criteria at least once (1) per year to assure the criteria is still relevant to the current context.

**6.1.2.4** The Membership Subcommittee should report to the global plenary twenty (20) days before ILM.

**6.1.3** The Chair of the Membership Subcommittee will be responsible for the selection of the team and the structure of the subcommittee. Recommendations are for the subcommittee to be structured either regionally or by membership status.

**6.1.3.1** Each MSC member should have a maximum of 10 Entities to review, unless they voluntarily accept to be responsible for more than 10 Entities and provide written confirmation of their acceptance to the Chair of the MSC, and MSC team.



# AIESEC

## Global Compendium

### Supporting Document B

# AIESEC PORTFOLIO MANAGEMENT

Updated VLM IPM 2023

Updated by Governance and Legislation Subcommittee and  
approved by AIVP Finance



## 0. TABLE OF CONTENT

0. TABLE OF CONTENT	2
1. GENERAL AIESEC PORTFOLIO MANAGEMENT	3

## 1. GENERAL AIESEC PORTFOLIO MANAGEMENT

This section is also included in the APIP under Section 5: AIESEC Portfolio

Every time the APIP of the section changes, this section must be updated accordingly.

**1.1** All members of AIESEC are responsible for reading, understanding and complying to all the policies stated in this document.

**1.2** All MCs are responsible for educating their membership in the latest APIP policies, as well as working with ECB in ensuring compliance to the policies, and building strategies that support and respect the AIESEC Portfolio Internal Policies.

**1.3** All MCs must have the following governance systems in place:

**1.3.1** An established Entity Control Board with a minimum of a chair with the position of minimum 6 months, following MC timeline.

**1.3.1.1** The ECB Chair cannot have another role in any LC and or MC during the term. International positions like GST, RST, CC, Global Boards, AI CEEDerships, Global Coordinators, and other global roles are open for Chairs to apply.

**1.3.2** An Ethics Subcommittee Chair or an Ethics responsible.

**1.3.3** A "Harassment Prevention Committee" consisted of the MCP or any legal representative in the MC, at least one and maximum two externals (advisors, lawyers, and or/psychologists), the National Ethics Subcommittee Chair or Ethics Responsible, and the ECB (for exchange related cases).

**1.4** All Regional Offices are responsible for ensuring the MCs are aware of the latest APIP policies, as well as working with entities in ensuring their strategies support and respect the AIESEC Portfolio Internal Policies.

**1.5** ICB and ECBs are responsible for ensuring compliance to the APIP in all levels of the organization, as well as deciding and performing the necessary sanctions and consequences for entities that do not comply with the policies.

**1.6** AIESEC International is responsible for guarding, defining and updating, based on data and external analysis, the latest policies applicable to the AIESEC Portfolio and its usage, as well as working with ICB to ensure the governance system is complete and fulfilled to protect AIESEC and its stakeholders.

Whenever there is a proposed change then there needs to be

- timeline of change management
- consulting the global plenary

In case there is a time-sensitive, unforeseen internal or external crisis that would require immediate action from AIESEC International, the consultation and timeline of change management would be minimum depending on the circumstance.

**1.7** Failure to respect the policies outlined in this document from any party and layer of the organization will result in certain sanctions and consequences that can be found in the Compliance Matrix Annex of this document.

# AIESEC

## Global Compendium

### Supporting Document C

# FINANCIAL MANAGEMENT

Updated VLM IPM 2023

Updated by Governance and Legislation Subcommittee and  
approved by AIVP Finance

## 0. TABLE OF CONTENT

<b>0. TABLE OF CONTENT</b>	<b>2</b>
<b>1. FINANCIAL MODELS</b>	<b>3</b>
1.1 Membership Fee model	3
1.2 The TCS fee model	5
1.3 Regulations for Entities operating under currency restrictions:	6
<b>2. GLOBAL FUNDS</b>	<b>7</b>
2.1 Travel Cost Sharing Funs	7
2.2 Global Meetings Travel Fund	8
2.3 Global Roadmap Fund	8
2.4 Legal Management Fund	8
2.5 Information Systems Fund	10
2.6 ILM Reserve Fund	11
2.7 ICB Fund	11
2.8 Global Plenary Reserve Fund	12
2.9 Customer Experience Fund	12
2.10 GFB Fund	13
2.11 Global Expansions Funds	13
2.12 Learning and Development Fund	14
2.13 Regional Funds	14
2.13 Reporting of Funds	14

## 1. FINANCIAL MODELS

### 1.1 Membership Fee model

#### 1.1.1 Affiliation Fee

**1.1.1.1** This fee is paid by all Members for access to the basic requirements for Members to be part of the global network (including fulfilling Membership criteria and governance costs).

**1.1.1.2** This fee is payable by all Members in the first invoice of Member fees.

#### 1.1.2 Global Service Fee

**1.1.2.1** For each Global Service (Global Information Systems, Exchange Management, Talent Management, Brand Management, Strategic Development, Country Development, Financial Management and Conference Management), Members will contribute the same percentage of the total costs.

**1.1.3** The Affiliation and the Global Service Fees are distributed to the Members as the following: the total amount to be distributed is to be divided in two parts with variable percentages:

- ☐ X1 % to be distributed according to the adjusted AIESEC exchange performance;
- ☐ X2 % to be distributed according to economic reality.

**1.1.3.1** The model is based on the latest available data of the calendar year, December - November. The financial data is taken from GFB survey submissions. Economic data is taken from the most reliable source available in the respective year. Reliability is measured by academic standards.

**1.1.3.1.1** Adjusted AIESEC Performance Base - two parameters:

- ☐ Turnover (revenue - refunds - discounts - **grants and donations**)
- ☐ Average Net cash (cash equivalent + external short term receivables - external short term liabilities) of the last 12 months are PPP adjusted and used in a **3:1 ratio**

**1.1.3.1.2** Economic Reality of the Country or Territory - two parameters:

- ☐ The relative GDP-PPP of last calendar year is taken from the Country or Territory where the Entity is located and used as relation to determine the distribution among all Entities.
- ☐ If the Entity is in a Country/Territory which is legally affiliated to another State and internationally disputed in its nationhood, the GDP-PPP is taken from the Territory in which the Entity is located. Exceptions apply, if a State does not issue official economic data for this Territory. For this case, the data from the motherland is taken.

**1.1.3.1.3** Calculation in X1 and X2

**1.1.3.1.3.1** The following assumption is made:  $X1 + X2 = 1$

**1.1.3.1.3.2** The two parts of the distribution model are to be divided by the fixed relation of  $X1 = 75\%$ ,  $X2 = 25\%$ .

**1.1.3.1.3.3** This ratio should be reviewed once a year by AI, GFB and FSC before the calculation of the first invoice in order to propose changes if needed.

**1.1.3.1.4 Normalization of the model**

**1.1.3.1.4.1** After the optimization stated in the previous articles, the model is to be adjusted by a normal probability mass function (in Excel, this formula must be used: NORM.DIST). The mean of this function and its standard deviation is to be legislated each year. Its calculation is based on iteratively minimizing the rate of error produced by the normalization. The error is to be distributed among all Entities according to the distribution model relation. The variable to minimize the error is the standard deviation.

**1.1.3.1.5 Currency devaluation and revaluation cases**

**1.1.3.1.5.1** Purpose of this calculation is to offset the distributed amounts between the date of model calculation and invoicing.

**1.1.3.1.5.2** To eliminate an uneven distribution in the model, Entities with currency revaluation on the day of each invoicing are supposed to compensate Entities with currency devaluation.

**1.1.3.1.5.3** The compensation happens equally by depletion of currency profits of all revaluation cases.

**1.1.3.1.5.4** In case the profit of revaluation cases do not suffice, the rest is attributed among all non-devaluation cases according to the underlying financial model relation of the respective calendar year.

**1.1.3.1.5.5** This calculation is undergone on each official invoicing date.

**1.1.3.1.6 Inflation and deflation cases**

**1.1.3.1.6.1** Purpose of this calculation is to offset the distributed amounts between the date of model calculation and invoicing.

**1.1.3.1.6.2** To eliminate an uneven distribution in the model, Entities with deflation on the day of each invoicing are supposed to compensate Entities with inflation.

**1.1.3.1.6.3** The compensation happens equally by depletion of deflation profits of all revaluation cases.

**1.1.3.1.6.4** In case the profit of deflation cases do not suffice, the rest is attributed among all non-deflation cases according to the underlying financial model relation of the respective calendar year.

**1.1.3.1.6.5** This calculation is undergone on each official invoicing date.

**1.1.4 At IPM annually, the following one-year motion should be updated and legislated by Global Plenary:**

For the year <year – year> the following figures will be used:

☐ The Total Fees payable globally is <amount> CAD.



- ☐ The price relations to be used in the calculations (P1, P2, P3, P4, P5, PiGV) are <numbers>.
- ☐ The division factors X1, X2 to be used in the calculations are <numbers>.
- ☐ Normal distribution function's variables are the mean of <number> and a standard deviation of <number>.

### **1.1.5 Maximum contribution of one Entity**

**1.1.5.1** The maximum contribution of one entity to the total global affiliation fee is determined based on the normal distribution with a standard deviation of 3.5."

**1.1.5.2** If an Entity's fee surpasses this amount, the excess amount will be distributed over other Entities.

**1.1.5.3** This process will be repeated until no Entity is charged more than the maximum contribution amount.

**1.1.5.4** The percentage of maximum contribution should be reviewed once a year as part of the global distribution model review, taking into consideration the number of paying Entities.

**1.1.6** The predictions of Member fees for the following 1 year should also be communicated when invoicing is done.

### **1.1.7 Emergency distribution model.**

**1.1.7.1** The emergency model is to be used when a considerable number of entities are affected by a crisis including but not limited to: health crisis / pandemic, war & internal conflict, natural disaster, recession. It should be considered switching to the emergency model when more than 35% of the global affiliation fee in the budget is at risk based on entities who are affected by the drop in revenue or legally mandated emergency status. Which can be determined by the following 2 criteria:

**1.1.7.1.1** Drop in revenue: more than 50% drop in total revenue in the past quarter compared to the same quarter the prior year with data based on the monthly GFB survey data.

**1.1.7.1.2** Legally mandated emergency status: can include but not be limited to government imposed state of emergency, travel restrictions, national curfew, martial law within an entity, instability of economic standing with information based on the monthly GFB survey data.

**1.1.7.2** In the financial quarter review the FSC, GFB and AI should assess the data and if in April or October the entities which are affected by this criteria contribute more than 35% of the ai fee in the budget, the emergency distribution model would be activated.

**1.1.7.3** AIESEC International and the Finance Subcommittee take the decision based on data provided by the GFB and in consultation with the supervisory group or the internal auditor of the organization.

**1.1.7.4** When the emergency model is activated, AIESEC International and the FSC review the Global Budget to understand whether the expenses fit the current context or adjustments need to be made.

**1.1.7.5** The emergency distribution model follows the same process and data of calculation as the regular distribution model apart from the Adjusted AIESEC Performance Base - two parameters, which is calculated as follows:

- Turnover (revenue - refunds - discounts - grants and donations)
- Average entity Net cash (cash equivalent + external short term receivables - external short term liabilities) of the last 12 months are PPP adjusted and used in a 1:1 ratio

## **1.2 The TCS fee model**

**1.1.1** The Travel Cost Sharing calculations will be sent out by AIVP Finance in an excel sheet along with the AI Affiliation fees invoices in compliance with the timeline mentioned in the compendium as part of AI Services- Association Financial Management.

**1.1.2** All Member Committees will be considered in the initial calculations done for receiving TCS Support; these calculations are referred to the Global Compendium and it's Supporting Documents.

**1.1.2.1** The Member Fee model is used, meaning all members contribute to the fund.

**1.1.2.2** The TCS receiving formula - Eligibility for TCS. There are 2 stages of being eligible for TCS support:

- ☐ Stage 1: Any Member Committee in the bottom 75 percentile of Internal Factors (Relative Exchange Revenue) is eligible for TCS support.
- ☐ Stage 2: Any Member Committee post Stage 1 and in the bottom 40 percentile of External Factors (GDP-PPP per capita) is eligible for TCS support.

**1.1.2.2.1** In addition to the above mentioned process, to receive and be eligible for TCS, the Member Committee has to submit an application for eligibility before an ILM to the AIVP F. The application must include copies of the unqualified external audit, including a profit and loss and a balance sheet. It must also contain an explanation of why the Member Committee is not able to send one representative to the ILMs despite their high internal and/or external factor. The application shall be reviewed by the Finance Subcommittee and AIVPF before IPM. The Finance Subcommittee may grant an exemption for up to 2 years (4 ILMs), At that point the member would have to resubmit an application for exemption.

**1.1.2.2.2** Calculations are as follows:

- ☐ Relative GDP multiplying factor x Travel Cost of Member x Fund Size Multiplier  
$$(R(a)/R) \cdot (100/L \cdot 100) = \text{Relative GDP multiplying factor}$$

T = Travel Cost of Member  
(F/T(a)) = Fund size multiplier  
P = Percentage of receiving members  
F = Fund Size

L = Relative GDP of member with lowest relative GDP/PP

I = Internal Factor of member

T(a)=GDP adjust Travel cost of all members

R = Relative GDP of eligible member

R(a) = Sum of all relative GDPs of eligible members

$$[(R(a)/R)*100/L*100]*T*[F/T(a)]$$

- ☐ Internal factor: same as 1.1.3 (and following) from the model used for Global Service Fees distribution as mentioned in the current Supporting Document C.

### **1.3 Regulations for Entities operating under currency restrictions:**

**1.3.1** An Entity that aims to be considered as Entity with external currency restrictions, should give an official prove that its Country or Territory presents one or more of the following restrictions:

**1.3.1.1** Currency control

**1.3.1.2** Currency hyperinflation

**1.3.1.3** Fixed exchange rates

**1.3.2** When an Entity is approved by the Finance Sub Committee, the Entity is allowed to access one of the following solutions to settle their global fees payments. The final solutions will be agreed upon with AI:

**1.3.2.1** Flexibility on the payment timelines: extend the final deadline of payment or pay an estimate temporarily.

**1.3.2.2** Change of invoice timeline: allow to invoice the Entity for its entire AI fee only once, either before IC or IPM in order to make only one payment per year.

## 2. GLOBAL FUNDS

### 2.1 Travel Cost Sharing Funds

**2.1.1** The TCS is a fund that aims to assist Entities (FM, MiA, EiD and CU) to send as minimum one representative to IC and IPM, regardless of location and financial reality of the Entity in question.

**2.1.1.1** Fund contribution can come from:

**2.1.1.1.1** Global Plenary: authorized in motion under distribution model.

**2.1.1.1.2** AIESEC International: AIESEC International and its Management team.

**2.1.2** Member Entities that are eligible may apply to receive money to cover travel costs according to the receiving formula up to a cap determined by the formula in the supporting document.

**2.1.3** If a Member's travel expenses are less than calculated with the model, the adjustment will be made and the receiving Member will receive less than the original model released shows. The member will only get reimbursed actual costs against the show of receipts.

**2.1.4** The total amount reimbursed shall not exceed the part of the fund allocated per ILM. The model stipulates that if the amount to be reimbursed is more than the amount collected, each member will receive X% of the amount they were originally supposed to receive:

☐ (1) Where  $X = B/A$

☐ (2) A = Total amount to be reimbursed

☐ (3) B = Total amount of fund allocated for ILM

**2.1.5** Fund contributions are to be paid twice every year. 50% of the fund contribution shall be paid before IC and the remaining 50% shall be paid before IPM together with Member invoice.

**2.1.6** The receiving member is required to indicate 1 month prior to the ILM how it wishes to receive the TCS. If no indication is made in time, the sum will be automatically put on the Entity fee of the member. The options are, in the following order of precedence:

**2.1.6.1** For the amount or parts of it to cover the member fees with AI, AI will make the transfer.

**2.1.6.2** For the amount or parts of it to cover the delegate fee(s) of the member at the ILM, AI will provide a guarantee for the CC and transfer the money. This option is only available if member fees have been covered by their AI fees.

**2.1.6.3** For any remaining amounts the member may choose to:

**2.1.6.3.1** Put it on the Entity fee for future AI fees.

**2.1.6.3.2** For the remaining amount to be transferred by bank transfer to the receiving Member, banking costs are carried by the receiving members who have to provide their bank details to AI.

**2.1.7** Non-MCP candidates for AI attending IPM and fulfilling the criteria below are eligible to apply for a subsidy of up to 50% of the travel and delegate fee costs:

**2.1.7.1** Candidates must request the subsidy when submitting their application for AIESEC International to the AI VPF before the AI application deadline.

**2.1.8** Travel Cost Sharing fees are calculated in CAD

**2.1.9** Expansions are only eligible to receive TCS for two ILMs in total, to support them to become full members. Afterwards they are only eligible if they moved to another member status.

## **2.2 Global Meetings Travel Fund**

**2.2.1** The GMTF is a fund that aims to subsidize the travel costs of participants to international meetings (not ILMs or GNMs) with needed representation.

**2.2.2** The total amount of the fund, the number of meetings it shall subsidize, the maximum total subsidy that shall be paid at each meeting and the maximum subsidy per individual participant for the next AI financial year shall be approved at an ILM.

**2.2.2.1** Fund contribution can come from:

**2.2.2.1.1** Global Plenary: authorized in motion under distribution model;

**2.2.2.1.2** AIESEC International: AIESEC International and its Management team.

## **2.3 Global Roadmap Fund**

**2.3.1** The Global Roadmap Fund is a fund that aims to support global initiatives that connect to the Global Roadmap and contribute to the long-term goal of the organization.

**2.3.1.1** Member Entities and AI can apply for the fund.

**2.3.1.2** AI Management Team confirms fund applications on recommendations from the Finance Subcommittee.

**2.3.1.3** Fund contribution can come from:

**2.3.1.3.1** Global Plenary: authorized in motion under distribution model;

**2.3.1.3.2** Alumni Donations: direct alumni donations to Fund;

**2.3.1.3.3** Individual Entities: AIESEC members and Entities can contribute directly to the fund;

**2.3.1.3.4** AIESEC International: AIESEC International and its Management team;

**2.3.1.3.5** Sponsors: who want to contribute directly;

**2.3.1.3.6** Any other source of revenue.

**2.3.2** The total amount of the fund is decided by the Global Plenary every IPM.

## **2.4 Legal Management Fund**

**2.4.1** A global legal management fund is set up with the following objectives in order to support Entity, GN and network related activities:

**2.4.1.1** Support and establish legal management and trademark registration in the Entities that AIESEC is currently operating in and will be expanding next years;

**2.4.1.2** Provide financial support for improvement of the legal management and generally legality of the Entities that do not have the financial capacity, such as but not limited to external audit costs or legal protection fees;

**2.4.1.3** Support costs associated with trademark protection cases, e.g. legal fees.

**2.4.1.3.1** This does not include internal or external debts of disbanded Entities other than legal fees such as but not limited to auditors fees, withheld taxes, lawyer costs.

**2.4.2** The Global Legal Management fund will be managed by AIESEC International and the Legal Subcommittee.

**2.4.3** Fund contribution can come from:

**2.4.3.1** Alumni Donations: direct alumni donations to Fund;

**2.4.3.2** Individual Entities: AIESEC members and Entities can contribute directly to the fund;

**2.4.3.3** AIESEC International: AIESEC International and its Management team;

**2.4.3.4** Sponsors: who want to contribute directly any other source of revenue;

**2.4.3.5** Any other source of revenue.

**2.4.4** The allocation of the funds is decided by the AIESEC International Management Team, with the recommendation from Legal Subcommittee members and recommendation from the Finance Subcommittee.

**2.4.5** The deadlines for applying to the global legal management fund each year will be 15 days after every quarter ends (October, January, April and July. The Legal Subcommittee will inform the Global Plenary 30 days before the deadline about the process.

**2.4.6** The granted amount should not exceed 80 % of the total request.

**2.4.7** In case an applicant cannot cover the remaining 20%, they can present a request to receive the entire fee covered. The request should be presented to AI and needs to include documents that support their case. The Legal Subcommittee evaluates the requests and makes a recommendation to AI. The AIESEC International Management Team takes the final decision.

**2.4.8** A report including receipts on the usage of the Global Legal Management Fund must be submitted by recipient Entities before each ILM for as long as funds remain unspent. It is up to the discretion of the Legal Subcommittee to decide if money should be returned to the fund via the Entity balance in cases where 100% of the money is not spent within the first 3 months.

**2.4.9** In case AI applies for the Legal management fund, they should follow the same process as Entities, however who takes the final decision is the Full Members during a global legislation in IPM/IC.

## 2.5 Information Systems Fund

2.5.1 A Global Information System fund is set up with the following objectives:

- ☐ Carry out needed investments in the Global Information Systems;
- ☐ Cover eventual emergencies in the Global Information Systems;
- ☐ Support a long term strategy for the Global Information Systems.

2.5.2 The Global Information Systems fund will be managed by AIESEC International, Legal Sub-Committee and Information Management Sub-Committee.

2.5.3 Fund contribution can come from:

- 2.5.3.1 Alumni Donations: direct alumni donations to Fund;
- 2.5.3.2 Individual Entities: AIESEC members and Entities can contribute directly to the fund;
- 2.5.3.3 AIESEC International: AIESEC International and its Management team;
- 2.5.3.4 Sponsors: who want to contribute directly any other source of revenue;
- 2.5.3.5 Product development and sales within the Global Information Systems.

2.5.4 An Investment Plan must be presented by AIESEC International and approved by the Global Plenary at every IC and reviewed at IPM, with an estimate for the 12 upcoming months of what is going to be used, why, how much and when. The Investment Plan should refer and be in accordance with the Long-term Information Management Plan, or at least contextualize and justify the investments proposed with a long-term perspective in case an official Long-term Information Management Plan does not exist.

2.5.5 The allocation of the funds can be decided by the AI Management Team, as long as it is in accordance with the projects and no greater than the amounts presented and approved at the previous ILM. In case an additional investment needs to be made and/or exceed the amount pre-approved by the Global Plenary, the IM Subcommittee can be consulted for official approval, represented by its chair, as long as an additional deposit is not required from the Global Plenary to the fund.

2.5.6 Approval process

- 2.5.6.1 The AI VP IM may apply at any time to use money from this fund;
- 2.5.6.2 The application must include:
  - 2.5.6.2.1 Detailed plan of use;
  - 2.5.6.2.2 Budget requested;
  - 2.5.6.2.3 Proposed breakdown between AI funds and funds from the GIS fund;
  - 2.5.6.2.4 Numeric analysis of ROI for the investment.
  - 2.5.6.2.5 The application must be approved by the Supervisory Group, which includes a minimum of one specialized information systems professional with extensive experience in the field.

2.5.7 Reporting

- 2.5.7.1 The AI VP IM reports on the following aspects every IPM to the Global Plenary:
  - 2.5.7.1.1 Usage: Budget vs actual and activities planned vs actual;

#### **2.5.7.1.2 Outcome of funding: Planned vs achieved results.**

**2.5.7.2** The reports must contain activities and expenditures planned vs. realized, as well as a qualitative assessment of the return over the investments made in the past twelve months, prepared by the AI VP IM on behalf of AIESEC International.

**2.5.7.3** The AI VP IM to release 4 reports per year on IM Plan implementation before each ILM. For the reports released before the International Presidents Meeting and International Congress, the reports need to have approval and comments by a member of the Supervisory Group with Information Systems expertise.

## **2.6 ILM Reserve Fund**

**2.6.1** The Reserve Fund shall be used for:

**2.6.1.1** Extreme necessity caused by unexpected ILM expenses for which the OC is not responsible. Such cases are to be approved at an ILM by a 2/3 majority;

**2.6.1.2** Extreme necessity caused by unexpected ILM expenses which endanger the ILM's minimum functional execution. Such cases are to be approved by AI and legislated by the Global Plenary;

**2.6.1.3** Extraordinary external debt that threatens the bankruptcy of the hosting body. Such cases are to be approved by AI and legislated by the Global Plenary.

**2.6.2** For the second and third case stated above, these funds will be loaned to the hosting body and added to their Entity fee as an outstanding debt to the Global Plenary. All normal debt procedures apply.

**2.6.2.1** In the case that the exchange rate fluctuates by more than 10% in the one-month period before the ILM, resulting in a negative financial effect for the hosting body, then the host body can apply to the ILM Reserve fund for financial aid to cover any loss incurred that goes beyond 10%.

**2.6.3** Fund contribution can come from:

**2.6.3.1** ILM Surplus: 20% of surplus made from each ILM;

**2.6.3.2** ILM Host Fines: 0.2% of total budgeted expenditure of the meeting according to a report presented at ILM immediately prior to the one hosted. The amount is charged every 3 months from the last day of the meeting when the report was due until the report is received by AI;

**2.6.3.3** AIESEC International: AIESEC International and its Management team.

## **2.7 ICB Fund**

**2.7.1** The Global ICB Fund is set up with the following objectives in order to support ICB activities:

- ☐ Support the costs of the ICB Chair and their participation at International Conferences, i.e. travels and delegate fee;



- ☐ Support the physical meetings of ICB members during International Conferences or in any other moment;
- ☐ Support the auditing of cases caused by XPP violation (i.e. a minimum of travel and visa costs are covered) and other activities that the ICB is responsible for (i.e. disbandment and internal auditing of Entities).

**2.7.2** The ICB is authorized to use the fund by the AIESEC International Management Team. The updated budget needs to be presented to the Finance Subcommittee at every ILM.

**2.7.3** Fund contribution can come from:

- 2.7.3.1** Global Plenary: authorized in motion under distribution model;
- 2.7.3.2** Alumni Donations: direct alumni donations to Fund;
- 2.7.3.3** AIESEC International: AIESEC International and its Management team.

## **2.8 Global Plenary Reserve Fund**

**2.8.1** The Global Plenary Reserve Fund management is set up for risks assessed that may harm the organization as a whole.

**2.8.1.1** Application process: the following Entities can apply for this fund:

- 2.8.1.1.1** All member Entities & Expansions;
- 2.8.1.1.2** A group of Entities together;
- 2.8.1.1.3** Local Committees.

**2.8.1.2** Application content and timeline: application content is different considering the reasons for the application.

**2.8.2** If Entities are applying for any other reasons, applications must include:

- 2.8.2.1** Risks assessment;
- 2.8.2.2** Impact on the Global Plenary.

**2.8.3** Application must be submitted to AIESEC International who will ask for recommendations from the Finance Subcommittee and Membership Subcommittee.

**2.8.4** The final decision is taken by the Global Plenary during ILMs or Extraordinary ILMs.

**2.8.5** Fund contribution can come from:

- 2.8.5.1** Alumni Donations: direct alumni donations to Fund;
- 2.8.5.2** AIESEC International: AIESEC International and its Management team.

## **2.9 Customer Experience Fund**

**2.9.1** The Global Customer Experience Fund is set up with the objectives to support Customer Experience Management activities.

## **2.9.2 Fund contribution can come from:**

- 2.9.2.1** Global Plenary: authorized in motion under distribution model;
- 2.9.2.2** Alumni Donations: direct alumni donations to Fund;
- 2.9.2.3** AIESEC International: AIESEC International and its Management team.

## **2.10 GFB Fund**

**2.10.1** The GFB Fund is set up with the objectives to support activities of the Global Finance Board.

### **2.10.2 Fund contribution can come from:**

- 2.10.2.1** Global Plenary: authorized in motion under distribution model;
- 2.10.2.2** Alumni Donations: direct alumni donations to Fund;
- 2.10.2.3** AIESEC International: AIESEC International and its Management team.

## **2.11 Global Expansions Funds**

**2.11.1** The Global Expansions Fund is set up with the objectives to support activities of the Global Expansion and downgraded Entities.

### **2.11.2 Fund contribution can come from:**

- 2.11.2.1** Global Plenary: authorized in motion under distribution model;
- 2.11.2.2** Alumni Donations: direct alumni donations to Fund;
- 2.11.2.3** AIESEC International: AIESEC International and its Management team.

### **2.11.3 Application Process**

**2.11.3.1** Only an official expansions Entity and an Entity with downgraded status can apply for this fund;

**2.11.3.2** Applying Entity must submit a proposal detailing purpose of fund usage;

**2.11.3.3** Fund can only be used to cover expenses related to

- ☐ HR Capacity: Support the Entity in cost associated with human resources, strictly surrounding HR that will be working in the Entity. Example: stipend
- ☐ Operations and Legalities: Support the Entity in costs directly relating to operations or legality.

### **2.11.4 Distribution Model**

**2.11.4.1** The distribution model is divided by 2 main factors:

- ☐ Internal factor: turnover + net cash (cash equivalent + receivables - liabilities), in a ratio of 2:1
- ☐ External factor: GDP per capita, PPP current from the world bank data. The higher the GDP per capita and PPP the lesser the weight of the fund distributed.

**2.11.4.2** Other Variable Factors considered in fund distribution are expense costs submitted in the proposal of the Entity covering HR Capacity and operations/Legalities.

#### **2.11.5 Fund Management**

**2.11.5.1** The fund must first be approved by the regional Office before being submitted to AIVP Finance and FSC for final approval;

**2.11.5.2** The applying Entity must submit an investment report covering funds execution, purpose of plan and clear ROI from fund usage;

**2.11.5.3** This report must be submitted every 30 days following the period of fund disbursement.

### **2.12 Learning and Development Fund**

#### **2.13 Regional Funds**

**2.13.1** The Regional Funds aim to support the region's growth and development.

**2.13.1.1** There shall be four regional funds, one for each regional growth network, namely Americas Fund, Asia Pacific Fund, Europe Fund, Middle East & Africa Fund.

**2.13.1.2** The usage of the regional fund is decided and approved by each regional growth network.

**2.13.1.3** Fund contribution can come from:

**2.13.1.3.1** The Global Plenary, authorized in motion under the global distribution model.

**2.13.1.3.2** The regional growth network, authorized in motion under the regional distribution model.

**2.13.1.3.3** The total amount of the fund is decided by the Global Plenary every IPM.

#### **2.13 Reporting of Funds**

**2.13.1** The report should follow the template below:

Report Framework to be used				
	Key Findings & Outcomes	Fund Admission	Fund Allocation	Other Points (Additional Columns)
Travel Cost Sharing				
Global Meetings Travel Fund				

<i>Roadmap Fund</i>				
<i>Legal Management Fund</i>				
<i>Information Systems Fund</i>				
<i>ILM Reserve Fund</i>				
<i>ICB Fund</i>				
<i>Global Plenary Reserve Fund</i>				
<i>Customer Experience Fund</i>				
<i>GFB Fund</i>				
<i>GEB Fund</i>				

**2.13.2** An Investment Plan for each fund must be presented by AIESEC International and approved by the Global Plenary at every IPM during the budget approval process, and reviewed at IC.

**2.13.2.1** The Investment Plan should include an estimation for the 12 upcoming months of what is going to be used, why, how much and when.

**2.13.2.2** The Investment Plan should contextualize and justify the investments proposed with a long-term perspective and the global direction stated by the mid-term ambition in place.

**2.13.2.3** The Investment Plan should specify, if applicable, why an expense is covered by a Global Fund and not by the Global Operating Budget.

**2.13.3** AIESEC International, together with the Sub-Committees responsible, shall report to the global plenary quarterly on the usage of the resources allocated to each Global fund, as well as on the total amount of resources available (including the surplus from previous years).

# AIESEC

## Global Compendium

### Supporting Document D

# GLOBAL DECISION MAKING

Updated VLM IPM 2023

Updated by Governance and Legislation Subcommittee and  
approved by AIVP Finance

## 0. TABLE OF CONTENT

<b>0. TABLE OF CONTENT</b>	<b>2</b>
<b>1. INTERNATIONAL CONFERENCES</b>	<b>3</b>
1.1 International Congress (IC)	3
1.2 International Presidents Meeting (IPM)	3
1.3 EXPROs	4
1.4 Leadership Development Seminar (LDS)	4
1.5 General information regarding international conferences	5
<b>2. BIDDING PROCESS, TRACKING AND REPORTING</b>	<b>7</b>
2.1 Pre-bidding	7
2.2 Bidding requirements for Entities and AI	7
2.3 ILM Tracking	21
2.4 ILM Financial Tracking and Reporting	22
2.5 Global Reporting	23
<b>3. MOTIONS AND MANDATES</b>	<b>28</b>
3.1 One year motions   Budget	28
3.2 Long-term Motions	40
3.3 Mandates	40
<b>4. LEGISLATIVE MEETINGS</b>	<b>66</b>
4.1 Minute Taking	66
4.2 Roll Call	66
4.3 Procedural Motions	66
4.4 Procedural Motions	67
4.5 Recording of Voting	67
4.6 Closure of ILM	68
<b>5. EXTRAORDINARY GLOBAL LEGISLATIONS</b>	<b>69</b>
5.1 Decision to call an Extraordinary ILM	69
5.2 Process to call for an Extraordinary GLs	69
5.3 Chair	69
5.4 Legislation Fair	70
5.5 Virtual Legislation Meeting	70
<b>6. GOVERNANCE AND LEGISLATION SUBCOMMITTEE (GLSC)</b>	<b>71</b>
4.1 Role	71

## 1. INTERNATIONAL CONFERENCES

### 1.1 International Congress (IC)

**1.1.1.** The purpose of IC shall be to ensure the relevance, growth and development of the Association and the members, by creating a forum on a global scale to share ideas and experiences.

**1.1.2.** Furthermore IC should provide a forum for:

**1.1.2.1.** Running the global planning process bearing in mind the global roadmap;

**1.1.2.2.** Co-ordination and co-operation between AI and the members;

**1.1.2.3.** External involvement to provide an outside perspective;

**1.1.2.4.** Gaining motivation.

**1.1.2.5.** Electing the next president of AIESEC International

**1.1.2.6.** Networking opportunities with other members of the global association and partners

**1.1.3.** IC shall be held between the dates of 1st of June and the 10th of July each year.

**1.1.4** The delegates at IC shall be elect MC and LCPs. Four delegates per Member can attend paying the standard delegate fee.

**1.1.5** From the seventh delegate onwards, a special fee will be agreed between AI and the CC. This fee should not exceed the cost of accommodation and food.

**1.1.6** All IC delegates need to be approved by AIESEC International.

### 1.2 International Presidents Meeting (IPM)

**1.2.1.** The purpose of IPM shall be to work towards the long-term development of AIESEC internationally.

This shall be done by:

**1.2.1.1.** Analyzing the current state of the global roadmap;

**1.2.1.2.** Reviewing the role of the AI and MC with the global roadmap;

**1.2.1.3.** Establishing clear goals related with the global roadmap;

**1.2.1.4.** For MCPs to create a clear vision for themselves of the association, the relevant issues and their term;

**1.2.1.5.** For delegates to receive LEAD;

**1.2.1.6.** Networking opportunities with other members of the global association and partners

**1.2.1.7.** Gaining inspiration

**1.2.2.** IPM shall be held within the month of February.

**1.2.3** The delegates at IPM shall be two delegates per Entity (MCP, MCPe)

**1.2.4** All IPM delegates need to be approved by AIESEC International.

### **1.3 EXPROs**

**1.3.1** The purpose of EXPRO shall be to develop the strategic direction in each Growth Network through the elaboration of IPM strategies and the development of action plans. Furthermore, EXPROs shall provide a forum for:

**1.3.1.1** Ensuring continuity and implementation of global strategy through the presence of MC elects;

**1.3.1.2** Providing skills, attitudes, knowledge and networks to drive the global strategy in the region and in the member territory;

**1.3.1.3** Discussing and leveraging on trends of regional or global relevance.

**1.3.2** EXPRO shall be held in each Growth Network. It should happen between the 20th of March and 20th of April. The working period of each conference is at the discretion of each region, but should not last more than 7 days.

**1.3.3** The delegates of EXPRO shall be the current MC members, elected MC members, and LC EB members with a high level of exchange experience. The number of delegates per member and their approval is at the discretion of AI.

**1.3.4** The OC shall be responsible for covering the facilitators' delegates' fees up to a maximum of 10 facilitators for European EXPROs and 4 facilitators for all other EXPROs.

### **1.4 Regional Member Committee Presidents meeting**

**1.4.1.** The purpose of regional MCP meetings shall be to develop the strategic direction in each Growth Network through the elaboration of IPM strategies. Furthermore, Regional MCP meetings shall provide a forum for:

**1.4.1.1.** Ensuring continuity and implementation of global strategy through the presence of MCP elects;

**1.4.1.2.** Providing skills, attitudes, knowledge and networks to drive the global strategy in the region and in the member territory;

**1.4.1.3.** Discussing and leveraging on trends of regional or global relevance.

**1.4.1.2.4.** Support in planning and preparing them for the start of the term.

**1.4.1.2.5.** Networking opportunities with other MCPs within the region

**1.4.2.** Regional MCP meetings shall be held in each Growth Network. It should happen between 15th April - 15th of May. The working period of each conference is at the discretion of each region, but should not last more than 5 days.

**1.4.3.** The delegates of RPMs shall be elected MCPs.

**1.4.4.** RPMs shall be held in each Growth Network.



## **1.5 Regional Presidents Meeting**

**1.5.1.** The purpose of RPM shall be to develop the strategic direction in each Growth Network. Furthermore, RPS shall provide a forum for:

- 1.5.1.1.** Ensuring continuity and implementation of global strategy through the presence of MCP currents and incoming LCPs;
- 1.5.1.2.** Providing skills, attitudes, knowledge and networks to drive the global strategy in the region and in the member territory;
- 1.5.1.3.** Discussing and leveraging on trends of regional or global relevance.
- 1.5.1.4.** Support in replanning for MCPs and preparing LCPs for the start of the term.
- 1.5.1.5.** Networking opportunities with other LCPs and MCPs within the region
- 1.5.1.6.** Gaining inspiration

**1.5.2.** RPMs shall be held in each Growth Network. It should happen between 25th October - 7th November. The working period of each conference is at the discretion of each region, but should not last more than 5 days.

**1.5.3.** The delegates of RPMs shall be MCPs and incoming LCPs.

**1.5.4.** RPMs shall be held in each Growth Network.

## **1.6 Global functional summits**

**1.6.1.** The purpose of the global functional summit shall be to develop the strategic direction in each Growth Network through the elaboration of IPM strategies. Furthermore, global functional summits shall provide a forum for:

- 1.6.1.1.** Ensuring continuity and implementation of global strategy through the presence of MCVP elects;
- 1.6.1.2.** Providing skills, attitudes, knowledge and networks to drive the global strategy in the region and in the member territory;
- 1.6.1.3.** Discussing and leveraging on trends of regional or global relevance.
- 1.6.1.4.** Support in planning and preparing them for the start of the term.
- 1.6.1.5.** Networking opportunities with other MCVPs
- 1.6.1.6.** Global functional summits should happen between 20th April - 20th of May.
- 1.6.1.7.** The exact role would be determined each year based on the context of that year and communicated as part of the AI plan presentation output. It can also be evaluated if delivering the summit regionally would be more beneficial and needed in exceptional circumstances.

**1.6.2.** Global functional summits shall be delivered virtually.

## **1.7 General information regarding international conferences**

**1.7.1** The Country/Territory flags cannot be displayed during any International AIESEC event.

**1.7.2** The proposed budget for IC shall include a variable analysis of paying delegate numbers: 500, 600, 800, 1000 people.

**1.7.3** The proposed budget for IPM shall include a variable analysis of paying delegate numbers: 150, 175, 200, 225, people.

**1.7.4** The IC hosting body shall not restrict the number of delegates for less than 600.

**1.7.5** Mandates to host IC and IPM shall be given two years prior to the event. Mandates to host EXPRO and LDS shall be given one year prior to the event.

**1.7.6** If a mandate is not given at the time stated in the current document, AI and the ILM subcommittee will collect bids in the following three months and the Global Plenary will decide on which member to mandate in the next Global Legislation.

**1.7.6.1** If there is no member bidding for IC or IPM after three months, AI will appoint a member in the next ILM to organize the legislative meeting for AI and one delegate per member based on a suggestion of the ILM subcommittee Entity analysis - at least 10 months before the ILM timeline.

**1.7.6.2** The final bid for IC and IPM must be given to AI and the ILM subcommittee by the announced deadline. The deadline shall be latest 2 weeks prior the next IC or IPM where the mandate will be awarded.

**1.7.7** The deadline for the withdrawal of a mandate is

- ☐ For IC = 12 months prior to the IC in question;
- ☐ For IPM = 12 months prior to the IPM in question;
- ☐ For EXPRO and LDS = 6 months prior to the congress in question.

**1.7.7.1** After these deadlines the mandated member is financially liable to run the congress.

**1.7.8** ILM Delegate Fee Decision Making

**1.7.8.1** ILM delegate fee shall be reviewed by ILMSC every 3 years after the last ILM delegate fee legislation.

**1.7.8.2** ILMSC shall share a report with the global plenary in order to determine if there is a need to raise the ILM delegate fee. This report shall include an analysis of the budget execution of the ILMs from the previous 3 years.

**1.7.8.3** The current legislated delegate fee should cover a minimum of the 50% of the average cost per delegate for IC and IPM.

**1.7.9** In case of withdrawal of mandate before the deadline, the hosting body will be charged an amount equal to 2% of the total budgeted expenditure of the meeting. This amount will be given to the new organizing Entity.

**1.7.10** If the CC of an ILM has not been discharged after 3 years from the last day of the meeting where the report was due, it will be automatically discharged, as soon as the CC pays the total amount of money due to AI until the moment of discharge.

**1.7.11** After the evaluation of the bids, the ILM subcommittee will reject applications that do not fulfill the legislated minimums. If only one bid fulfills the minimums, the bidding Entity will be automatically mandated to host. If more entities fulfill the minimums the plenary will vote between them with preferential voting.

**1.7.12** The delegate fees must be quoted in the domestic currency of the hosting member or euro and shall not exceed EUR 70 per day per delegate, excluding VAT, if applicable.

**1.7.13** The cost of an ILM pre-meeting should also be quoted in the domestic currency of the hosting member or Euro and shall not exceed EUR 70 (excluding VAT) per day per delegate at the time of the bidding.

**1.7.14** The damage deposit cannot exceed 10% of the delegate fee in any ILM or GNM.

**1.7.15** The hosting member must hand over the collected damage deposit to AI. At the end of the meeting the hosting member will provide a list of all damages and their costs to AI. On this basis, AI will calculate the amount of the damage deposit, which will be returned to the delegates. The reimbursement will be credited on the member account with AI.

**1.7.16** There should always be the option to pay the delegate fees via bank transfer, in a period starting 30 days before the IM, and closing 5 days before the pre-meeting.

## 2. BIDDING PROCESS, TRACKING AND REPORTING

### 2.1 Pre-bidding

**2.1.1** Bodies (MCs, AI) that are considering hosting an ILM need to submit the required documents to the ILM subcommittee in order to become eligible to bid for an ILM. The ILM subcommittee will review the submitted documents and announce a result to the Entity within 1 month. The ILM Subcommittee is responsible to maintain a list of eligible Entities and update it if needed.

### 2.2 Bidding requirements for Entities and AI

**2.2.1** All bids need to follow the templates published by the ILM subcommittee. For bids that do not follow the template it is up to the ILM subcommittee to decide to consider them or not.

**2.2.2** Only criteria that can't be tracked on the official information system need to be submitted.

**2.2.3** Find the bidding criteria in the tables below:

Criteria for MC				
	Specific Criteria	IC Minimum	IPM Minimum	Information Needed
1. <i>Membership Status</i>	1.1 Full Member	Yes	Yes	MSC Report
2. <i>External Analysis</i>	2.1 Political Situation/ Economical Situation/ Infrastructure	Green/Yellow qualification in the External assessment using the "Risk Outlook" of International SOS, rating the security level in the Country or Territory.	Green/Yellow qualification in the External assessment using the "Risk Outlook" of International SOS, rating the security level in the Country or Territory.	
3. <i>Risk</i>	3.1 Health Risks	Yes	Yes	

Management	(Medical Infrastructure, Endemic Disease, health incidents)			
	3.2 Security Risk (Legal, Political)	Fit exceptions	Fit exceptions	
	3.3 Global Pandemic Risk Assessment			Global Pandemic Risk Assessment using AIESEC Risk Management Tool which shall include: -Government National regulations. -Border and travel restrictions. -International arrival regulations. -Statistics on number of cases and its evolution. -Any other relevant risk related to the pandemic.
4. Venues	4.1 Main Venue Location	International/Interc ontinental Airport with max 2h of distance	International/Interc ontinental Airport with max 2h of distance	Images with the distance between the places
		Hospital with 30 min max of distance	Hospital with 30 min max of distance	Images with the distance between the places and information on the

				name and address of each hospital in the area.
		At least one the followings media transportation from airport: Bus, Train, Taxi	At least one the followings media transportation from airport: Bus, Train, Taxi	Description of the way to get to the places
	4.2 Main Venue Capacity	5 break out rooms accommodating the total number of attendees	5 break out rooms accommodating the total number of attendees	Letter in English, signed by the hotel or congress center where it is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue. In case of electing a congress center different from the hotel as the main venue, information regarding the address of the congress center and the hotel should be provided. The distance between both places should not exceed 30 minutes by private bus transportation. A logistic plan to
		Main plenary for a range of 300 to 500 people.	Main Plenary for a range of 450 to 750	
		2 break out rooms that can host half the total number of delegates each at the same time (Fix exception).	3 break out rooms that can host a third of the total number of delegates at the same time (Fixed exception).	
		max 4 people per room	max 4 people per room	
		Venue with capacity for seating 1/2 of the delegates at one time	Venue with capacity for seating 1/2 of the delegates at one time	
	4.3 Internet Connection/Accessibility	3 networks available for the event (AI, CC, delegates)	3 networks available for the event (AI, CC, delegates)	

				transport all the delegates from one place to another everyday for the full duration of the conference should also be provided.
4.4	Pre-meeting Venue	50 Rooms, max 4/per room	50 Rooms, max 4/per room	Letter in english, signed by the hotel where is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue
		Plenary Room for 200 people	Plenary Room for 200 people	
		4 to 6 break out room for 40 people room for each	4 to 6 break out room for 40 people room for each	
4.5	External Event Venue	Within 2 hours from Main ILM Venue	Within 2 hours from Main ILM Venue	Letter in english, signed by the hotel where is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue
		Within 1 hour from Intercontinental/International Airport	Within 1 hour from Intercontinental/International Airport	
		Main plenary for 400 to 600 people	Main plenary for 650-800 people (Fix exception)	
		8 to 10 break out rooms for minimum 60 people each (Fix exception)	8 to 10 break out room for minimum 80 people each (Fix exception)	
		2 extra rooms: Partners Room, Conference Team Rooms	2 extra rooms: Partners Room, Conference Team Rooms	

		Transportation Options from Main Venue to External Event Venue: Road Safety, Traffic	Transportation Options from Main Venue to External Event Venue: Road Safety, Traffic	
5. VISA	5.1 VISA Accessibility	Delegates from all countries containing an AIESEC Entity must be able to receive a visa within 45 days for IC and 30 days for IPM, in accordance with government policies. No AIESEC Entities may be banned from travel to the hosting Entity. For entities with an expected visa process of longer than 45 days for IC and 30 days for IPM, or any other visa-related issues, the Entity may submit a bid that includes a proposal to mitigate the potential visa issues, which will be considered by the Global Plenary.		A list of countries that require a visa, a list of countries that don't require a visa, and estimated visa processing times for the countries that will require a visa.
6. Corporate Market Analysis	6.1 Corporate analysis	Presence of 1 Premium AIESEC Partner	Presence of 1 Premium AIESEC Partner	List of the Premium AIESEC Partners present in the Country or Territory.
7. Travel Costs	7.1 Analysis of travel costs to conference	A list of travel costs for at least five different capital cities of AIESEC entities, per region, totaling a minimum cost projection for travel from 20 capital cities.		Estimated flight cost, round-trip, for attendance at the ILM. Including other information such as average costs of staying in hostels, taxis, etc. is preferred.



Bidding Criteria for Entities   Internal Factors				
	Specific Criteria	IC Minimum	IPM Minimum	Information Needed
1. HR Health and Capacity	1.1 CC capacity : Delegates number	1 CC: 10 delegates; if 75% fulfillment - green, if between 50 and 57% fulfillment - yellow; if below 50% fulfillment - red	1 CC: 10 delegates; if 75% fulfillment - green, if between 50 and 57% fulfillment - yellow; if below 50% fulfillment - red	number of members in the Entity each year for past 3 years
	1.2 CC capacity : Membership capacity	<11% - green, between 11 - 19% yellow, >19 - red	<11% - green, between 11 - 19% yellow, >19 - red	CC members number: Number of members in the Entity x 100
	1.3 Leadership pipeline	50% of TLs > Double the TL positions in CC - Green ; between 50 - 65% of TLs > Double the TL positions in CC - Yellow; more than 65% of TLs > Double the TL positions in CC - Red	50% of TLs > Double the TL positions in CC - Green ; between 50 - 65% of TLs > Double the TL positions in CC - Yellow; more than 65% of TLs > Double the TL positions in CC - Red	Number of Executive TL positions (/LCVP, LCP, MCVP) each year for past 3 years + Number of individual applicants per TL position of past 1 year
2. Entity Financial Health and Capacity	2.1 Reserve coverage in all scenarios	Green Calcification: >6 months of operational budget leftover after loss from ILM has been deducted off reserves	Green Calcification: >6 months of operational budget leftover after loss from ILM has been deducted off reserves	Reserve coverage in all scenarios, Proof of reserves during the last year
	2.2 Financial	Green Calcification:	Green Calcification:	GFB Consolidated

	organizational health model	Diversified income and expenses, No one item represents more than 60% of the Entity's income or expenses, Financial status is transparent and consistent	Diversified income and expenses, No one item represents more than 60% of the Entity's income or expenses, Financial status is transparent and consistent	reporting tool for the last year
3. Entity Sales Performance	3.1 Entity Sales Performance	Incomes Growth during the last 3 years	Incomes Growth during the last 3 years	Revenues (both Local Currency & EUR) & National Partners per non-exchange Product for each of last 3 years
				List National non-Exchange Partners under following Categories for each of Past 3 Years: Partnership Revenue <1.000, 1.000-5.000, 5.000-10.000, 10.000-15.000, 15.000-20.000, >20.000
4. ILM Sales Planning	4.1 Partners Support	2 Letters of intent from of national financial partners to support the ILM	2 Letters of intent from of national financial partners to support the ILM	2 Letters of intent from of national financial partners to support the ILM

	4.2 Sales Plan	Document with all the information required	Document with all the information required	A sales plan outlining products, pricing per Product, timeline of Sales, person(s) responsible, and a list of high potential partners
5. <i>Conference Experience</i>	5.1 Last 3 Biggest National Conference	At least 2 conferences with positive revenues	At least 2 conferences with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates
	5.2 Last 2 Regional Conferences (if Any)	At least the 70% of conferences that they hosted with positive revenues	At least the 70% of conferences that they hosted with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates, revenues per product of regional conference
6. <i>Previous Exchange Performance</i>	6.1 Last 3 Biggest National Conference	At least 2 conferences with positive revenues	At least 2 conferences with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates
	6.2 Last 2 Regional Conferences (if Any)	At least the 70% of conferences that they hosted with positive revenues	At least the 70% of conferences that they hosted with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates, revenues per product of regional conference

7. Entity Support	7.1 Core Performance Ratio	Exchange performance correlates with > or equal to 0.7 core performance as per the Finance standards of the Entity to ensure operational revenue is a majority for the Entity.	Exchange performance correlates with > or equal to 0.7 core performance as per the Finance standards of the Entity to ensure operational revenue is a majority for the Entity.	Exchange performance correlates with > or equal to 0.7 core performance as per the Finance standards of the Entity to ensure operational revenue is a majority for the Entity.
	8.1 Plenary Support	A letter from the Supervisory Group or Board of Advisors of the bidding Entity, stating that they support and approve the Entity's bid.	A letter from the Supervisory Group or Board of Advisors of the bidding Entity, stating that they support and approve the Entity's bid.	A letter from the Supervisory Group or Board of Advisors of the bidding Entity, stating that they support and approve the Entity's bid.
8. Entity Support	8.2 BoA of advisors support	A letter signed by at least 50%+1 of the LCPs of the Entity, stating they are aware of the bidding process, and that they support the realization of the event.	A letter signed by at least 50%+1 of the LCPs of the Entity, stating they are aware of the bidding process, and that they support the realization of the event.	A letter from the Supervisory Group or Board of Advisors of the bidding Entity, stating that they support and approve the Entity's bid.

Criteria for AI				
	Specific Criteria	IC Minimum	IPM Minimum	Information Needed

1. <i>External Analysis</i>	1.1 Political Situation/ Economical Situation/ Infrastructure	Yellow qualification in the an external assessment from an external AI's partner	Yellow qualification in the an external assessment from an external AI's partner	
	2.1 Health Risks (Medical Infrastructure, Endemic Disease, health incidents)	Fit exceptions	Fit exceptions	
2. <i>Risk Management</i>	2.2 Security Risk (Legal, Political)	Fit exceptions	Fit exceptions	
	3.1 Main Venue Location	International/Interc ontinental Airport with max 2h of distance	International/Interc ontinental Airport with max 2h of distance	Images with the distance between the places
3. <i>Venues</i>		Hospital with 30 min max of distance	Hospital with 30 min max of distance	Images with the distance between the places and information on the name and address of each hospital in the area.
		At least one the followings media transportation from airport: Bus, Train, Taxi	At least one the followings media transportation from airport: Bus, Train, Taxi	Description of the way to get to the places
	3.2 Main Venue Capacity	5 break out rooms accommodating the total number of	5 break out rooms accommodating the total number of	Letter in English, signed by the hotel or congress center

		attendees	attendees	where it is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue.
		Main plenary for minimum 650 people	Main Plenary for minimum 400 people	
		3 rooms of 200 delegates	2 room of 150 delegates	
		max 4 people per room	max 4 people per room	
		Venue with capacity for seating 1/2 of the delegates at one time	Venue with capacity for seating 1/2 of the delegates at one time	
	3.3 Internet Connection/Accessibility	3 networks available for the event (AI, CC, delegates)	3 networks available for the event (AI, CC, delegates)	Letter in english, signed by the hotel where is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue
	3.4 Pre-meeting Venue	100 Rooms, max 4/per room	100 Rooms, max 4/per room	
		Plenary Room for 200 people	Plenary Room for 200 people	
		6 break out room for minimum 40 people each	6 break out room for minimum 40 people each	
	3.5 External Event Venue	Within 2 hours from Main ILM Venue	Within 2 hours from Main ILM Venue	
		Within 1 hour from Intercontinental/International Airport	Within 1 hour from Intercontinental/International Airport	Letter in english, signed by the hotel where is shown that the requirements can be provided, photos of the venue and its spaces, web
		Main plenary for	Main plenary for	

		800 people	300 people	page of the venue
		10 break out room for minimum 60 people each	10 break out room for minimum 60 people each	
		2 extra rooms: Partners Room, Conference Team Rooms	2 extra rooms: Partners Room, Conference Team Rooms	
		Transportation Options from Main Venue to External Event Venue: Road Safety, Traffic	Transportation Options from Main Venue to External Event Venue: Road Safety, Traffic	
4. VISA	4.1 VISA Accessibility	Delegates from all Countries and Territories containing an AIESEC Entity must be able to receive a visa within 45 days for IC and 30 days for IPM, in accordance with government policies. No AIESEC Entities may be banned from travel to the hosting Entity. For entities with an expected visa process of longer than 45 days for IC and 30 days for IPM, or any other visa-related issues, the Entity may submit a bid that includes a proposal to mitigate the potential visa issues, which will be considered by the Global Plenary.		A list of Countries and Territories that require a visa, a list of countries that don't require a visa, and estimated visa processing times for the Countries and Territories that will require a visa.
5. Corporate Market Analysis	5.1 Corporate analysis	Presence of 1 Premium AIESEC Partner	Presence of 1 Premium AIESEC Partner	List of the Premium AIESEC Partners present in the Country or Territory.
6. Travel Costs	6.1 Analysis of travel	A list of travel costs for at least five different		Estimated flight

	costs to conference	capital cities of AIESEC entities, per region, totaling a minimum cost projection for travel from 20 capital cities.	cost, round-trip, for attendance at the ILM. Including other information such as average costs of staying in hostels, taxis, etc. is preferred.
--	---------------------	--	---

Bidding Criteria for AI   Internal Factors				
	Specific Criteria	IC Minimum	IPM Minimum	Information Needed
1. HR Health and Capacity	1.1 CC capacity : Delegates number	1 CC: 10 delegates; if 75% fulfillment - green, if between 50 and 57% fulfillment - yellow; if below 50% fulfillment - red	1 CC: 10 delegates; if 75% fulfillment - green, if between 50 and 57% fulfillment - yellow; if below 50% fulfillment - red	number of members in the Entity each year for past 3 years
	1.2 CC capacity : Membership capacity	<11% - green, between 11 - 19% yellow, >19 - red	<11% - green, between 11 - 19% yellow, >19 - red	CC members number: Number of members in the Entity x 100
	1.3 Leadership pipeline	50% of TLs > Double the TL positions in CC - Green ; between 50 - 65% of TLs > Double the TL positions in CC - Yellow; more than 65% of TLs > Double the TL positions in	50% of TLs > Double the TL positions in CC - Green ; between 50 - 65% of TLs > Double the TL positions in CC - Yellow; more than 65% of TLs > Double the TL positions in	Number of Executive TL positions (/LCVP, LCP, MCVP) each year for past 3 years + Number of individual applicants per TL position of past 1 year



		CC - Red	CC - Red	
2. <i>Financial Health and Capacity</i>	2.1 Reserve coverage in all scenarios	Green Calcification: >6 months of operational budget leftover after loss from ILM has been deducted off reserves	Green Calcification: >6 months of operational budget leftover after loss from ILM has been deducted off reserves	Reserve coverage in all scenarios, Proof of reserves during the last year
	2.2 Financial organizational health model	Green Calcification: Diversified income and expenses, No one item represents more than 60% of the Entity's income or expenses, Financial status is transparent and consistent	Green Calcification: Diversified income and expenses, No one item represents more than 60% of the Entity's income or expenses, Financial status is transparent and consistent	GFB Consolidated reporting tool for the last year
3. <i>Sales Performance</i>	3.1 Sales Performance	Incomes Growth during the last 3 years	Incomes Growth during the last 3 years	Revenues & Partners for each of last 3 years
4. <i>ILM Sales Planning</i>	4.1 Partners Support	2 Letters of intent from of financial partners to support the ILM	2 Letters of intent from of financial partners to support the ILM	2 Letters of intent from of financial partners to support the ILM
	4.2 Sales Plan	Document with all the information required	Document with all the information required	A sales plan outlining products, pricing per Product, timeline of Sales, person(s) responsible, and a list of high potential

				partners
5. <i>Conference Experience</i>	5.1 Last 3 Biggest National Conference	At least 1 conferences with positive revenues	At least 1 conferences with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates
6. <i>Entity in the Hosting Country or Territory Support</i>	6.1 Plenary Support	A letter from the AIESEC Entity in the hosting Country or Territory, stating the co-hosting responsibilities	A letter from the AIESEC Entity in the hosting Country or Territory, stating the co-hosting responsibilities	A letter from the AIESEC Entity in the hosting Country or Territory, stating the co-hosting responsibilities

## 2.3 ILM Tracking

**2.3.1** In order to ensure a constant and punctual communication between AI and the hosting Entity, the following times need to be considered:

**2.3.1.1** 10 months before the ILM, AI must inform the hosting Entity regarding the delegate profile and the number of expected delegates.

**2.3.1.2** 3 months after the host Entity has been assigned, a first risk assessment must be conducted in order to identify potential situations that could threaten the organization of the conference physically . During this period up to 6 months before the conference, it is expected that the hosting Entity minimizes expenses from the conference budget.

**2.3.1.3** 6 months before the ILM, AI will need to communicate whether the conference will be happening physically or not, after considering the global context and the National context of the hosting Entity.

**2.3.2** In order to successfully organize an ILM, all hosting entities must accomplish the following milestones:

**2.3.2.1** 18 to 12 months before the ILM is happening:

- ☐ CCP is selected;
- ☐ Negotiations with potential venues (that fulfill the necessary conditions) have started;
- ☐ The government has been approached;
- ☐ There is a defined accountability structure between the CC and the MC.

**2.3.2.2** 12 to 10 months before the ILM is happening:

- ☐ The contract (in English) with the venue has been signed (before signing it, the hosting body must receive the approval of the ILM Subcommittee for evaluation);
- ☐ CC VPs are selected;
- ☐ The contract with AI has been signed.

**2.3.2.3** 6 months before the ILM is happening:

- ☐ 50% of the budgeted revenues, excluding delegates fee, are secured with the contracts signed;
- ☐ A cash flow plan has been created;
- ☐ There is a clear solution for the possible visa/migration challenges that ensures that every delegate from all the Countries and Territories where AIESEC is present has the right to enter the geographical area where the meeting is taking place.

**2.3.2.4** 2 months before the ILM is happening:

- ☐ The organizing Entity must submit an updated official government letter confirming the right of all required members to attend the ILM. This should be submitted to AI two months before the meeting. This letter shall not be dated more than 2 months prior to the date of submission.

**2.3.3** According to the aforementioned milestones, the Global Plenary can reassess the possibility of the hosting body to organize the ILM. Based on possible risk assessments and the recommendations of the ILM Subcommittee, the Global Plenary can decide if it's necessary to re-legislate this mandate. Exceptions of this case are:

**2.3.3.1** Hosting entities that have been appointed by AIESEC International;

**2.3.3.2** Cases when an ILM has been reassigned to a new hosting body.

**2.3.4** In case of reassignment of an ILM, the new hosting body needs to be mandated by the Global Plenary within 15 days, under special circumstances, recommended by the ILM Subcommittee.

**2.3.5** If an ILM is reassigned because the mandated Entity did not accomplish the milestones stated in the section 2.3.2, that mandated Entity will be charged an amount equal to 2% of the total budgeted expenditure of the meeting. This amount will be given to the new organizing member.

## **2.4 ILM Financial Tracking and Reporting**

**2.4.1** The hosting Entity is required to submit a monthly report with a budget execution to ILM Subcommittee and AI VP Finance or AI responsible

**2.4.1.1** All budget plans, financial reports and discharge reports of ILMs must be reported with the following budget lines following the ILM Template ([aiesec.org/ilmreportingtemplate](https://aiesec.org/ilmreportingtemplate)) provided whenever

mentioned. If other external reports need to be made for external compliance or other reasons, they must also be reported to the plenary.

#### 2.4.1.1.1 For revenues:

- ☐ Delegate Fees
- ☐ Partnership Development
- ☐ Events and Project Revenues
- ☐ Merchandising Revenue
- ☐ Other Revenue

#### 2.4.1.1.2 For expenses:

- ☐ Accommodation
- ☐ CC Expenses
- ☐ Admin Expenses
- ☐ Merchandising Costs
- ☐ Logistics
- ☐ Marketing and Public Relations
- ☐ Transportation
- ☐ Events and Project Expense
- ☐ Other Expenses

## 2.5 Global Reporting

2.5.1 Refer to the table below to see the overview of the reporting happening in AIESEC.

Reporting				
Report From	Report To	Reason	DDL	Comments
Mandated bodies	GLSC	Report on ongoing mandates	1 month after last day of ILM; Progress report: 3 months after last day of ILM; Final report: 20 days before ILM.	Final report must have a output.

SCs	GLSC	SC progress reports + list of findings	20 days before Day 0 of ILM.	
External Bodies	Legal SC, Global Plenary	External Bodies progress report + list of findings	Quarterly Reports	Refer to Compendium for the explanation of what needs to be reported on.
GLSC	Global Plenary	Reports of SCs + lists of findings	15th of June, 15th of January	
LSC	GLSC	External bodies progress report + list of findings	15th of June, 15th of January	
Supervisory Group	Global Plenary	Report about AI performance	At IPM and IC	At IC, the report shall include a written assessment
Internal Auditor	Global Plenary	Internal Audit report	10 days after the visit; latest 10 days before ILMs.	
MiA	MSC	Progress Report	MiA status up to 2 years: 30 days before each membership check. MiA status more than 2 years: every 3 months	Refer to Global Compendium Supporting Documents A.
EiD	MSC	Progress Report	30 days before each membership check.	Refer to Global Compendium Supporting documents A for the explanation of what needs to be reported on. During each ILM, the EiD must present a report to the Global Plenary.

Expansions	MSC	Progress Report	30 days before each membership check.	Refer to Global Compendium Supporting Documents A for the explanation of what needs to be reported on.
IM SC	Global Plenary	IM progress report	Monthly	The report shall include the points stated in Global Compendium.
AIESEC International	Global Plenary	SG meeting minutes	30 days after every SG meeting	Refer to Global Compendium for the points that shall be reported on.
AIESEC International	Global Plenary	Progress of trademark registration and risk associated	IPM; latest 14 days before the ILM starts.	
AIESEC International	Global Plenary	Report on Global Fund usage	IPM, IC; latest 14 days before the ILM starts.	
AIESEC International	Global Plenary	Financial External Audit + summary	IC; latest 14 days before the ILM starts.	
AIESEC International (AI VP IM)	Global Plenary	IM Reporting	Quarterly; latest 14 days before the ILM starts.	AI VP IM has to report about the points stated in Supporting Document C. The reports before IPM and IC need to have approval and comments by the SG.
AIESEC International (AI VP BD)	Finance SC	Sales Plan Report	Quarterly; latest 14 days before the ILM starts.	AI VP BD reports about the points stated in the Global Compendium.
AIESEC	Global Plenary	Internal Audit	At least 10 days	

International		report	before ILMs and latest 30 days after the visit	
AIESEC International	Global Plenary	Report on legal risks to the Plenary when identified	When needed	
AIESEC International	Internal Auditor	Report on investments made by AI		The report shall as well state contribution to the AI plan and global strategy
AIESEC International	Global Plenary	Quarterly Financial Report	Quarterly; Nov. 31st, Feb. 28th, May 31st, Aug. 31st	The report shall contain: Budget report Cash Flow Member debts Receivables overview (this shall also be sent to the SG)
AIESEC International	Global Plenary	ILM satisfaction survey report	[Not defined]	The report shall be a compilation of the answers received by the Global Plenary
AIESEC International	Finance SC	Report on AI investments exceeding € 8'000		
AIESEC International	Global Plenary, Supervisory Group, Internal Auditor	Quarterly Report	Quarterly; Nov. 31st, Feb. 28th, May 31st, Aug. 31st	The report shall include: Progress on organizational goals Assessment on global strategy AI financial sustainability Global systems Furthermore:

				<p>IT system development</p> <p>PR relations with the external world</p> <p>PR: Events attended by AI on behalf of AIESEC</p> <p>BD: Sales pipeline, XPs delivered, revenue generated compared to plan</p>
AIESEC International	Global Plenary, Supervisory Group, Internal Auditor	Annual Report	Aug 31 <sup>st</sup>	The report has to be presented at IC.



### 3. MOTIONS AND MANDATES

#### 3.1 One year motions | Budget

**3.1.1** That the AIESEC International budget for the term 16/17 is approved as follows: (IC 2016, Poland)

Expenses and revenues:

Global Secretariat:

243.748,33€ Global Plenary Contribution

60.000,00€ Global Partnership Revenue

Long-term Organizational Growth and Development:

77.574,17€ Global Plenary Contribution

Global Operations:

324.022,50€ Global Plenary Contribution

Global Brand:

72.561,25 € Global Plenary Contribution

50.000,00€ Global Partnership Revenue

Global Sales and Partnership Management:

319.509,58€ Global Partnership Revenue

Information Management:

320.274,17€ Global Plenary Contribution

Total expenses: 1.467.690,00€

Revenues:

1.038.180,42€ shall be covered by the Global Plenary Contribution, out of which, 267.187,43€ shall be Subsidized by BD Revenue. And 429.509,58€ shall be covered by Global Partnership Revenue. The total Global Partnership Revenue to be raised is 696.697,01€.

**3.1.2** That the AIESEC International budget for the term 2017-2018 is approved as follows(IPM 2017, The Netherlands):

Expenses:

Global Secretariat:

315,343.67€ Global Plenary Contribution

Long-term Organizational Growth and Development:

38,080.92€ Global Plenary Contribution

Global Operations:

312,635.50€ Global Plenary Contribution

Global Brand:

170,523.67€ Global Plenary Contribution

Global Sales and Partnership Management:

243,485.50€ Global Partnership Revenue

Information Management:

400,242.75€ Global Plenary Contribution

Total expenses: 1,480,312€

Revenues:

Total subsidized from BD Revenue 204,574.00€

1,099,187.50 € shall be covered by Global Plenary, 204,574€ shall be subsidized by BD Revenue, 387,550.5€ shall be covered by Global Partnership Revenue.

**3.1.2.1** That the AIESEC International budget for the term 2017-2018 is approved as follows (IC 2017, Colombia):

Expenses:

Global Secretariat:

354,923.91€ Global Plenary Contribution

Long-term Organizational Growth and Development:

36,905.18€ Global Plenary Contribution

Global Operations:

239,115.55€ Global Plenary Contribution

Global Brand:

206,025.91€ Global Plenary Contribution

Global Sales and Partnership Management:

219,025.91€ Global Partnership Revenue

Information Management:

424,315.55€ Global Plenary Contribution

Total expenses: 1,480,312€

Revenues:

Total subsidized from BD Revenue 230,000.00€

1,118,188 € shall be covered by Global Plenary, 230,000€ shall be subsidized by BD Revenue, 362,124€ shall be covered by Global Partnership Revenue.

**3.1.3** That the AIESEC International budget for the term 2018-2019 is approved as follows (IPM 2018, Romania):

Expenses in CAD:

Global Secretariat:

\$539,816.80 Global Plenary Contribution

Long-term Organizational Growth and Development:

\$91,922.27 Global Plenary Contribution

Global Operations:

\$411,366.80 Global Plenary Contribution

Global Brand:

\$266,255.66 Global Plenary Contribution

Global Sales and Partnership Management:

\$317,566.80 Global Partnership Revenue

Information Management:

\$629,833.40 Global Plenary Contribution

Total expenses: \$2,256,761.72

Revenues in CAD:

Total subsidized from BD Revenue \$247,000.00

\$1,472,761.72 shall be covered by Global Plenary, \$247,000.00 shall be subsidized by BD Revenue, \$537,000.00 shall be covered by Global Partnership Revenue.

**3.1.4** That the AIESEC International budget for the term 2018-2019 is approved as follows ( IC 2018, Egypt):

Expenses in CAD:

Global Secretariat:

\$472,899.48 Global Plenary Contribution

Long-term Organizational Growth and Development:

\$93,509.79 Global Plenary Contribution

Global Operations:

\$ 551,009.06 Global Plenary Contribution

Global Brand:

\$ 77,529.90 Global Plenary Contribution

Global Sales and Partnership Management:

\$ 324,089.38 Global Partnership Revenue

Information Management:

\$737,724.11 Global Plenary Contribution

Total expenses: \$2,256,761.72

Revenues in CAD:

Total subsidized from BD Revenue \$247,000.00

\$1,472,761.72 shall be covered by Global Plenary, \$247,000.00 shall be subsidized by BD Revenue, \$537,000.00 shall be covered by Global Partnership Revenue.

**3.1.5** That the AIESEC International budget for the term 2019-2020 is approved as follows (IPM2019, Tunisia):

Expenses in CAD:

Global Secretariat: CAD\$446,299.24

Global Plenary Contribution Long-term Organizational Growth and Development: CAD\$101,199.62

Global Plenary Contribution Global Operations: CAD\$614,238.28

Global Plenary Contribution Global Brand: CAD\$81,374.81

Global Plenary Contribution Global Sales and Partnership Management: CAD\$347,158.85

Global Partnership Revenue Information Management: CAD\$669,948.67

Global Plenary Contribution Total expenses: CAD\$2,260,219.47

Revenues in CAD:

Total subsidized from BD Revenue CAD\$791,076.81

CAD\$1,469,142.66 shall be covered by Global Plenary,

**3.1.6** That the AIESEC International budget for the term 2020-2021 is approved as follows:

Expenses in CAD:

Global Secretariat: \$357,415.74

Long-term Organizational Growth and Development: \$46,071.91

Global Operations: \$546,796.13

Global Brand: \$93,143.83

Global Sales and Partnership Management: \$189,318.65

Information Management: \$508,030.83

Total expenses: \$1,740,777.09

Total subsidized from BD Revenue \$609,271.98

\$1,131,505.11 shall be covered by Global Plenary,

To contribute for the term 2020-21 the amount of CAD\$0 to the “Global Roadmap fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$0 to the “Global TCS fund”.

To contribute for the term 2020-21 the amount of CAD\$0 to the “Global Meetings Travel fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$0 to the “Learning and Development fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$0 to the “Global IM fund”.

To contribute for the term 2020-21 the amount of CAD\$30,000 to the “GFB fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$6,300 to the “GEB fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$35,000.00 to the “Global ICB fund”. The amount shall be charged to members.

**3.1.7** That the AIESEC International budget for the term 2021-22 is approved as follows:

Expenses in CAD:

Global Secretariat: \$349,858.22

Long-term Organizational Growth and Development: \$46,507.14

Global Operations: \$540,148.40

Global Brand: \$94,514.28

Global Sales and Partnership Management: \$199,048.56

Information Management: \$446,913.57

Total expenses: \$1,676,990.18

Total subsidized from BD Revenue and surplus \$1,150,000.00

\$ 526,990.18 shall be covered by Global Plenary

To contribute for the term 2021-22 the amount of CAD\$51,000.00 to the “Global Roadmap fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “Global TCS fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “Global Meetings Travel fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$15,000.00 to the “Learning and Development fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$300,000.00 to the “Global IM fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$30,000.00 to the “GFB fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “GEB fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$35,000 to the “Global ICB fund”. The amount shall be charged to members.

**3.1.8** That the AIESEC International budget for the term 2021-22 is amended and approved as follows:

Expenses in CAD:

Global Secretariat: \$341,528.16

Long-term Organizational Growth and Development: \$40,250.45

Global Operations: \$455,554.55

Global Brand: \$90,000.91

Global Sales and Partnership Management: \$179,401.82

Information Management: \$392,753.57

Total expenses: \$1,499,489.46

Total subsidized from BD Revenue and surplus \$1,150,000.00

\$349,489.46 shall be covered by Global Plenary

To contribute for the term 2021-22 the amount of CAD\$41,000.00 to the “Global Roadmap fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “Global TCS fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “Global Meetings Travel fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$15,000.00 to the “Learning and Development fund”. The amount shall be charged to members

To contribute for the term 2021-22 the amount of CAD\$300,000.00 to the “Global IM fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$30,000.00 to the “GFB fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “GEB fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$35,000 to the “Global ICB fund”. The amount shall be charged to members.

**3.1.9** That the AIESEC International operating budget for the term 2022-23 is approved as follows:

Expenses in CAD:

Global Secretariat: \$333,557.30

Long-term Organizational Growth and Development: \$40,278.75

Global Operations: \$664,811.25

Global Brand: \$82,001.75

Global Sales and Partnership Management: \$163,403.50

Information Management: \$207,358.41

Provision for Bad & Doubtful Debt: \$2,000

Total expenses: \$1,491,410.96

Total subsidized from AI BD Revenue \$800,000

Total subsidized from RO BD Revenue \$107,080

\$584,330.96 shall be covered by Global Plenary

In the case that less than 80% of the global affiliation fees are collected from the first invoice (June 2022) of the budget for the fiscal year 22.23 needs to be reduced at IC 2022 legislation.

The amount of funds and grants AIESEC International will receive during the 22.23 fiscal year will be deducted from global affiliation fees. For funds received between June-November the deduction will be made on the 2nd invoice (January 2023) and for funds received between December 2022 - May 2023 the deduction will be made on the 1st invoice (June 2023) of the following budget.

**The overachieved regional BD subsidy of each region should be allocated to the respective regional fund.**

To contribute for the term 2022-23 an additional amount of CAD\$3,431.67 to the “Middle East & Africa fund”. The amount shall be charged to members.

**3.1.10** That the AIESEC International operating budget for the term 2022-23 is approved as follows:

Expenses in CAD:

Global Secretariat: \$334,557.30

Long-term Organizational Growth and Development: \$40,278.75

Global Operations: \$679,193.75

Global Brand: \$82,001.75

Global Sales and Partnership Management: \$163,403.50

Information Management: \$207,358.41

Provision for Bad & Doubtful Debt \$2,000

"Total expenses: \$1,508,793.46



Total subsidized from AI BD Revenue \$800,000  
Total subsidized from RO BD Revenue \$107,080  
\$601,793.46 shall be covered by Global Plenary"

**3.1.11** That the AIESEC International operating budget for the term 2023-24 is approved as follows:

Expenses in CAD:

Global Secretariat: \$365,853.47

Long-term Organizational Growth and Development: \$85,627.78

Global Operations: \$512,969.44

Global Brand: \$101,327.78

Global Sales and Partnership Management: \$242,369.44

Information Management: \$191,765.04

Total expenses: \$1,499,912.95

Total subsidized from AI BD Revenue \$800,000

\$699,912.95 shall be covered by Global Plenary

1. Be it resolved that the 2015-16 AIESEC International Team be discharged and the 2015-16 audited financial statements be accepted as read. (IC 2016, Poland)
2. That Sebastian Stauber be ratified as Global Finance Board chair for the term 2016-17. (IC 2016, Poland)
3. That Juan Carlos Fayad be ratified as GEB chair for the term 2016-17. (IC 2016, Poland)
4. That Eduardo Kist be ratified as International Control Board chair for the term 2016-17. (IC 2016, Poland)
5. That all AIESEC entities adjust the Anti-Harassment and Violence. To the law of their country/territory by IC 2016 and legislate the corresponding protocol in their entities.
6. To contribute for the term 2016-2017 the amount of 55.000,00€ EUR to the "Global Travel Cost Sharing Fund" The amount shall be charged to Members. (IPM 2016, Morocco)
7. To contribute for the term 2016-2017 the amount of 10.000,00€ EUR to the "Global Meetings Travel Fund." The amount shall be charged to Members. (IPM 2016, Morocco)
8. To contribute for the term 2016-2017 the amount of 30.000,00€ EUR to the "Global Roadmap Fund" The amount shall be charged to Members. (IPM 2016, Morocco)
9. To relocate for the term 2016-2017 the amount of 10.000€ EUR from the "Global Roadmap Fund" to the AI budget. This motion does not imply an additional contribution from the plenary. (IC 2016, Poland)
10. To contribute for the term 2016-2017 the amount of 10.000,00€ EUR to the "Global Legal Management Fund" The amount shall be charged to Members. (IPM 2016, Morocco)

11. To contribute an additional sum of 5.000€ EUR for the term 2016-2017 to the “Global Legal Management Fund”. The amount shall be charged to Members. (IC 2016, Poland)
12. To contribute for the term 2016-2017 the amount of 50.000,00€ EUR to the “Global Information Management Fund” The amount shall be charged to Members. (IPM 2016, Morocco)
13. To contribute for the term 2016-2017 an additional amount of 35.000,00€ EUR to the “Global Information Management Fund”. The amount shall be charged to Members. (IC 2016, Poland)
14. To confirm the budget for the term 2016-2017 of the “International Control Board Fund” for the amount 29.138€ EUR. (IC 2016, Poland)
15. To confirm the budget for the term 2016-2017 of the “Global Finance Board Fund” the amount of 21.000€ EUR. (IC 2016, Poland)
16. To contribute for the term 2016-2017 the amount of 20,000.00€ EUR to the LEAD Product for MCPs. The amount shall be charged to Members. (IPM 2016, Morocco)
17. To contribute for the term 2016-2017 the amount of 5,000.00€ EUR to the “Global GEC Fund”. The amount shall be charged to Members. (IPM 2016, Morocco)
18. To contribute for the term 2016-2017 the additional amount of 4800 euros to the “Global GEC Fund”. The amount shall be charged to Members. (IPM 2016, Morocco)
19. To confirm the budget for the term 2016-2017 of the “Global GEC Fund”, now to be called “Global GEB Fund” for the amount of 14.750€ EUR. The amount shall be charged to Members. (IC 2016, Poland)
20. To raise the delegate fee for International Congress 2016 organized by AIESEC in Poland to 440 EUR. (IPM 2016, Morocco)
21. To raise the delegate fee for International Congress 2017 organized by AIESEC in Colombia to 450 EUR. (IC 2016, Poland)
22. That IC in Colombia 2017 shall be held from 9th July to 18th July. (IC 2016, Poland)
23. That the AI Invoice to AIESEC in Ireland in 2008-2009 of the amount 5527.67 euros be allocated between Members according to the Global Distribution Model. The payment plan to be created by the 30th of March 2017 for the rest of the debt of AIESEC in Ireland. (IPM 2017, Netherlands)
24. To assign 50 EUR for using the mobile voting system at the ILM in Colombia in 2017. The amount shall be charged to members. (IPM 2017, Netherlands)
25. To contribute for the term 2017-2018 the amount of 41.000,00€ EUR to the “Global Travel Cost Sharing Fund” The amount shall be charged to Members. (IPM 2017, Netherlands)
26. To contribute for the term 2017-2018 the amount of 10.000,00€ EUR to the “Global Meetings Travel Fund.” The amount shall be charged to Members. (IPM 2017, Netherlands)
27. To contribute for the term 2017-2018 the amount of 30.000,00€ EUR to the “Global Roadmap Fund” The amount shall be charged to Members. (IPM 2017, Netherlands)

28. To contribute for the term 2017-2018 the amount of 10,000,00€ EUR to the “Global Legal Management Fund” The amount shall be charged to Members. (IPM 2017, Netherlands)
29. To contribute for the term 2017-2018 the amount of 20,000€ EUR to the “International Control Board Fund” The amount shall be charged to Members. (IPM 2017, Netherlands)
30. To contribute for the term 2017-2018 the amount of 10,000.00€ EUR to the Learning and Development Fund. The amount shall be charged to Members. (IPM 2017, Netherlands)
31. To contribute for the term 2017-2018 the amount of 19,030.00€ EUR to the “Global GEB Fund”. The amount shall be charged to Members. (IPM 2017, Netherlands).
32. To contribute for the term 2017-2018 the amount of 23,000.00€ EUR to the “Global GFB Fund”. 18,680€ EUR shall be charged to Members, and 4,320.00€ EUR to the Global Roadmap Implementation Fund. (IPM 2017, Netherlands)
33. To contribute for the term 2018-2019 the amount of \$30,000 CAD to the “Global GEB Fund” The amount shall be charged to Members. (IPM 2018, Romania)
34. To contribute for the term 2018-2019 the amount of \$59,700 CAD to the “Global travel cost sharing fund” The amount shall be charged to Members. (IPM 2018, Romania)
35. To contribute for the term 2018-2019 the amount of \$22,400 CAD to the “Global meetings travel fund” The amount shall be charged to Members. (IPM 2018, Romania)
36. To contribute for the term 2018-2019 the amount of \$59,700 CAD to the “Global roadmap fund” The amount shall be charged to Members. (IPM 2018, Romania)
37. To contribute for the term 2018-2019 the amount of \$15,000 CAD to the “Global legal management fund” The amount shall be charged to Members. (IPM 2018, Romania)
38. To contribute for the term 2018-2019 the amount of \$300,000 CAD to the “Global Information management fund” The amount shall be charged to Members. (IPM 2018, Romania)
39. To contribute for the term 2018-2019 the amount of \$30,000 CAD to the “Global International control board fund” The amount shall be charged to Members. (IPM 2018, Romania)
40. To contribute for the term 2018-2019 the amount of \$30,000 CAD to the “Global finance board fund” The amount shall be charged to Members. (IPM 2018, Romania)
41. To contribute for the term 2018-2019 the amount of \$15,000 CAD to the “Learning and development fund” The amount shall be charged to Members. (IPM 2018, Romania)
42. To charge the members 18,000 CAD with the global distribution model for the purpose of the 4 weeks exchange pilot.. (IC2018,Egypt)
43. To contribute for the term 2018-19 the amount of \$45,000 CAD to the ‘International Control Board Fund’ The amount shall be charged to Members (This is based on the new structure and service increase planned for the term by ICB. (IC2018,Egypt)

44. The Management Team comprising Akshay Nambiar, Juan Pablo Ruano, Lorena Stephanie, Bersabel Behonegne, Joaquim Sanvictores, Alexandra Robinson and Laurin Stahl were ratified as Directors of AIESEC International Inc. for the term 2018-19. (IC2018, Egypt)
45. To contribute for the term 2019-20 the amount of CAD\$59,700 to the “Global Roadmap fund”. The amount shall be charged to members.
46. To contribute for the term 2019-20 the amount of CAD\$59,700 to the “Global TCS fund”. The amount shall be charged to members.
47. To contribute for the term 2019-20 the amount of CAD\$22,400 to the “Global Meetings Travel fund”. The amount shall be charged to members.
48. To contribute for the term 2019-20 the amount of CAD\$15,000 to the “Global Legal Management fund”. The amount shall be charged to members.
49. To contribute for the term 2019-20 the amount of CAD\$300,000 to the “Global IM fund”. The amount shall be charged to members
50. To contribute for the term 2019-20 the amount of CAD\$45,000 to the “Global ICB fund”. The amount shall be charged to members.
51. To contribute for the term 2019-20 the amount of CAD\$15,000 to the “Learning and Development fund”. The amount shall be charged to members.
52. To contribute for the term 2019-20 the amount of CAD\$30,000 to the “Global Finance Board fund”. The amount shall be charged to members.
53. To contribute for the term 2019-20 the amount of CAD\$30,000 to the “GEB fund”. The amount shall be charged to members.
54. The appointment of Mazars, LLP as public accountants of the Corporation for its financial year ended May 31, 2018 is approved, ratified and confirmed. Mazars, LLP are appointed as public accountants of the Corporation to hold office until the close of the next annual meeting of the members of the Corporation or until their replacement. ( IPM2019, Tunisia)
55. Any discrepancies relating to the holding of the annual meeting of the members of the Corporation after six (6) months of the financial year ended May 31, 2018 are waived. All acts, proceedings, resolutions, contracts, elections, appointments and payments taken, enacted, made or done by the directors of the Corporation since the date of incorporation, notwithstanding the non-execution of and other discrepancies pertaining to such documents as recorded in the records of the Corporation, are approved, ratified and confirmed effective as of the date when the relevant acts, proceedings, resolutions, contracts, elections, appointments and payments were first taken, enacted, made or done. (IPM2019,Tunisia)
56. To increase the delegate fee of International Congress 2019, Sri Lanka by an amount of 10 Euros per day resulting into the following:
57. Delegate Fees for MCP= 540 Euros + 50 Euros (Damage Fee)

58. Delegate Fees for Others (MCVPs/LCPs)= 480 Euros + 50 Euros (Damage Fees)
59. 57. To increase the delegate fee of International Congress 2020, India by an amount of 10 Euros per day resulting into the following:
60. Delegate Fees for MCP= 540 Euros + 50 Euros (Damage Fees)
61. Delegate Fees for Others (MCVPs/LCPs)= 480 Euros + 50 Euros (Damage Fees)
62. 58. To increase the delegate fee of International Presidents' Meeting 2020, Russia by an amount of 50 Euros. These amounts will be adjusted through entities' balances after discharge of the conference. The fees will be resulting into the following:
63. Delegate Fees for MCP= 450 Euros + 50 Euros (Damage Fees)
64. To contribute for the term 2022-23 the amount of CAD\$5,862.56 to the "Americas fund". The amount shall be charged to members.
65. To contribute for the term 2022-23 the amount of CAD\$7,895.10 to the "Asia Pacific fund". The amount shall be charged to members.
66. To contribute for the term 2022-23 the amount of CAD\$18,241.01 to the "Europe fund". The amount shall be charged to members.
67. To contribute for the term 2022-23 the amount of CAD\$2,568.33 to the "Middle East & Africa fund". The amount shall be charged to members.
68. To contribute for the term 2022-23 the amount of CAD\$41,000.00 to the "Global Roadmap fund". The amount shall be charged to members.
69. To contribute for the term 2022-23 the amount of CAD\$00.00 to the "Global TCS fund". The amount shall be charged to members.
70. To contribute for the term 2022-23 the amount of CAD\$00.00 to the "Global Meetings Travel fund". The amount shall be charged to members.
71. To contribute for the term 2022-23 the amount of CAD\$15,000.00 to the "Global Legal Management fund". The amount shall be charged to members.
72. To contribute for the term 2022-23 the amount of CAD\$5,000.00 to the "Learning and Development fund". The amount shall be charged to members
73. To contribute for the term 2022-23 the amount of CAD\$300,000.00 to the "Global IM fund". The amount shall be charged to members.
74. To contribute for the term 2022-23 the amount of CAD\$30,000.00 to the "GFB fund". The amount shall be charged to members.
75. To contribute for the term 2022-23 the amount of CAD\$35,000 to the "Global ICB fund". The amount shall be charged to members.
76. To contribute for the term 2022-23 an additional amount of CAD\$3,431.67 to the "Middle East Africa fund". The amount shall be charged to members.

77. To contribute for the term 2023-24 the amount of CAD\$7,424.97 to the “Americas fund”. The amount shall be charged to members.
78. To contribute for the term 2023-24 the amount of CAD\$10,031.44 to the “Asia Pacific fund”. The amount shall be charged to members.
79. To contribute for the term 2023-24 the amount of CAD\$13,558.86 to the “Europe fund”. The amount shall be charged to members.
80. To contribute for the term 2023-24 the amount of CAD\$6,983.41 to the “Middle East & Africa fund”. The amount shall be charged to members.
81. To contribute for the term 2023-24 the amount of CAD\$00.00 to the “Global TCS fund”. The amount shall be charged to members.
82. To contribute for the term 2023-24 the amount of CAD\$00.00 to the “Global Meetings Travel fund”. The amount shall be charged to members.
83. To contribute for the term 2023-24 the amount of CAD\$5,000.00 to the “Learning and Development fund”. The amount shall be charged to members
84. To contribute for the term 2023-24 the amount of CAD\$300,000.00 to the “Global IM fund”. The amount shall be charged to members.
85. To contribute for the term 2023-24 the amount of CAD\$30,000.00 to the “GFB fund”. The amount shall be charged to members.
86. To contribute for the term 2023-24 the amount of CAD\$35,000 to the “Global ICB fund”. The amount shall be charged to members.
87. To contribute for the term 2023-24 the amount of CAD\$41,000.00 to the “Global Roadmap fund”. The amount shall be charged to members.
88. To contribute for the term 2023-24 the amount of CAD\$15,000.00 to the “Global Legal Management fund”. The amount shall be charged to members.

## **3.2 Long-term Motions**

**3.2.1** That the Global Plenary pays for 41.586,60€ of 207.933,10€ to AIESEC International on behalf of AIESEC in Vietnam for the loss incurred from IPM 2015. The amount shall be charged to Members according to the contribution model in 12 semi-annual payment installments until the end of 2021.

**3.2.2** Furthermore to approve a 166.346,50€ loan from AIESEC International to AIESEC in Vietnam. Terms of the loan will be approved by VLM in November 2015. The payback of the loan from AIESEC in Vietnam to AIESEC International has to be completed by the end of 2021. (IC 2015, India)

**3.2.3** Confirmation of By-law No. 1 – Special Business:

RESOLVED THAT By-law No. 1, relating generally to the transaction of the business and affairs of the Corporation, enacted by the directors of the Corporation on February 13, 2018

### **3.3 Mandates**

The numbering of the mandates is as follows: Name of ILM, year when ILM happened, number of the mandate. (For example: IPM2001-1).

#### **3.3.1 Expansions**

- ☐ IPM2011-1: That AIESEC in Cote D'Ivoire to become a partner entity for OE in Liberia.
- ☐ IC2011-1: For Mexico to be the partner entity of the Expansion of Nicaragua
- ☐ IC2012-1: That AIESEC in Tunisia becomes the partner entity of the Expansion of AIESEC to Algeria.

#### **3.3.2 International Legislative Meeting (ILM)**

- ☐ VLM2014-1: That AIESEC in Poland is mandated to host International Congress 2016 (November VLM 2014).
- ☐ VLM2014-2: That AIESEC in Colombia is mandated to host International Congress 2017 (November VLM 2014)
- ☐ IPM2016-5: To mandate AIESEC International to host IPM 2017. AI will have a project manager responsible for the follow up on ILMs.
- ☐ IPM2017-65: To mandate AIESEC in Egypt to host International Congress 2018.
- ☐ IC2017 - 48: To mandate AIESEC in Romania to host International President Meeting 2018.
- ☐ IC2018 – 55: That AIESEC in India host International Congress 2020.
- ☐ IPM2019- 97: That AIESEC in Russia host International Presidents Meeting 2020
- ☐ IPM2020-13: To mandate AIESEC in Sri Lanka to host International Presidents Meeting 2021
- ☐ IPM2020-14: To mandate AIESEC in Malaysia to host International Congress 2021
- ☐ IC2022-88: To mandate AIESEC in India to host International Congress 2023

#### **3.3.3 AIESEC International**

- ☐ IC2016-23: To mandate AIESEC International to establish research methodology for assessing the leadership development experience including key measures in S&S and LDA. This shall be reported to the Global Plenary during IPM 2017.

- ☐ IC2016-24: To mandate AIESEC International to research on alternative vendors for the Global Information System. This research shall contain, but is not limited to pricing of at least 3 vendors of various expertise as well as the costs that would go along with transition of vendors. A first progress report shall be sent to the Global Plenary by December 31st 2016. A final decision on whether to change the vendor and the timeline for it shall be confirmed by IC 2017.
- ☐ IPM2017-66: To mandate FSC, AI VP Finance, AI VP Network Management and the GFB to analyse the costs for network support in AIESEC International, GEB, GFB, ICB, OSTs and RSTs and present the report including optimization solutions.
- ☐ IC2017 - 3: AIESEC International, Ethics Subcommittee and ICB to do a research on accountability systems in cases of ethical misconduct. The result shall be presented by IPM 2018.
- ☐ IC2017 - 15: AI to select a minimum of 10 entities to pilot 4-weeks exchange projects and the selected entities to report on a monthly basis to AI and the global plenary about the progress. The product should be tested in all entities selected by IC 2018.
- ☐ IC2017 - 25: For AIESEC International to revise and update their internal policies on AI account usage in EXPA and general data security and confidentiality policies by September 30th 2017.
- ☐ IC2017 - 27: AI to be mandated to research the concept of Global pages to be presented at IPM 2018
- ☐ IC2017 - 28: That AIESEC International and the Legal Sub-Committee must conduct a risk assessment upon the compliance with the General Data Protection Regulation, and based on this create a contingency, implementation and change management plan to fully comply with the GDPR as AIESEC. This must be presented to the global plenary by IPM 2018.
- ☐ IC2017 - 30: AIESEC International including the Regional Directors and the Regional Chairs to look into the development of regional ER principles and send a proposal out before IPM 2018.
- ☐ IC2017 - 33: To mandate AIESEC International to report monthly to the Global Plenary about the usage of Global IM Fund starting from August 2017.
- ☐ IC2017 - 46: International Congress timeline and delegates profile definition, mandate to AI.
- ☐ To mandate AIESEC international to present the final IC timeline proposal for 2018 and the delegates profile definition, by August 31st 2017. The proposal should include feasibility analysis, pros and cons report, including the final IC timeline and delegates profile definition.
- ☐ IPM2018 - 14: To mandate GEB and AIESEC International to investigate the current state of AIESEC in Tajikistan and present their findings with a recommendation of whether or not the entity should remain in the global plenary by IC 2018. The report should be include communication with the Alumni and should be sent no later than the 1st of June.



- ☐ IPM2018 - 26: For AIESEC International to select a minimum of 10 entities for ICX and 10 entities for OGX in order to pilot at least 500 exchanges with 4 weeks duration and present results at IC 2018.
- ☐ IPM2018 - 32: That AIESEC International creates a complete structure for the AI 2018-2019 with 3 scenarios in which talent capacity of the team is contemplating a reduction, a stable number and an increase in the total amount of AI members, including regional structures in case needed by the June 5th 2018.
- ☐ IPM2018 - 49: That AIESEC International and the Governance and Legislation Subcommittee review the Global Decision Making process stipulated in the point 5 of the Global compendium, and bring up a proposal for making the process more efficient and aligned to our needs by the 31st of May of 2018.
- ☐ IPM2018 - 64: For AIESEC International to research into the topic of two year terms and present the output of the research along with a recommendation proposal in IC 2018.
- ☐ IPM2018 - 77: To mandate the ILM subcommittee and AIESEC International to present a report by IC 2018 with an analysis, projection and inferences regarding global conferences sustainability improvements. Including:
  - a) A report of the main visa issues and learning points from previous IPMs and ICs since 2014 that directly affected conference attendance.
  - b) To present an analysis in consultancy with the finance global subcommittee of how conferences fee pricing and TCS should be managed.
  - c) To present the main inferences on what do we deeply need to anticipate and aim for, in order to ensure global conference sustainability.
  - d) To present the main points and criteria that need to be added for an entity to get a BID. (This refers to topics such as entity health status, performance status, warm risks, financial management and accountability routine within others).
  - e) To reevaluate the main pains and gains in the global conferences contracts.
  - f) Add any other topics that the subcommittee consider important and relevant involving the regional chairs and regional directors on them
- ☐ IC2018-11: That AIESEC International is mandated to run a 4 weeks exchange pilot with realizations beginning at least in the first of December 2018. Also, that this project should be open for pilots: first host entities followed by sending entities to be decided by AI to ensure supply and demand. That the first report of this project should be presented by AI in IPM 2019 followed by IC 2019. Pilot ICX entities will be reporting monthly to AI. The pilots will have to achieve 500 exchanges. There will be reporting to the entities about the current pilots (as of 2017-18) as well.

- ☐ IC2018-39: Mandate AI to create an action plan encompassing the aspects of the organization involving with two years term at every level of the organization. This mandate is inclusive of research on finances, leadership pipeline, recommendation on strategy direction and other related subsystems and is bound to be submitted by the 30th of October for the next AI terms to be in tandem of processes numbered 2 years.
- ☐ IC2018- 40: That AIESEC International gives one report and another one in November to the Global Plenary, LSC, and
- ☐ Internal Auditor regarding the implementation of the recommendations of the internal auditor in the internal audit report presented in IC Egypt 2018.
- ☐ IC2018- 42: That AIESEC International collect sensitive political topics from the global network that may potentially trigger political conflicts and draft relevant articles to be put into the global compendium by IPM 2019.
- ☐ IC2018- 56: That ILM SC and AI to present a report by IPM 2019 with an analysis in consultancy with the Finance Global Subcommittee of how is pricing conferences fee and TCS should be.
- ☐ IPM2019- 16: That AIESEC International and MSC review the process of determining the status of entities regarding 'Member in Conflict'/War Status and come up with a way forward by IC 2019. To Mandate: MSC, ICB and AI to review the criteria regarding 'exchange performance' membership criteria and present a report by IC 2019.
- ☐ IPM2019- 17: That MSC, ICB and AIESEC International to review the criteria regarding 'exchange performance' membership criteria and present a report by IC 2019.
- ☐ IPM2019- 31: That AIESEC International to research the progress on the WIPO Trademark agreement and present the final report on IC 2019.
- ☐ IPM2019- 33: That AIESEC International to revise the process and protocol of enlisting entities where operations should not commence. The list of countries and territories stated in Supporting Document 3.2.4.2.7 This process must be run with the inclusion of external consultants from the field/area of law, international security/services agencies/companies/institutions and notable alumni (if feasible) from the expertise of international relations, politics and development sector. A report shall be presented by IC 2019.
- ☐ IPM2019- 37: AIESEC International should come up with a plan to make sure the non-political organization essence understanding and flag use education is delivered and launch the PR university in IC 2019 Legislation meeting.
- ☐ IPM2019-87: AIESEC International to review the Return of Investment for 'Developers working from Canada in the period of March to May 2019 and present a feasibility report for extension of the project at IC 2019, including potential increase in the Global IM fund.

- ☐ IPM2019-88 : That AIESEC International, FSC and GFB to review, research and propose a long term way ahead for AI's BD Budget subsidy.
- ☐ IPM2019-89: That AIESEC International to research for the review the affiliation fee distribution model before the next Legislation Meeting and presented by AI to the global plenary in a report. The research for the review needs to take into consideration the GFB Chair, the chair of the finance subcommittee and one MCP per region with the perspectives of each reality. The report should assess the current model, present its pros and cons and examine how we can evolve it to better factor in entities' varying situations such as inflation rates, currency, bank statements or recent financial situations of the entities in the global plenary, reviewing all the parameters.
- ☐ IPM 2019-90: That AIESEC International, FSC and GFB to review the Regional and Global distribution model and submit a proposal with any changes if needed by IC 2019. This research must be inclusive of having one MCP per region and must assess the current model with its metrics/parameters reviewed.
- ☐ IC 2019- 01: Mandate AI to research and develop an updated pricing structure for GEPs. This new structure should be presented at IPM 2020 and legislated to be implemented by IC 2020.
- ☐ IC2019- 03: To mandate AIESEC International to research into an organizational structure along with an implementation plan for increasing Regional Office HR and decreasing AIESEC International HR. The research should take into account the aspects of: finances, legality, leadership pipelining for roles, service delivery and strategic direction from AI- RO respectively to the global network. The research should also consider other related subsystems and must be completed & presented by IPM 2020.
- ☐ IC2019- 05: The Management Team comprising of Roland Geurts (Global VP Finance), Dusan Stojkovic (Global VP Platforms), Franco Perez (Global VP Business Development), Eva Dutary (Global VP Network Strategy), Omar Shaheen (Global VP Product Strategy), Elżbieta Penkowska (Global VP Organizational Strategy), Alexandra Robinson (Global President) be ratified as Directors of AIESEC International Inc. in Canada for the term 2019-20.
- ☐ IPM2020-04: Mandate AI and ICB to review, research and create internal product policies, as well as deliver a report on the required structural evolutions of the governance systems, included but not limited to XPP and compendium. This should be presented and legislated in IC 2020 to be implemented by IPM 2021
- ☐ IPM2020-05: To mandate AIESEC International in consultation with GFB and FSC to research into and create a reporting tool that allows to provide the global plenary monthly updates regarding the financial state of AIESEC International. This tool is to be presented by IC 2020
- ☐ IPM2020-06: To mandate AIESEC International to research and present a report about the ideal investments in platforms that guarantee stability in the technological ecosystem of the

organization. The report should have three scenarios to understand what are the resources needed. The report to be presented in IC 2020.

- ☐ IPM2020-07: To mandate AI to research the long term management of expansions including the role of the GEB and regional office in this management. This should also include how the GEB fund can best be used. A report and proposal of action steps should be presented at IC 2020.
- ☐ IPM2020-08: To Mandate AIESEC international to create a report on API usage by the entities & provide scenarios of defined pricing policies for API usage. This report should contain a minimum, but not limited to, of 2 scenarios where at least 1 contains the option of keeping APIs free and 1 contains pricing policy. Also the report should include implications of either of scenario's on both financial & technological capabilities. This report should be presented by IPM 2021. A progress report about the Global Plenary using APIs should be presented by IC India 2020.
- ☐ IPM2020-09: To mandate AIESEC International to research into the feasibility of the legal establishments of the regional offices, the mandate report should contain financial costs and proposed implementation timeline the final report should be reported in IPM 2021 with a progress report in IC 2020.
- ☐ IC2020-02: To mandate AIESEC International together with FSC, and GFB to review the AI budget at the end of each fiscal quarter. To avoid confusion, that is at the end of the months August, November, February, and May. The review will consist of the ability of entities to pay, and the state of the AI budget. Only when all three parties agree on the possibility and need for change, a VLM will be proposed in which the modified budget will be voted upon. This mandate will stay in place until the end of the Fiscal Year 20.21, meaning until May 31st 2021. By IC 2021, AI, FSC and GFB must present a report of the overall processes & activities done related to this mandate with recommendations on the budget review processes.
- ☐ IC2020-03: For the Affiliation Fees charged in January 2021, and June 2021 to be charged to all entities in the Global Plenary. This means that regardless of membership criteria, entities will be charged. Entities in Debt will have a 20% discount on their Affiliation Fee, which will be reallocated to Full Members and Members in Alert through the Global Distribution Model.
- ☐ IC2020-04: To mandate AI, GFB and FSC to come up with a Debt Repayment Plan criteria that would automatically calculate how much should be the installment amounts that entities need to pay in order to clear off the debts. The output of the mandate and proposal created would be presented by October 2020, the legislative meeting related to the proposal will be based on the recommendation with AI, FSC, GFB and GLSC.
- ☐ IC2020-05: To mandate the PAI 2021 and the GLSC to review the PAI Election process and propose any needed changes or additions. Needed changes or additions should include the alignment of an official PAI Job Description to the PAI Election Process, with clarity on the connection between the

two. There should be clarity on which element of the PAI Election process evaluates which element of the official PAI Job Description (from application until election). The output of the mandate should include any needed amendments to the Global Compendium for the PAI Election process. The output of the mandate should be presented and legislated in IPM 2021.

- ☐ IC2020-06: To Mandate AI and ICB to report on the governance system implementation plan progress by IPM 2021.
- ☐ IC2020-09: The Management Team comprising of Caroline Wenninger (Global VP Finance), Abhishek Tatineni (Global VP Platforms), Cristina Viale (Global VP Business Development), Louise Kim (Global VP Network Strategy), Laurena Alves (Global VP Organizational Strategy), Maria Grau (Global VP Brand), Eva Dutary (Global President) be ratified as Directors of AIESEC International Inc. for the term 2020-21.
- ☐ VLM2020-06: To mandate AI and the GFB to ensure new repayment plans are signed based on the new criteria on or before 31st October 2020 with all MiA who are in debt & EiD.
- ☐ TLC2021-02: To mandate AIESEC International to review and redefine article 1.1.3. Downgrade Entity in the AIESEC Global Compendium Supporting Document to represent the current context and present a final proposal at IC 2021. The review and final proposal must include written recommendations from the FSC, MSC, and each Regional Office on, but not limited to, the financial, membership and overall entity implications respectively. The final proposal must also state clearly the criteria that we would determine which entities are eligible to be proposed to a downgraded entity.
- ☐ TLC2021-03: That AIESEC in Croatia be downgraded to an expansion.
- ☐ TLC2021.04: That AIESEC in Lebanon be downgraded to an expansion.
- ☐ TLC2021-06: To mandate AI to review what brand elements should be enforced through the APIP governance system and together with ICB suggest a compliance matrix. The findings are to be presented at IC ILM 2021.
- ☐ TLC2021-07: To mandate AIESEC International and ICB to report on the governance system implementation plan progress by IC 2021.
- ☐ TLC2021-08: To mandate AI, FSC & GFB by May 31st 2021 to create a Risk Management Plan for the EiD & MiA that are a potential risk to the global plenary in order to clear their debt repayment plan, to decrease the long term debts and risk associated.
- ☐ TLC2021-09: For the Affiliation Fees charged in January 2021, and June 2021 to be charged to all entities in the Global Plenary with the
- ☐ exception of expansions and downgraded entities. Entities in Debt will have a 20% discount on their Affiliation Fee, which will be reallocated to Full Members and Members in Alert through the Global Distribution Model.

- ☐ TLC2021-10: To mandate AIESEC International to create the change management plan required for RO legal office establishment. The mandate report should include but not be limited to financial costs, legality requirements, implications to the global plenary and proposed implementation timeline. The final report should be presented at IC 2021.
- ☐ IC2021-5: To mandate AI and ICB to propose an implementation plan for the Brand governance system based on the findings of the Brand Policies Refresh Mandate (TLC2021-06). The findings would provide Entities with information on how to implement the Brand refreshment changes, which will regulate social media and brand management. The findings are to be presented at IC ILM 2022.
- ☐ IC2021-6: To mandate AIESEC International, FSC and LSC to review the description, usage and applicability of the Legal management fund and introduce needed changes on IPM 2022.
- ☐ IC2021-Motion4: That AIESEC in Kuwait shall be downgraded
- ☐ IPM2022-02: To mandate AI and FSC to review the definition of an Entity in Debt and Full Member. For Entity in Debt they should evaluate the feasibility of considering only the minimum survival expenses needed in the calculation of MoCR - instead of the average of expenses of the Entities. For Full Members, they should tackle the fact that some entities may nowadays be Full Members but Members in Alert or Entities in Debt simultaneously. In order to bring more clarity to it, they should come up with a proposal on how to identify this clearer.  
The progress of the mandate and the output shall be presented together with the progress and output of the distribution model mandate.
- ☐ IPM2022-04: To mandate AI and FSC to present an emergency distribution model and a reviewed version of the current model, as suggested by IA, by IC 2022. The emergency model shall be eventually legislated as to be reviewed every time the distribution model is reviewed.
- ☐ IPM2022-05: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022.
- ☐ IPM2022-06: To mandate AI and Global Board chairs to propose a standardized and transparent process, that involves the global plenary for the selection of the Global Board Chairs by May 2022.
- ☐ IPM2022-07: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022.
- ☐ IPM2022-08: To mandate AIESEC International and ILMSC to propose the needed changes in Compendium regarding the timeline, names and objectives of the global and regional conferences, taking into consideration the global plenaries input until May 2022.

- ☐ IPM2022-09: To mandate AI to research and clarify the differences between EwA, BD, PR and promotion activities and to present the findings until IC 2022, with a progress report in May 2022.
- ☐ IPM2022-10: To mandate AI to research current entity initiatives outside EwA's age-range and the feasibility, benefits and risks of adapting EwA principles to include said age ranges. To present findings until IC 2022, with a progress report in May 2022.
- ☐ IPM2022-13: To mandate AIESEC International to research on the feasibility of de-centralizing Youth Speak Survey management, with clear principles in place for Entities to run the activity themselves. The results shall be presented by IC 2022.
- ☐ EGL May 2022 - 1: To mandate **MSC, ICB and AI** to review the 5. WAR STATUS AND DOMESTIC AND CIVIL UNREST of AIESEC Global Compendium Supporting Document A - MEMBERSHIP until the IC 2022 legislations. Research among potential "entities in war" status is an obligatory part of the reviewing process. The report must include the updated criteria of becoming 'Entity in war', the restrictions and the rights that "entity in war" will get together with a status. The report must enable entities to use the status at the next Legislations immediately.
- ☐ EGL May 2022 - 5: To mandate the FSC and AI to check whether the cap of 8% is more feasible than a solver by IC 2022.
- ☐ EGL May 2022 - 6: To mandate AI and FSC to review the AIESEC International operating budget for the term 2022-23 and make a revised proposal by IC Global Legislation, ensuring the budgeted Regional Human Resources lines are aligned with the predicted costs.
- ☐ VLM IC 2022 - 82: To Mandate AIESEC International to review the Brand guidelines added to Global Compendium in ILM IC 2022 and present findings and way forward to the Global plenary by ILM IPM 2025.
- ☐ VLM IC 2022 - 86: By IPM 2023, AIESEC International will present a comprehensive review of our Global Trademarks and validity per entity. This needs to include but not be limited to AIESEC name and logo, ELD programs name and logo, EwA program names and logos such as Heading for the Future, Youth Speak Forum, and Youth4GlobalGoals. It should include information regarding if AIESEC International is following laws and regulations based on the Canadian or Dutch Law. Findings shall be presented during the IPM 2023 Legislation.
- ☐ VLM IC 2022 - 87: By IC 2023, AIESEC International will conduct a research into obtaining Internationally valid Trademarks for all Global Brands and ELD Programs including but not limited to Global Volunteer, Global Talent, Global Teacher, Heading for the Future, Youth Speak Forum, Youth4GlobalGoals, etc. Findings including but not limited to costs and repercussions of not obtaining said trademarks and registrations shall be presented during the IPM 2023 Legislation with a comprehensive way forward of next steps to ensure AIESEC Brand management.

- ☐ VLM IC 2022 - 100: To ratify the Management Team comprising of Yoseli Karina Rivera (Global VP Finance), Ayoub Trabelsi (Global VP Brand & Information Management), Flavio Navarro Lara (Global VP Business Development), Ana Leonor de Carvalho Fernandes (Global VP Network Strategy), Michael Joseph Gonzaga (Global VP People & Strategy), Yau Kwan Chester Shum (Global President) as Directors of AIESEC International Inc. for the term 2023.
- ☐ VLM IPM 2023 - 66: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IPM 2024 with a progress report presented in IC 2023
- ☐ VLM IPM 2023 - 71: In the case that less than 90% of the GAF or 80 % of BD Subsidy are collected by IC 2023 legislation, the budget for the fiscal year 23.24 will be reviewed and reduced in a Legislation meeting no later than October 2023. In addition, the AI team and FSC will review during the current AI budget for the fiscal year 22.23 during the Q3 budget review. AI and FSC shall present the findings of what additional items can be cut from the existing budget to the plenary. In addition to that, upon the review a decision needs to be made by the plenary to see if we need to make additional cuts to the current budget to accomodate for the 23.24 budget.

### 3.3.4 Subcommittees

#### 3.3.4.1 Finance Subcommittee

- ☐ IC2016-38: To mandate Roman Shcherbatyy as Chair of the Finance Subcommittee for the term 16.17.
- ☐ IPM2017-66: To mandate FSC, AI VP Finance, AI VP Network Management and the GFB to analyse the costs for network support in AIESEC International, GEB, GFB, ICB, OSTs and RSTs and present the report including optimization solutions.
- ☐ IPM2017-67: To mandate the Finance Sub Committee and regional chairs to design a new global budget decision making process that allows the global plenary to vote on individual elements of the budget independently. This new process is to be presented for IC 2017.
- ☐ IC2017-36: To mandate Emmanuel Cepeda as Chair of the Finance Subcommittee (FSC) for the term 17.18.
- ☐ IC2018 - 48: That Eduardo Alvarado is the Finance Subcommittee Chair for the term 2018-2019.
- ☐ IPM2019- 20: That FSC and GFB to present a report with an analysis in consultancy with AI & MSC of how the Entity in Debt criteria should be by IC 2019
- ☐ IPM2019-85: To mandate FSC, GFB and AI to review the TCS Distribution Model so that it serves its legislated purpose "aims to assist entities (FM, MiA, EiD and Expansions) to send as minimum one



representative to IC and IPM, regardless of location and financial reality of the entity in question. The output shall be presented at IC2019."

- ☐ IPM2019-99: To mandate FSC, ILMSC, GFB and AI to create a reporting structure for reporting budgets of ILMs.
- ☐ IC2019 -06: That Niels Meulmeester is the Finance Subcommittee Chair for the term 1920
- ☐ IC2020-10: That Flavio Navarro Lara is the Finance Subcommittee Chair for the term 2020-2021.
- ☐ VLM2020-05: To mandate FSC, GFB and AI to review the efficiency of the debt payment plan installment calculation & process. A progress report must be presented at IC 2021, and a final report at IPM 2022.
- ☐ VLM2020-06: To mandate AI and the GFB to ensure new repayment plans are signed based on the new criteria on or before 31st October 2020 with all MiA who are in debt & EiD.
- ☐ VLM2021-10 AI, FSC, GFB To mandate AI, FSC and GFB to review and propose changes in the financial distribution model by February IPM/TLC 2022, acknowledging that the financial model legislated during May 2021 is an imperfect short term solution. Entities can either vote for the newly proposed model, keep the model the same as May 2021, or mandate AI, GFB, FSC to have a new model proposal by May 2022.
- ☐ VLM2021-11 AI, FSC, GFB For the FSC, GFB and AI to present criteria of eligibility and process for write offs that entities can apply for, to present by IPM 2022.
- ☐ IC2021-7: To mandate Alejandro Hüsser as the Finance Subcommittee Chair for the term 2021-2022.
- ☐ IPM2022-02: To mandate AI and FSC to review the definition of an Entity in Debt and Full Member. For Entity in Debt they should evaluate the feasibility of considering only the minimum survival expenses needed in the calculation of MoCR - instead of the average of expenses of the Entities. For Full Members, they should tackle the fact that some entities may nowadays be Full Members but Members in Alert or Entities in Debt simultaneously. In order to bring more clarity to it, they should come up with a proposal on how to identify this clearer. The progress of the mandate and the output shall be presented together with the progress and output of the distribution model mandate.
- ☐ IPM2022-04: To mandate AI and FSC to present an emergency distribution model and a reviewed version of the current model, as suggested by IA, by IC 2022. The emergency model shall be eventually legislated as to be reviewed every time the distribution model is reviewed.
- ☐ IPM2022-05: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022.

- ☐ IPM2022-07: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022.
- ☐ EGL May 2022 - 5: To mandate the FSC and AI to check whether the cap of 8% is more feasible than a solver by IC 2022.
- ☐ EGL May 2022 - 6: To mandate AI and FSC to review the AIESEC International operating budget for the term 2022-23 and make a revised proposal by IC Global Legislation, ensuring the budgeted Regional Human Resources lines are aligned with the predicted costs.
- ☐ VLM IC 2022 - 81: To Mandate AIESEC International & FSC to present a feasibility report for the creation of a global emergency fund by next ordinary Legislative meeting that should contain:
  - feasibility to create a global emergency fund
  - criteria of usage of the fund
  - taxes and regulation of the country (how to move money if we change the location of the office)
  - proposals on how to collect money for the fund
  - feasibility of funds to be invested and potential ROI (stocks, bonds, etc.)
- ☐ VLM IC 2022 - 93: To mandate Marina Manova as the Finance Subcommittee Chair for the term 2022-2023.

#### **3.3.4.2 Membership Subcommittee**

- ☐ IC2016-3: To mandate Klara Peic as Chair of the Membership Subcommittee for term 16.17.
- ☐ IC2016-5: To mandate the Membership Subcommittee to align the membership criteria with the new AIESEC OD Model. The outcome of the alignment shall be sent to the Global Plenary by January 31st 2017 and presented during IPM 2017.
- ☐ IC2017 - 7: That all regional chairs and the MSC be mandated to coordinate the creation of the growth network membership criteria system to be legislated the latest at the respective Presidents Meetings during autumn 2017.
- ☐ IC2017 - 17: To mandate all the Regional Chairs to research about the possibility of investment from the Regional Funds to the Global IM Fund. This mandate should be reported after December 1st 2017 with the amount of money each Regional Fund will invest.
- ☐ IC2017 - 44: To mandate Zarah Caraan as Chair of Membership Subcommittee (MSC) for the term 17.18.
- ☐ IPM2018 - 11: To mandate the Membership Subcommittee (MSC) to investigate which membership criteria that AI can provide support for the global plenary to fulfill easily.

- ☐ IPM2018 - 12: To mandate the Membership Subcommittee (MSC) to investigate a separate set of conditions for entities that are heavily affected by natural disasters and report by IC2018.
- ☐ IPM2018 - 13: To mandate the MSC to investigate and propose clarifications of the time period an entity has to regain their full membership after becoming an expansion, MiA or EiD. The report should be presented at IC 2018.
- ☐ IPM2018 - 15: To mandate the MSC to review section 2.5 in the
- ☐ supporting document "Member in War Status/Domestic & Civil Unrest" and propose improvements by IC 2018.
- ☐ IC 2018 – 52: That Michaela Rizzo is the Membership Subcommittee Chair for the term 2018-2019.
- ☐ IC2019-07: That Ermioni Coco is the Membership Subcommittee Chair for the term 1920
- ☐ IC2020-11: That Chester Shum is the Membership Subcommittee Chair for the term 2020-2021.
- ☐ TLC2021-01: To mandate the MSC to perform a general review on the membership criteria, submission of entity reports and a potential process to encourage progress in membership criteria fulfilment. The output shall be presented before April 30th in order for potential changes to be in effect before the next Membership Check at IC 2021.
- ☐ IC2021-8: To mandate Eliazar Kolachi as the Membership Subcommittee Chair for the term 2021-2022.
- ☐ IPM2022-01: To mandate MSC to review the membership criteria from the lens of equity with representatives from each of the regions and present a proposal by IPM ILM 2023 with a progress report by IC ILM 2022.
- ☐ IPM2022-12: To mandate ICB to run checks with other internal and external bodies, including MSC, in order to align the requirements of the different audits/checks. The output is to be presented by May 2022.
- ☐ EGL May 2022 - 1: To mandate **MSC, ICB and AI** to review the 5. WAR STATUS AND DOMESTIC AND CIVIL UNREST of AIESEC Global Compendium Supporting Document A - MEMBERSHIP until the IC 2022 legislations. Research among potential “entities in war” status is an obligatory part of the reviewing process. The report must include the updated criteria of becoming 'Entity in war', the restrictions and the rights that “entity in war” will get together with a status. The report must enable entities to use the status at the next Legislations immediately.
- ☐ VLM IC 2022 - 83: To mandate MSC, ICB and AI to review the 5. WAR STATUS AND DOMESTIC AND CIVIL UNREST of AIESEC Global Compendium Supporting Document A - MEMBERSHIP until the IPM 2023 legislations. Research among potential “entities in war” status is an obligatory part of the reviewing process. The report must include the updated criteria of becoming 'Entity in war', the restrictions and the rights that “entity in war” will get together with a status , as well as an updated

name for the status. The report must enable entities to use the status at the next Legislations immediately.

- ☐ VLM IC 2022 - 94: To mandate Diksha Subedi as the Membership Subcommittee Chair for the term 2022-2023.
- ☐ VLM IPM 2023 - 46: To extend the deadline of MSC Mandate " Membership criteria through the lens of equity (MSC to review the membership criteria from the lens of equity with representatives from each of the regions)" till IC ILM 2023.

### 3.3.4.3 Governance and Legislation Subcommittee

- ☐ IC2016-52: To mandate Evelin Kütt as the Chair of the Governance and Legislation Subcommittee for the term 16.17.
- ☐ IC2017 - 40: To mandate Fernando Javier Castillo as Chair of Global Legislation Subcommittee (GLSC) for the term 17.18.
- ☐ IPM2018 - 49: That AIESEC International and the Governance and Legislation Subcommittee review the Global Decision Making process stipulated in the point 5 of the Global compendium, and bring up a proposal for making the process more efficient and aligned to our needs by the 31st of May of 2018.
- ☐ IPM2018-51: To mandate Governance & Legislation sub-committee (GLSC) to ensure a complete consistency of all parts of the global compendium in its structure and references by Day 0 of ILM in Egypt 2018. In case of doubt in the process, the relevant boards and sub-committees must be consulted.
- ☐ IC2018-17: That the GLSC research for the online vote system and present it by IPM 2019
- ☐ IC2018- 47: That Deasy Helena Muzima is the Governance and Legislation Subcommittee Chair for the term 2018-2019.
- ☐ IC2019- 12: That Caroline Wenninger is the Governance and Legislation Subcommittee Chair for the term 1920.
- ☐ IC2019- 04: Mandate GLSC to review the compendium in the process of its making post IC 2019 to change all citations of External Relations (ER), Partnerships Development (PD) to Business Development (BD).
- ☐ IPM2020-03: To mandate the GLSC to change all mentions of China, Mainland to Mainland of China.
- ☐ IPM2020-10: To mandate the GLSC to review mistakes in the compendium and restructure based on topics. This review should be presented during IC India 2020.

- ☐ IPM2020-11: To mandate GLSC to change all citations of AIESEC International established in the Netherlands to Canada in the Global Compendium and the Supporting Document of the Global Compendium where applicable by IC 2020.
- ☐ IC2020-07: To Mandate GLSC to revise Global Compendium, Global Compendium Supporting Documents and Annexes, and Global Subcommittees Job Descriptions, and propose by IPM 2021 any necessary changes to align the current documents and roles with the new AIESEC Portfolio Internal Policies and its Annexes.
- ☐ IC2020-08: To Mandate GLSC to review the compendium in the process of its making post-IC 2020 to change all citations of Internal Control Board to International Control Board.
- ☐ IC2020-16: That Lea Benková is the Governance and Legislation Subcommittee Chair for the term 2020-2021.
- ☐ TLC2021-11: The mandate GLSC in cooperation with AIESEC International, Global Boards and Subcommittees to review the content of the Compendium, its Supporting Document and Annexes in order to ensure the relevance of the documents until IC 2021.
- ☐ IC2021-12: To mandate Maarten Hermans as the Governance and Legislation Subcommittee Chair for the term 2021-2022.
- ☐ IC2021-14: To mandate AIESEC International, Global Steering Team and GLSC to research and create principles for decision making in the organisation, including stakeholders involvement, as well as communication and downscaling for the global plenary, and bring the proposal by TLC ILM 2022.
- ☐ IC2021-17: To mandate GLSC to replace the existing documents: Global Compendium - Global Compendium Supporting Document A- Membership - Global Compendium Supporting Document B-AIESEC Portfolio Management - Global Compendium Supporting Document C-Financial Management - Global Compendium Supporting Document D-Global Decision Making - Global Compendium Supporting Document E-AI management - Global Compendium Supporting Document F-Pipeline management; With a new version of the documents, including all the grammatical, formatting, numbering and content changes resulting from the Compendium review mandate executed by GLSC. The changes shall be implemented 30 days after IC 2021 together with the changes from the respective ILM.
- ☐ IPM2022-16: To mandate GLSC to extend their current mandate IC2021-17 to replace the existing documents of Global Compendium and for it to be executed by the Global Compendium update of VLM of IPM 2022:  
Global Compendium  
Global Compendium Supporting Document A- Membership  
Global Compendium Supporting Document B-AIESEC Portfolio Management

Global Compendium Supporting Document C-Financial Management

Global Compendium Supporting Document D-Global Decision Making

Global Compendium Supporting Document E-AI management

Global Compendium Supporting Document F-Pipeline management

With a new version of the documents, including all the grammatical, formatting, numbering and content changes resulting from the Compendium review mandate executed by GLSC. The changes shall be implemented 30 days after IPM 2022 together with the changes from the respective VLM.

- ☐ VLM IC 2022 - 98: To mandate Dorina Dula as the Governance and Legislation Subcommittee Chair for the term 2022-2023.

#### **3.3.4.4 IM Subcommittee**

- ☐ IC2016-61: To mandate Yaneisha Perez Padilla as the Chair of the IM Subcommittee for the term 16.17.
- ☐ IC2017- 38: To mandate Allan Neves as Chair of the Information Management (IM) Subcommittee for the term 17.18.
- ☐ IC2018 - 51: That Prayog Mali is the IM Subcommittee Chair for the term 2018-2019.
- ☐ IC 2019- 11: That Luis Felipe Domínguez Aguilar is the IM Subcommittee Chair for the term 19.20
- ☐ IC2020-15 That Leonard Müller is the Information Management Subcommittee Chair for the term 2020-2021.
- ☐ IC2021-13: To mandate Sergio Kevin Morales Villarroel as the Information Management Subcommittee Chair for the term 2021-2022.
- ☐ VLM IC 2022 - 99: To mandate Kaneel Dias as the Information Management Subcommittee Chair for the term 2022-2023.

#### **3.3.4.5 Legal Subcommittee and Internal Auditor**

- ☐ IPM2016-16: To mandate the Internal Auditor along with AIESEC International to define a new Risk Report for the plenary.
- ☐ IPM2016-17: To appoint Siddharth Bali as the Internal Auditor of AIESEC International.
- ☐ IC2016-58: To mandate the Legal Subcommittee to present an audit and reporting process tool for external bodies to provide the plenary clear accountability. The tool needs to be present to the external bodies by 31st of December 2016.
- ☐ IC2016-59: To mandate the Legal Subcommittee and ICB to conduct a research into how the XPP can be evolved in the context of virtual expansions. The findings shall be sent to the Global Plenary by the 31st of January 2017 and presented during IPM 2017.

- ☐ IC2016-60: To mandate Bianca Weinberg as Chair of the Legal Subcommittee for the term 16.17
- ☐ IC2017-24: That the Legal Subcommittee provides a risk assessment report to the plenary until August 30, 2017 with the analysis assessing the risks to modify the selection criteria of the Internal Auditor.
- ☐ IC2017-28: That AIESEC International and the Legal Sub-Committee must conduct a risk assessment upon the compliance with the General Data Protection Regulation, and based on this create a contingency, implementation and change management plan to fully comply with the GDPR as AIESEC. This must be presented to the global plenary by IPM 2018.
- ☐ IC2017-35: To mandate Ruan Marcos de Souza Caetano as Chair of the Legal Subcommittee (LSC) for the term 17.18.
- ☐ IPM2018 - 69: To mandate Ricardo Vitorino as Internal Auditor for the term 2018-2019
- ☐ IC2018-06: That the Legal Subcommittee conduct an election process for a second Internal Auditor from the 1st of August 2018.
- ☐ IC2018-53: That Zaki Bihan is the Legal Subcommittee Chair for the term 2018-2019.
- ☐ IC2018- Automatic Motion: AIESEC in Tajikistan be disbanded.
- ☐ IPM 2019-41: AIESEC in Seychelles be disbanded.
- ☐ IC 2019- 08: That Rebecca Clow is the Membership Subcommittee Chair for the term 19.20
- ☐ IC 2019-02: Legal subcommittee (LSC) to be mandated for creating a report with a proposal of the procedure to disband entities without involving current members of the disbanded entity. This report is to be submitted and presented by IPM 2020.
- ☐ IC2019 - Automatic Motion: AIESEC in Afghanistan be disbanded
- ☐ IC 2019 - Automatic Motion: AIESEC in Laos be disbanded
- ☐ IPM2020-15: That AIESEC in Slovenia be disbanded.
- ☐ IPM2020-16: That AIESEC in Ireland be disbanded.
- ☐ IPM2020-17: That AIESEC in Malta be disbanded.
- ☐ IPM2020-18: That AIESEC in Fiji be disbanded.
- ☐ IC2020-12: That Nida Altuğ is the Legal Subcommittee Chair for the term 2020-2021.
- ☐ IC2020-20: That AIESEC in Gabon be disbanded.
- ☐ IC2020-21: That AIESEC in Sultanate of Oman be disbanded.
- ☐ IC2020-22: That AIESEC in Uruguay be disbanded.
- ☐ IC2021-9: To mandate Andreea Dobre as the Legal Subcommittee Chair for the term 2021-2022.
- ☐ IC2021-16: To mandate AIESEC International and LSC to review the responsibilities and processes of the Legal Subcommittee with the main focus on the process of legally disbanding an entity until IPM 2022.

- ☐ IPM2022-42: That AIESEC in Puerto Rico be disbanded
- ☐ VLM IC 2022 - 21: That AIESEC in Belarus be disbanded
- ☐ VLM ic 2022 - 24: That AIESEC in Cape Verde be disbanded
- ☐ VLM IC 2022 - 95: To mandate Shahzeb Iftikhar as the Legal Subcommittee Chair for the term 2022-2023.

#### 3.3.4.6 ILM Subcommittee

- ☐ IPM2017-56: To mandate Olena Shershun as Chair of the ILM Subcommittee for the term 16.17
- ☐ IC2017 -37: To mandate Shane Brannigan as Chair of the International Legislation Meeting (ILM) Subcommittee for the term 17.18.
- ☐ IPM2018 - 77: To mandate the ILM subcommittee and AIESEC International to present a report by IC 2018 with an analysis, projection and inferences regarding global conferences sustainability improvements. Including:
  - a) A report of the main visa issues and learning points from previous IPMs and ICs since 2014 that directly affected conference attendance.
  - b) To present an analysis in consultancy with the finance global subcommittee of how conferences fee pricing and TCS should be managed.
  - c) To present the main inferences on what do we deeply need to anticipate and aim for, in order to ensure global conference sustainability.
  - d) To present the main points and criteria that need to be added for an entity to get a BID. (This refers to topics such as entity health status, performance status, warm risks, financial management and accountability routine within others).
  - e) To reevaluate the main pains and gains in the global conferences contracts.
  - f) Add any other topics that the subcommittee consider important and relevant involving the regional chairs and regional directors on them
- ☐ IC2018 – 50: That Dania Jesus is the ILM Subcommittee Chair for the term 2018-2019
- ☐ IC2019 - 10: That Luis Ahumada is the ILM Subcommittee Chair for the term 1920
- ☐ IPM2020-12: Mandate ILMSC in consultation with FSC to research and create a decision-making framework for ILM Delegate Fees. This framework should aim to assist the global plenary in reviewing the adequate Delegate Fees for ILMs in the future. This framework should be presented at IC 2020.
- ☐ IC2020-14: That Cesar Ramirez is the International Legislative Meetings Subcommittee Chair for the term 2020-2021.
- ☐ IC2020-19: Mandate ILMSC with the consultation of FSC and AIESEC International to research and create a decision making framework for ILM Delegate Fees. Previous entities that hosted an ILM in



the past 5 years, should also be consulted in this process. This framework should aim to assist the global plenary in reviewing the adequate delegate fees for ILMs in the future. This framework should be presented by October 31st.

- ☐ VLM2020-07: To mandate the ILMSC and AIESEC International to review the current bidding criteria process for ILMs, considering the organization's and external current context.
- ☐ This review should consider the timeline for the decision making of conference changes and cancellations, based on external and internal factors. The output of the mandate should be shared with the Global Plenary by next Global Legislation.
- ☐ IC2021-11: To mandate Havillah Ogutu as the International Legislative Meetings Subcommittee Chair for the term 2021-2022.
- ☐ IC2021-15: To mandate AIESEC International and ILMSC to propose the needed changes in Compendium regarding the timeline, names and objectives of the global and regional conferences until IPM 2022.
- ☐ IPM2022-08: To mandate AIESEC International and ILMSC to propose the needed changes in Compendium regarding the timeline, names and objectives of the global and regional conferences, taking into consideration the global plenaries input until May 2022.
- ☐ VLM IC 2022 - 97: To mandate Agnieszka Lach as the International Legislative Meetings Subcommittee Chair for the term 2022-2023.

#### 3.3.4.7 Ethics Subcommittee

- ☐ IC2017 - 3: AIESEC International, Ethics Subcommittee and ICB to do a research on accountability systems in cases of ethical misconduct. The result shall be presented by IPM 2018.
- ☐ IC2017 - 12: To mandate the Ethics Sub Committee to inspect the individuals who are engaged on the AIESEC in US Whistleblowing Case presented at IC Colombia 2017. (MCP 1617, MCVPs involved, AIVP member, etc.)
- ☐ IC2017 - 39: To mandate Gilberto Oliveira Neto as Chair of Ethics Subcommittee (ESC) for the term 17.18.
- ☐ IC 2018 - 49: That Virnia Patzi is the Ethics Subcommittee Chair for the term 2018-2019.
- ☐ IPM2019- 38: To mandate the Ethics Subcommittee to research an accountability and a follow up system about ethic cases resolutions, blacklisted members, sanctions and related entities and external bodies related to AIESEC and present this at IC 2019.
- ☐ IC 2019 - 09: That Elena López is the Ethics Subcommittee Chair for the term 1920
- ☐ IPM2020-01: Mandate the ESC chair to present a report containing research on feasibility of introducing ethics related criteria to global membership criteria by IC 2020.

- ☐ IPM2020-02: To mandate ESC to create a protocol on anti sexual harassment policies and an implementation plan, taking into account ICB, IA and AI help, and present it on IC 2020.
- ☐ IC2020-62: That Elisabetta Castaldo is the Ethics Subcommittee Chair for the term 2020-2021.
- ☐ IC2021-1: To mandate the global ESC to standardize the process of case resolution and consequences of a lost case, and to propose motions related to this until IPM 2022, they must consult with an external specialist in researching and defining the new case resolution process.
- ☐ IC2021-2: To mandate ESC to introduce a compliance matrix, consequences and sanctions regarding ethical misconducts until IPM 2022.
- ☐ IC2021-1: To mandate the global ESC to standardize the process of case resolution and consequences of a lost case, and to propose motions related to this until IPM 2022, they must consult with an external specialist in researching and defining the new case resolution process.
- ☐ IC2021-2: To mandate ESC to introduce a compliance matrix, consequences and sanctions regarding ethical misconducts until IPM 2022.
- ☐ IC2021-10: To mandate Dániel Al-Nuwaihi as the Ethics Subcommittee Chair for the term 2021-2022.
- ☐ IPM2022-14: To extend the mandate of the global ESC to standardize the process of case resolution and consequences of a lost case, and to propose motions related to this until IC 2022, they must consult with an external specialist in researching and defining the new case resolution process.
- ☐ IPM2022-15: To mandate the ESC to introduce a compliance matrix, consequences and sanctions regarding ethical misconducts, including, but not limited to the separation of harassment cases based on level of severity until IC 2022
- ☐ VLM IC 2022 - 49: To mandate the ESC to introduce a compliance matrix, consequences and sanctions regarding ethical misconducts, including, but not limited to the separation of harassment cases based on level of severity until IPM 2023.
- ☐ VLM IC 2022 - 96: To mandate Lydia Adamou as the Ethics Subcommittee Chair for the term 2022-2023.

#### 3.3.4.8 Others

- ☐ November VLM2015-1: Authorizing AIESEC in Austria to operate in the market of Liechtenstein.
- ☐ May VLM2015-1: Authorizing AIESEC in Belgium to operate in the market of Luxembourg.
- ☐ IPM2017-30: To mandate the following entities to implement project Invent EwA piloting and framework and present final report by 30th June 2017: AIESEC in Armenia, AIESEC in Azerbaijan, AIESEC in Bosnia and Herzegovina, AIESEC in Brazil, AIESEC in Finland, AIESEC in Ghana, AIESEC in Laos, AIESEC in Malta, AIESEC in Russia, AIESEC in South Africa, AIESEC in Tunisia

- ☐ IPM2017-31: To mandate the following entities to implement project Support our current expansions (local expansions) and present final report by 30 June 2017: AIESEC in Afghanistan, AIESEC in Albania, AIESEC in Belarus, AIESEC in Ecuador, AIESEC in Kyrgyzstan, AIESEC in Latvia, AIESEC in Republic of Macedonia, AIESEC in Puerto Rico, AIESEC in United Arab Emirates
- ☐ IPM2017-32: To mandate the following entities to implement project Expanding through open platform piloting and business model creation (Virtual Allocated Markets) and present final report by 30 June 2017: AIESEC in Austria, AIESEC in Bahrain, AIESEC in Colombia, AIESEC in Egypt, AIESEC in France, AIESEC in Germany, AIESEC in Greece, AIESEC in India, AIESEC in Spain, AIESEC in United Arab Emirates
- ☐ IPM2017-33: To mandate the following entities to implement project Structure research and piloting and present final report by 30 of June 2017: AIESEC in Brazil, AIESEC in Bolivia, AIESEC in Chile, AIESEC in Germany, AIESEC in France, AIESEC in Indonesia, AIESEC in Ireland, AIESEC in Norway, AIESEC in Mongolia, AIESEC in Mozambique, AIESEC in Serbia, AIESEC in Sweden
- ☐ IPM2017-34: To mandate the following entities to implement project Focusing on attraction of enablers through COP and present final report by 30 of June 2017: AIESEC in Belgium, AIESEC in Canada, AIESEC in Greece, AIESEC in Ireland, AIESEC in India, AIESEC in Norway, AIESEC in France, AIESEC in Russia, AIESEC in Sweden, AIESEC in Switzerland, AIESEC in United Arab Emirates
- ☐ IPM2017-35: To mandate the following entities to implement project AIESEC 4 Youth Business model implementation and present final report by 30 of June 2017: AIESEC in Brazil, AIESEC in Croatia, AIESEC in Denmark, AIESEC in Jordan
- ☐ IPM2017-36: To mandate the following entities to implement project IT tool for financial info management and present final report by 30 June 2017: AIESEC in Egypt, AIESEC in Slovakia
- ☐ IPM2017-67: To mandate the Finance Sub Committee and regional chairs to design a new global budget decision making process that allows the global plenary to vote on individual elements of the budget independently. This new process is to be presented for IC 2017.
- ☐ IC2017 - 7: That all regional chairs and the MSC be mandated to coordinate the creation of the growth network membership criteria system to be legislated the latest at the respective Presidents Meetings during autumn 2017.
- ☐ IC2017 -17: To mandate all the Regional Chairs to research about the possibility of investment from the Regional Funds to the Global IM Fund. This mandate should be reported after December 1st 2017 with the amount of money each Regional Fund will invest.
- ☐ IC2017-24a: To mandate the following entities to implement project "Assessing AI-AAI Partnership" and present final report by IPM 2018: AIESEC in Finland, AIESEC in Ireland, AIESEC in Sweden , AIESEC in Italy, and AIESEC in Denmark.

- ☐ IC2017-24b: To mandate the following entities to implement project "Invent ELD Products" and present final report by IPM 2018: AIESEC in Bolivia, AIESEC in Nepal, AIESEC in Egypt, and AIESEC in Ukraine
- ☐ IC2017 -24c: To mandate the following entities to implement project "Digitalizing value delivery" and present final report by IPM 2018: AIESEC in Brazil, AIESEC in Bahrain, AIESEC in Croatia , AIESEC in Egypt, AIESEC in Germany, AIESEC in Greece, AIESEC in India, AIESEC in Mexico, AIESEC in Mainland of China, AIESEC in Morocco , AIESEC in Panama , AIESEC in Romania , AIESEC in Russia, AIESEC in Serbia, AIESEC in Sri Lanka, AIESEC in Sweden , AIESEC in USA, and AIESEC in Vietnam.
- ☐ IC2017-24d: To mandate the following entities to implement project "EWA improve and Invent" and present final report by IPM 2018: AIESEC in Austria, AIESEC in Costa Rica , AIESEC in Czech Republic , AIESEC in Egypt, AIESEC in Finland, AIESEC in Indonesia , AIESEC in Peru, AIESEC in Portugal
- ☐ IC2017-25e: To mandate the following entities to implement project "Management capacity building" and present final report by IPM 2018:AIESEC in Albania, AIESEC in Argentina , AIESEC in Azerbaijan , AIESEC in Ghana, AIESEC in Indonesia , AIESEC in Kenya, AIESEC in Malaysia, AIESEC in Mexico , AIESEC in Morocco , AIESEC in Oman , AIESEC in Panama , AIESEC in Russia, AIESEC in Slovakia , AIESEC in Thailand, AIESEC in Tunisia
- ☐ IC2017 - 25f:To mandate the following entities to implement project "Online Payment" and present final report by IPM 2018:AIESEC in Brazil, AIESEC in Bulgaria , AIESEC in Czech Republic , AIESEC in Germany , AIESEC in Hong Kong , AIESEC in Hungary , AIESEC in India , AIESEC in Mainland of China , AIESEC in Norway, AIESEC in Peru, AIESEC in Slovakia, AIESEC in Sweden , AIESEC in Switzerland, AIESEC in Netherlands
- ☐ IC2017 - 25g: To mandate the following entities to implement project "EWA Measurement and tracking" and present final report by IPM 2018:AIESEC in Lebanon , AIESEC in Hong Kong , AIESEC in India
- ☐ IC2017 - 25h: To mandate the following entities to implement project "Partner attraction and conversion " and present final report by IPM 2018: AIESEC in Belgium, AIESEC in Canada, AIESEC in Colombia, AIESEC in Denmark , AIESEC in Germany , AIESEC in Hungary , AIESEC in Ireland, AIESEC in Mainland of China, AIESEC in Poland, AIESEC in Romania , AIESEC in Switzerland, AIESEC in Thailand, AIESEC in US, AIESEC in Philippines , AIESEC in UAE
- ☐ IC2017 - 25i: To mandate the following entities to implement project "Talent Attraction" and present final report by IPM 2018: AIESEC in Argentina, AIESEC in France , AIESEC in Georgia, AIESEC in Guatemala, AIESEC in India, AIESEC in Jordan, AIESEC in Kenya, AIESEC in Malaysia,

AIESEC in Pakistan, AIESEC in Poland ,AIESEC in Serbia ,AIESEC in Sri Lanka , AIESEC in Turkey ,  
AIESEC in UK, AIESEC in US

- ☐ IC2017 - 25j: To mandate the following entities to implement project "Virtually allocated markets " and present final report by IPM 2018: AIESEC in Bahrain, AIESEC in Greece, AIESEC in UAE
- ☐ IC2017 - 25k: To mandate the following entities to implement project "Structures testing" and present final report by IPM 2018: AIESEC in Argentina, AIESEC in Brazil, AIESEC in Colombia , AIESEC in Ecuador, AIESEC in Georgia, AIESEC in Italy, AIESEC in Mexico , AIESEC in Thailand, AIESEC in Tunisia , AIESEC in Turkey , AIESEC in Ukraine
- ☐ IC2017 - 30: AIESEC International including the Regional Directors and the Regional Chairs to look into the development of regional ER principles and send a proposal out before IPM 2018.
- ☐ IPM2018 - 25: To mandate AIESEC in Australia, AIESEC in New Zealand, AIESEC in the United Kingdom and AIESEC in the United Arab Emirates to research and report on organisational threats of international students in their entities taking exchange with their home countries/territories and propose a way forward by IC 2018.
- ☐ IPM2018 - 55: To mandate AIESEC in Finland, India, Lebanon, Portugal, United States to implement the project of Roadmap for 17.18 term: EwA Improve & Invent and present a report by IC2018.
- ☐ IPM2018 - 56: To mandate AIESEC in Bolivia, Nepal to implement the project of Roadmap for 17.18 term: Invent ELD Products and present a report by IC2018.
- ☐ IPM2018 - 57: To mandate AIESEC in Bahrain, Greece, Mozambique, Switzerland, India to implement the project of Roadmap for 17.18 term: Virtually Allocated Markets and present a report by IC2018.
- ☐ IPM2018 - 58: To mandate AIESEC in Cameroon, France, Hong Kong, Hungary, Indonesia, Jordan, Pakistan, Peru, Serbia, Sri Lanka, United Kingdom to implement the project of Roadmap for 17.18 term: Talent Attraction and present a report by IC2018.
- ☐ IPM2018 - 59: To mandate AIESEC in Australia, Bahrain, Bolivia, Egypt, Ghana, Greece, India, Malaysia, Poland, Romania to implement the project of Roadmap for 17.18 term: Management Capacity Building and present a report by IC2018.
- ☐ IPM2018 - 60: To mandate AIESEC in Italy, Lebanon, Mongolia, Thailand to implement the project of Roadmap for 17.18 term: Culture Alignment and present a report by IC2018.
- ☐ IPM2018 - 61: To mandate AIESEC in Brazil, Colombia, Denmark, Egypt, Germany, Indonesia, Kenya, Mexico, Sweden, Switzerland, Turkey to implement the project of Roadmap for 17.18 term: OD Model Implementation and present a report by IC2018.
- ☐ IPM2018 - 62: To mandate AIESEC in Colombia, Denmark, Gabon, Kenya, Mexico to implement the project of Roadmap for 17.18 term: Structures Testing and present a report by IC2018.

- ☐ IPM2018 - 63: To mandate AIESEC in Austria, Belgium, Brazil, Canada, Germany, New Zealand, UAE, United States to implement the project of Roadmap for 17.18 term: Partners' Attraction & Conversion and present a report by IC2018.
- ☐ IPM2018 - 76: For AIESEC in Afghanistan Austria Ireland Belgium Latvia Pakistan Tunisia Canada Chile Mainlands of China Costa Rica Finland Sweden UK Greece Guatemala Hong Kong Indonesia Kuwait Lithuania Macedonia Mexico Namibia Peru Romania Portugal Singapore Slovakia South Africa Spain Sri Lanka Tanzania Venezuela to remove current global map from all their physical & digital communication channels by March 15th, 2018.
- ☐ IC2018 - 41 : That AIESEC in MoC, AIESEC in Hong Kong and AIESEC in Taiwan to do the investigation regard the sensitive political topics and draft relevant articles to be put into global compendium IPM 2019.
- ☐ IPM2019-91: The global plenary shall accept and implement the XPP revision immediately after the following criteria has been met. The criteria must be met by 15th of April 2019. Should the criteria be met, the new XPP shall go into immediate effect, starting the two week duration till 29th of April 2019, 00:01 GMT:
  - ☐ A feedback form shall be opened for a two week period from beginning February 19th for MCPs to submit feedback, questions, etc. about the XPP.
  - ☐ All feedbacks, questions, or insights given through the MCP feedback form shall be addressed in a response to the Global Plenary.
  - ☐ AI lawyers review the document and provide proof to the Global Plenary.
  - ☐ The final document is approved by AI VP Finance confirming the same.
- ☐ IPM2022-03: To mandate all regional offices to make the needed changes to comply with the centralization of the global budget in the regional growth network's compendia by May 2022 and to report at the IC 2022 legislation.
- ☐ IPM2022-06: To mandate AI and Global Board chairs to propose a standardized and transparent process, that involves the global plenary for the selection of the Global Board Chairs by May 2022.
- ☐ EGL May 2022 - 2: To mandate AIESEC in Ukraine to create a risk mitigation plan that needs to be approved by AI, ICB and RO with feedback from an external or member of the global Supervisory group with professional experience, as well as have monthly touch points with the entity development coach. The progress and risk mitigation plan are to be presented at IC 2022 legislation.
- ☐ EGL May 2022 - 3: To mandate AIESEC in Russia to create a risk mitigation plan that needs to be approved by AI, ICB and RO with feedback from an external or member of the global Supervisory group with professional experience, as well as have monthly touch points with the entity

development coach. The progress and risk mitigation plan are to be presented at IC 2022 legislation.

- ☐ EGL May 2022 - 4: To mandate AIESEC in Belarus to create a risk mitigation plan that needs to be approved by AI, ICB and RO with feedback from an external or member of the global Supervisory group with professional experience, as well as have monthly touch points with the entity development coach. The progress and risk mitigation plan are to be presented at IC 2022 legislation.

### 3.3.5 Subcommittees

#### 3.3.5.1 ICB

- ☐ IC2016-59: To mandate the Legal Subcommittee and ICB to conduct a research into how the XPP can be evolved in the context of virtual expansions. The findings shall be sent to the Global Plenary by the 31st of January 2017 and presented during IPM 2017.
- ☐ IC2017-3: AIESEC International, Ethics Subcommittee and ICB to do a research on accountability systems in cases of ethical misconduct. The result shall be presented by IPM 2018.
- ☐ IC2017-41: To mandate Daphne Ng as Chair of International Control Board (ICB) for the term 17.18.
- ☐ IPM2018 - 52: To mandate ICB to conclude investigation on Fake RE/CO that happened in years 2016, 2017 and 2018 (excluding the cases were already closed by ICB), based on the Report presented at IPM Romania. To present progress, conclusions, list of all entities that have been investigated and recommendations at IC 2018.
- ☐ IC2018-10: That ICB presents a report by IPM 2019 on Possibilities of Penalties and Support for the entities reported with misconduct & extraordinary cases related to exchange and/or it's delivery and to clarify and propose legislation if multiple cases of exchange misconduct occur in one instance, if that can be considered as one or multiple lost ICB cases.
- ☐ IC2018- 45: That Tennily Pessoa is the International Control Board Chair for the term 2018-2019.
- ☐ IPM2019- 67: That ICB presents a report by IC 2019 on the progress of implementation of Penalties and support for the entities reported with misconduct & extraordinary cases related to exchange and/or its delivery.
- ☐ IPM2019-68: To mandate ICB, AI and FSC to assess enforcement of transparent payment in the platform as well as research guidelines on regulations of fees charged to EPs to ensure a transparent and fair pricing. A report is to be presented at IC2019.
- ☐ IC 2019 - 15: That Karina Brunoro Rosa Oliveira is the International Control Board Chair for the term 1920

- ☐ ICM2020-18: That Karina Brunoro Rosa Oliveira is the International Control Board Chair for the term 2021.
- ☐ TLC2021-05: To mandate ICB to research the relationship between EP contracts & AEPP and review the annex of compensation policy by IC 2021.
- ☐ VLM2021-01 AIESEC in Sri Lanka "That AIESEC in Sri Lanka presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-02 AIESEC in Canada That AIESEC in Canada presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-03 AIESEC in Czech republic "That AIESEC in Czech Republic presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-04 AIESEC in Cote D'ivoire That AIESEC in Cote D'ivoire presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-05 AIESEC in Switzerland That AIESEC in Switzerland presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-06 AIESEC in Guatemala That AIESEC in Guatemala presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-07 AIESEC in Tunisia That AIESEC in Tunisia presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-08 AIESEC in Namibia That AIESEC in Namibia presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must



include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.

- ☐ VLM2021-09 AIESEC in Cambodia That AIESEC in Cambodia presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ IC2021-3: To mandate ICB to propose a compliance score system based on the ECB Audit Report to be added as a possible criteria in the membership check.
- ☐ IC2021-4: To mandate ICB to clarify the flexibility over AEPP and national compendium as well as propose a standardized contract to be adapted to each entity's reality based on national laws.
- ☐ IPM2022-07: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022..
- ☐ IPM2022-11: To mandate ICB to clarify the flexibility over AEPP and national compendium, as well as propose a standardized contract to be adapted to each entity's reality based on national laws by IPM 2023.
- ☐ IPM2022-12: To mandate ICB to run checks with other internal and external bodies, including MSC, in order to align the requirements of the different audits/checks. The output is to be presented by May 2022.
- ☐ EGL May 2022 - 1: To mandate **MSC, ICB and AI** to review the 5. WAR STATUS AND DOMESTIC AND CIVIL UNREST of AIESEC Global Compendium Supporting Document A - MEMBERSHIP until the IC 2022 legislations. Research among potential “entities in war” status is an obligatory part of the reviewing process. The report must include the updated criteria of becoming 'Entity in war', the restrictions and the rights that “entity in war” will get together with a status. The report must enable entities to use the status at the next Legislations immediately.
- ☐ VLM IC 2022 - 68: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IPM 2023.
- ☐ VLM IC 2022 - 71: To mandate Tshenolo Nakedi Mokgwetsi as the International Control Board Chair for the term 2023.
- ☐ VLM IPM 2023 - 66: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IPM 2024 with a progress report presented in IC 2023

### 3.3.5.2 GFB

- ☐ IPM2017-36: To mandate the following entities to implement project IT tool for financial info management and present final report by 30 June 2017: GFB
- ☐ IPM2017-66: To mandate FSC, AI VP Finance, AI VP Network Management and the GFB to analyse the costs for network support in AIESEC International, GEB, GFB, ICB, OSTs and RSTs and present the report including optimization solutions.
- ☐ IC2017 - 42: To mandate Thomas Cheung as Chair of Global Finance Board (GFB) for the term 17.18
- ☐ IC2018-44: That Ramille Anthony Martinez is the Global Finance Board Chair for the term 2018-2019.
- ☐ IC 2019 - 14: That Ramille Anthony Martinez is the Global Finance Board Chair for the term 1920
- ☐ IC2020-01 To mandate Global Finance Board and International Control Board to research into the topic of two-year terms of Global Board Management Teams and 2-3 year long term ambitions for the Global Boards, and present the output of the research along with a recommendation proposal in IPM 2021.
- ☐ IC2020-17: That Yoseli Rivera is the Global Finance Board Chair for the term 2021.
- ☐ VLM2021-12 GFB To mandate GFB, in support from FSC and AI, proposed ways on increasing controls on GFB data submitted in order to allow data accuracy to a point that it can be used to calculate the global distribution model, by IC 2021.
- ☐ VLM IPM 2023 - 83: To mandate Raed Belaidi as the Global Finance Board Chair for the term 2023.

### 3.3.5.3 GEB

- ☐ IC2017 - 43: To mandate Karan Sawhney as Chair of Global Expansions Board (GEB) for the term 17.18.
- ☐ IPM2018 - 14: To mandate GEB and AIESEC International to investigate the current state of AIESEC in Tajikistan and present their findings with a recommendation of whether or not the entity should remain in the global plenary by IC 2018. The report should be include communication with the Alumni and should be sent no later than the 1st of June.
- ☐ IPM2018 - 50: Mandate GEB to create and present a standard checklist of support given to current expansions until 15th of March 2018.
- ☐ IPM2018 - 67: To discharge Karan Sawhney as Chair of Global Expansions Board (GEB) for the term 17.18.
- ☐ IPM2018 - 68: To mandate Miron Lukač as Chair of the Global Expansion Board (GEB) for the term 17.18.

- ☐ IC2018-09: That GEB select maximum of 5 supporting entities for physical Expansions by 1st of September of 2018. The selected entities should be approved by FSC and announced to Global Plenary by 10th of September of 2018.

Finance Subcommittee shall approve all the Contracts Between Supporting entities, expansions and GEB by 15th of September of 2018.

The supporting entities selected by GEB, after finishing the delivery of the contract by IC 2019 receives from the global plenary 50% of the money invested to support a physical expansion discounted in the next AI fee.

The total amount of the discount should be charged from the global plenary according to distribution model set in supporting document for the global compendium 4.5.1

The supporting entity must fulfill all the requirements in the contract to receive the refund from global plenary.

The maximum amount allowed to partner entities to contribute is 15.000,00 euros in total. Therefore, the maximum refund to partner entity from global plenary is 7.500,00 euros in total.

This mandate shall be revised in IPM 2019 after presentation of report from GEB to Global plenary with budget execution and results achieved by physical expansions.

- ☐ IC2018-45 : That Ruan Caetano is the Global Expansion Board Chair for the term 2018-2019.
- ☐ IPM2019- 86: That GEB select supporting entities for physical Expansions. The selected entities should be approved by FSC and announced to Global Plenary. Finance Subcommittee shall approve all the Contracts Between Supporting entities, expansions and GEB. The supporting entities selected by GEB, after finishing the delivery of the contract by IC 2019 or IPM 2020 receives from the global plenary 50% of the money invested to support a physical expansion discounted in the next AI fee. The total amount of the discount should be charged from the global plenary according to distribution model set in supporting document for the global compendium 4.5.1 The supporting entity must fulfil all the requirements in the contract to receive the refund from global plenary. The maximum amount allowed to all partner entities to contribute is 15.000,00 CAD in total. Therefore, the maximum refund to partner entity from global plenary is 7.500,00 CAD in total. This mandate shall be revised in IPM 2020 after presentation of report from GEB to Global plenary with budget execution and results achieved by physical expansions. In case there is no entity interested to invest in current expansions , GEB will be able to re-allocate its budget to make this investments in entities. In case this happens the same procedure stated for an supporting entity will be followed. A contract will be signed between GEB and the expansion. Finance Subcommittee shall approve all the Contracts Between expansions and GEB. After finishing the delivery of the contract by IC 2019 or IPM 2020 GEB receives from the global plenary 50% of the money invested to support a physical expansion added to GEB fund. The total amount of the discount should be charged from the global

plenary according to distribution model set in supporting document for the global compendium 4.5.1.

- ☐ IC2019- 13: That Omar Mohamed Fawzy Mohamed Soliman is the Global Expansion Board Chair for the term 1920.

## 4. LEGISLATIVE MEETINGS

### 4.1 Minute Taking

The following are the procedures for minuting. These procedures are to be used for the taking of minutes at all ILMs.

#### 4.1.1 General

**4.1.1.1** At the top right-hand corner on the first page for each set of minutes, the following information is to be stated:

- ☐ Minutes of ILM
- ☐ Date of Session

**4.1.1.2** At the top left-hand corner on the first page, the following information shall be given:

- ☐ Title of the meeting (i.e. International Congress or International President's Meeting)
- ☐ Place of meeting
- ☐ Dates of meeting.

**4.1.1.3** Above the beginning of the minutes should be stated:

- ☐ The name of the Chairperson and Secretary for the ILM.
- ☐ Time of commencement
- ☐ The time at which the Chairperson declares the ILM open shall be recorded in the first sentence of the minutes.

### 4.2 Roll Call

**4.2.1** A list of Members present at the commencement of the ILM, together with AI members, shall appear at the beginning of the minutes. Members subsequently joining/leaving the session shall be recorded in the minutes.

### 4.3 Procedural Motions

**4.3.1** These motions only refer to the conduct of the debate and consist of:

- ☐ Opening of the ILM
- ☐ Approving the Chairperson
- ☐ Approving the Secretary

- ☐ Granting speaking rights
- ☐ Motions listed in the current document.

**4.3.2** Heading: Each Procedural Motion shall be headed as in the following sample:

MOTION (PROCEDURAL)

Proposed by: A

Seconded by: B

Motion reads: That the motion now be put.

## **4.4 Procedural Motions**

**4.4.1** Numbering: All Motions shall be numbered, taken out Procedural Motions.

**4.4.2** Heading: Each Motion shall be clearly headed as in the following sample:

MOTION XY

Proposed by: A

Seconded by: B

Motion reads: That section 1.2.3 of the International Compendium shall be changed as follows: (...).

### **4.4.3 Amendments**

**4.4.3.1** Amendments proposed to motions shall be included in the minutes. Once an amendment has been completed, it shall be included in the final version of motion noted and voted upon.

## **4.5 Recording of Voting**

### **4.5.1 Normal voting**

**4.5.1.1** In case the Motion carried: "VOTING: CARRIED with X for, Y against and Z abstentions"

**4.5.1.2** In case of motions defeated: "VOTING: DEFEATED with X for, Y against and Z abstentions"

### **4.5.2 Roll Call vote**

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

### **4.5.3 Procedural motions**

**4.5.3.1** When procedural Motions are introduced between a regular motion and the voting thereupon, the two votes should be recorded as follows:

MOTION XY

Proposed by: A

Seconded by: B

Motion reads: That section 1.2.3 of the International Compendium shall be changed as follows: (...)

MOTION (PROCEDURAL)

Proposed by: A

Seconded by: B

Motion reads: That the motion now be put.

VOTING: CARRIED unanimously

VOTING on Motion1: CARRIED, etc.

#### **4.6 Closure of ILM**

**4.6.1** The time at which the Chairperson declares the Session closed will be recorded in the final sentence of the minutes.

## 5. EXTRAORDINARY GLOBAL LEGISLATIONS

Apart from the Global Legislations (GL) during ILMs (IPM, IC), there is the option that for extraordinary matters, an Extraordinary GL can be set up virtually. An Extraordinary GL shall be held in the case of a subject that needs to be decided on urgently and that can't be postponed for an ordinary GL at IC and IPM.

### 5.1 Decision to call an Extraordinary ILM

**5.1.1** The Chair of the Governance & Legislation Subcommittee, the AI VP F and the PAI shall decide together about whether to accept or reject the proposal of calling for an Extraordinary ILM. In case the three parties cannot come to a common decision, the PAI has the final decision power.

### 5.2 Process to call for an Extraordinary GLs

**5.2.1** Any Entity in AIESEC can send a proposal to call for an Extraordinary GL. The proposal must be sent to the PAI, AI VP F and the Governance & Legislation Subcommittee Chair.

**5.2.2** The proposal must state the reason/s of calling for an extraordinary GL, the motion/s and/or mandate/s that shall be voted on, a proposed date of the extraordinary GL and supporting documents. In case there are plenty of supporting documents, a one-page summary shall also be provided.

**5.2.3** The earliest date of holding an Extraordinary GL is two weeks after the proposal got accepted. The latest date of holding an Extraordinary GL is four weeks after the proposal got accepted.

**5.2.4** The Global Plenary shall be notified immediately after the proposal got accepted, alongside with sending preparation documents, submission form for additional topics to be discussed, a timeline of legislation fair, the date of the GL.

**5.2.5** The Global Plenary has the option to submit additional topics for the Extraordinary GL through the submission form. The Entity submitting additional topics must state a reason to justify the urgency of the topics being discussed earlier than on an ordinary GL in the upcoming ILM. There are 3 days since announcing the Extraordinary GL until the submission form for additional topics closes. The legislation booklet shall be sent to the plenary after the legislation fair.

### 5.3 Chair

**5.3.1** The Chair of an Extraordinary GL is appointed by AIESEC International.



## **5.4 Legislation Fair**

**5.4.1** During the legislation fair only the proposed motion/s and/or mandate/s shall be discussed.

**5.4.2** The system to be used and the link to the virtual legislation room shall be communicated to the MCPs alongside the announcement of the GL.

**5.4.3** After the legislation fair, the Governance and Legislation Subcommittee Chair sends an output of the legislation fair to the Global Plenary and together with the final legislation booklet and the process of voting during an extraordinary GL.

## **5.5 Virtual Legislation Meeting**

**5.5.1** The system to be used and the link to the virtual legislation room shall be communicated to the MCPs alongside the announcement of the GL.

**5.5.2** The voting platform will be at the discretion of the AI VP F and GLSC Chair. The voting platform and the actual voting process is dependent on the agreement between Governance and Legislation Subcommittee Chair and the AI VP F. Global Plenary is going to be informed prior to the legislation about the specifics of the voting process alongside the announcement of the GL.

**5.5.3** Full members shall type the name of their Entity in the form of “AIESEC in Wonderland” in the chat box and the Chair will make a speakers list. If a member no longer wishes to participate, they shall type “wave” or type the symbol “~” in the chat box.

**5.5.4** Amendments, point of order or point of information shall be done in chatting.

**5.5.5** Typing and speaking are all counted as representation of the Entity in a virtual ILM.

**5.5.6** During the roll call, every Entity is being called maximum three times, first 2 times when their turn comes and last time at the end of the roll call. In the case that the representative of the Entity does not announce themselves as present, they will be marked absent.

**5.5.7** In case of force majeure occurring during the roll call, or any other part of the legislation meeting, making the presence of the Entity representative impossible, Membership Subcommittee and AI VP F will assess the cases individually.

**5.5.8** Proxy Voting shall be allowed at Extraordinary GLs. The Chair of the Governance & Legislation Subcommittee, the AI VP F and the PAI have to be informed about the assigned Proxy latest 1 hour before the GL starts. The Proxy Letter has to be signed and sent to the GLSC Chair, AI VP F and PAI through an official e-mail communication. During Extraordinary Global Legislations, the Proxy has to be MCP from another full-member Entity.

**5.5.9** There will be one secretary to take minutes in the chatting of each motion as well as when people are speaking with a microphone.

## 6. GOVERNANCE AND LEGISLATION SUBCOMMITTEE (GLSC)

### 4.1 Role

4.1.1 Manage the legislation education of MCPs.

4.1.2 Review compendium once a year.

4.1.3 Organizing and managing legislation fairs (creating the agenda with the support of AI VP F and hosting the space). Assuring agenda for legislation fair is sent out on day 0 of ILM.

4.1.4 Ensuring that proposals of motions and mandates are consistent.

4.1.5 Informing all Subcommittees, External Bodies and AIESEC International about the timeline for ILM preparation until two (2) months prior to the ILM. This includes:

- ☐ Deadline to submit reports about ongoing mandates to the GLSC: twenty (20) days before Day 0 of an ILM.
- ☐ Deadline to submit reports about Subcommittees to the GLSC: twenty (20) days before Day 0 of an ILM. (Legal & Governance Subcommittee is required to submit reports of ICB and GFB as well as a list of findings from the reports).

4.1.6 Informing the plenary about the following deadlines:

- ☐ Deadline to submit topics for the legislation fair is Seven(7) days before Day 0 of ILM.

4.1.7 The deadlines for the tasks to be fulfilled by the GLSC are the following:

- ☐ Send out reports of Subcommittees and External Bodies and a list of findings to the Global Plenary ten (10) days before Day 0 of ILM.
- ☐ Releasing 1st legislation booklet: 5 days before Day 0 of an ILM.
- ☐ Releasing final legislation booklet: 48 hours before the Global Legislation takes place.

# AIESEC

## Global Compendium

### Supporting Document D

# GLOBAL DECISION MAKING

Updated VLM IPM 2023

Updated by Governance and Legislation Subcommittee and  
approved by AIVP Finance

## 0. TABLE OF CONTENT

<b>0. TABLE OF CONTENT</b>	<b>2</b>
<b>1. INTERNATIONAL CONFERENCES</b>	<b>3</b>
1.1 International Congress (IC)	3
1.2 International Presidents Meeting (IPM)	3
1.3 EXPROs	4
1.4 Leadership Development Seminar (LDS)	4
1.5 General information regarding international conferences	5
<b>2. BIDDING PROCESS, TRACKING AND REPORTING</b>	<b>7</b>
2.1 Pre-bidding	7
2.2 Bidding requirements for Entities and AI	7
2.3 ILM Tracking	21
2.4 ILM Financial Tracking and Reporting	22
2.5 Global Reporting	23
<b>3. MOTIONS AND MANDATES</b>	<b>28</b>
3.1 One year motions   Budget	28
3.2 Long-term Motions	40
3.3 Mandates	40
<b>4. LEGISLATIVE MEETINGS</b>	<b>66</b>
4.1 Minute Taking	66
4.2 Roll Call	66
4.3 Procedural Motions	66
4.4 Procedural Motions	67
4.5 Recording of Voting	67
4.6 Closure of ILM	68
<b>5. EXTRAORDINARY GLOBAL LEGISLATIONS</b>	<b>69</b>
5.1 Decision to call an Extraordinary ILM	69
5.2 Process to call for an Extraordinary GLs	69
5.3 Chair	69
5.4 Legislation Fair	70
5.5 Virtual Legislation Meeting	70
<b>6. GOVERNANCE AND LEGISLATION SUBCOMMITTEE (GLSC)</b>	<b>71</b>
4.1 Role	71

## 1. INTERNATIONAL CONFERENCES

### 1.1 International Congress (IC)

**1.1.1.** The purpose of IC shall be to ensure the relevance, growth and development of the Association and the members, by creating a forum on a global scale to share ideas and experiences.

**1.1.2.** Furthermore IC should provide a forum for:

**1.1.2.1.** Running the global planning process bearing in mind the global roadmap;

**1.1.2.2.** Co-ordination and co-operation between AI and the members;

**1.1.2.3.** External involvement to provide an outside perspective;

**1.1.2.4.** Gaining motivation.

**1.1.2.5.** Electing the next president of AIESEC International

**1.1.2.6.** Networking opportunities with other members of the global association and partners

**1.1.3.** IC shall be held between the dates of 1st of June and the 10th of July each year.

**1.1.4** The delegates at IC shall be elect MC and LCPs. Four delegates per Member can attend paying the standard delegate fee.

**1.1.5** From the seventh delegate onwards, a special fee will be agreed between AI and the CC. This fee should not exceed the cost of accommodation and food.

**1.1.6** All IC delegates need to be approved by AIESEC International.

### 1.2 International Presidents Meeting (IPM)

**1.2.1.** The purpose of IPM shall be to work towards the long-term development of AIESEC internationally.

This shall be done by:

**1.2.1.1.** Analyzing the current state of the global roadmap;

**1.2.1.2.** Reviewing the role of the AI and MC with the global roadmap;

**1.2.1.3.** Establishing clear goals related with the global roadmap;

**1.2.1.4.** For MCPs to create a clear vision for themselves of the association, the relevant issues and their term;

**1.2.1.5.** For delegates to receive LEAD;

**1.2.1.6.** Networking opportunities with other members of the global association and partners

**1.2.1.7.** Gaining inspiration

**1.2.2.** IPM shall be held within the month of February.

**1.2.3** The delegates at IPM shall be two delegates per Entity (MCP, MCPe)

**1.2.4** All IPM delegates need to be approved by AIESEC International.

### **1.3 EXPROs**

**1.3.1** The purpose of EXPRO shall be to develop the strategic direction in each Growth Network through the elaboration of IPM strategies and the development of action plans. Furthermore, EXPROs shall provide a forum for:

**1.3.1.1** Ensuring continuity and implementation of global strategy through the presence of MC elects;

**1.3.1.2** Providing skills, attitudes, knowledge and networks to drive the global strategy in the region and in the member territory;

**1.3.1.3** Discussing and leveraging on trends of regional or global relevance.

**1.3.2** EXPRO shall be held in each Growth Network. It should happen between the 20th of March and 20th of April. The working period of each conference is at the discretion of each region, but should not last more than 7 days.

**1.3.3** The delegates of EXPRO shall be the current MC members, elected MC members, and LC EB members with a high level of exchange experience. The number of delegates per member and their approval is at the discretion of AI.

**1.3.4** The OC shall be responsible for covering the facilitators' delegates' fees up to a maximum of 10 facilitators for European EXPROs and 4 facilitators for all other EXPROs.

### **1.4 Regional Member Committee Presidents meeting**

**1.4.1.** The purpose of regional MCP meetings shall be to develop the strategic direction in each Growth Network through the elaboration of IPM strategies. Furthermore, Regional MCP meetings shall provide a forum for:

**1.4.1.1.** Ensuring continuity and implementation of global strategy through the presence of MCP elects;

**1.4.1.2.** Providing skills, attitudes, knowledge and networks to drive the global strategy in the region and in the member territory;

**1.4.1.3.** Discussing and leveraging on trends of regional or global relevance.

**1.4.1.2.4.** Support in planning and preparing them for the start of the term.

**1.4.1.2.5.** Networking opportunities with other MCPs within the region

**1.4.2.** Regional MCP meetings shall be held in each Growth Network. It should happen between 15th April - 15th of May. The working period of each conference is at the discretion of each region, but should not last more than 5 days.

**1.4.3.** The delegates of RPMs shall be elected MCPs.

**1.4.4.** RPMs shall be held in each Growth Network.

## **1.5 Regional Presidents Meeting**

**1.5.1.** The purpose of RPM shall be to develop the strategic direction in each Growth Network. Furthermore, RPS shall provide a forum for:

- 1.5.1.1.** Ensuring continuity and implementation of global strategy through the presence of MCP currents and incoming LCPs;
- 1.5.1.2.** Providing skills, attitudes, knowledge and networks to drive the global strategy in the region and in the member territory;
- 1.5.1.3.** Discussing and leveraging on trends of regional or global relevance.
- 1.5.1.4.** Support in replanning for MCPs and preparing LCPs for the start of the term.
- 1.5.1.5.** Networking opportunities with other LCPs and MCPs within the region
- 1.5.1.6.** Gaining inspiration

**1.5.2.** RPMs shall be held in each Growth Network. It should happen between 25th October - 7th November. The working period of each conference is at the discretion of each region, but should not last more than 5 days.

**1.5.3.** The delegates of RPMs shall be MCPs and incoming LCPs.

**1.5.4.** RPMs shall be held in each Growth Network.

## **1.6 Global functional summits**

**1.6.1.** The purpose of the global functional summit shall be to develop the strategic direction in each Growth Network through the elaboration of IPM strategies. Furthermore, global functional summits shall provide a forum for:

- 1.6.1.1.** Ensuring continuity and implementation of global strategy through the presence of MCVP elects;
- 1.6.1.2.** Providing skills, attitudes, knowledge and networks to drive the global strategy in the region and in the member territory;
- 1.6.1.3.** Discussing and leveraging on trends of regional or global relevance.
- 1.6.1.4.** Support in planning and preparing them for the start of the term.
- 1.6.1.5.** Networking opportunities with other MCVPs
- 1.6.1.6.** Global functional summits should happen between 20th April - 20th of May.
- 1.6.1.7.** The exact role would be determined each year based on the context of that year and communicated as part of the AI plan presentation output. It can also be evaluated if delivering the summit regionally would be more beneficial and needed in exceptional circumstances.

**1.6.2.** Global functional summits shall be delivered virtually.

## **1.7 General information regarding international conferences**

**1.7.1** The Country/Territory flags cannot be displayed during any International AIESEC event.

**1.7.2** The proposed budget for IC shall include a variable analysis of paying delegate numbers: 500, 600, 800, 1000 people.

**1.7.3** The proposed budget for IPM shall include a variable analysis of paying delegate numbers: 150, 175, 200, 225, people.

**1.7.4** The IC hosting body shall not restrict the number of delegates for less than 600.

**1.7.5** Mandates to host IC and IPM shall be given two years prior to the event. Mandates to host EXPRO and LDS shall be given one year prior to the event.

**1.7.6** If a mandate is not given at the time stated in the current document, AI and the ILM subcommittee will collect bids in the following three months and the Global Plenary will decide on which member to mandate in the next Global Legislation.

**1.7.6.1** If there is no member bidding for IC or IPM after three months, AI will appoint a member in the next ILM to organize the legislative meeting for AI and one delegate per member based on a suggestion of the ILM subcommittee Entity analysis - at least 10 months before the ILM timeline.

**1.7.6.2** The final bid for IC and IPM must be given to AI and the ILM subcommittee by the announced deadline. The deadline shall be latest 2 weeks prior the next IC or IPM where the mandate will be awarded.

**1.7.7** The deadline for the withdrawal of a mandate is

- ☐ For IC = 12 months prior to the IC in question;
- ☐ For IPM = 12 months prior to the IPM in question;
- ☐ For EXPRO and LDS = 6 months prior to the congress in question.

**1.7.7.1** After these deadlines the mandated member is financially liable to run the congress.

**1.7.8** ILM Delegate Fee Decision Making

**1.7.8.1** ILM delegate fee shall be reviewed by ILMSC every 3 years after the last ILM delegate fee legislation.

**1.7.8.2** ILMSC shall share a report with the global plenary in order to determine if there is a need to raise the ILM delegate fee. This report shall include an analysis of the budget execution of the ILMs from the previous 3 years.

**1.7.8.3** The current legislated delegate fee should cover a minimum of the 50% of the average cost per delegate for IC and IPM.

**1.7.9** In case of withdrawal of mandate before the deadline, the hosting body will be charged an amount equal to 2% of the total budgeted expenditure of the meeting. This amount will be given to the new organizing Entity.



**1.7.10** If the CC of an ILM has not been discharged after 3 years from the last day of the meeting where the report was due, it will be automatically discharged, as soon as the CC pays the total amount of money due to AI until the moment of discharge.

**1.7.11** After the evaluation of the bids, the ILM subcommittee will reject applications that do not fulfill the legislated minimums. If only one bid fulfills the minimums, the bidding Entity will be automatically mandated to host. If more entities fulfill the minimums the plenary will vote between them with preferential voting.

**1.7.12** The delegate fees must be quoted in the domestic currency of the hosting member or euro and shall not exceed EUR 70 per day per delegate, excluding VAT, if applicable.

**1.7.13** The cost of an ILM pre-meeting should also be quoted in the domestic currency of the hosting member or Euro and shall not exceed EUR 70 (excluding VAT) per day per delegate at the time of the bidding.

**1.7.14** The damage deposit cannot exceed 10% of the delegate fee in any ILM or GNM.

**1.7.15** The hosting member must hand over the collected damage deposit to AI. At the end of the meeting the hosting member will provide a list of all damages and their costs to AI. On this basis, AI will calculate the amount of the damage deposit, which will be returned to the delegates. The reimbursement will be credited on the member account with AI.

**1.7.16** There should always be the option to pay the delegate fees via bank transfer, in a period starting 30 days before the IM, and closing 5 days before the pre-meeting.

## 2. BIDDING PROCESS, TRACKING AND REPORTING

### 2.1 Pre-bidding

**2.1.1** Bodies (MCs, AI) that are considering hosting an ILM need to submit the required documents to the ILM subcommittee in order to become eligible to bid for an ILM. The ILM subcommittee will review the submitted documents and announce a result to the Entity within 1 month. The ILM Subcommittee is responsible to maintain a list of eligible Entities and update it if needed.

### 2.2 Bidding requirements for Entities and AI

**2.2.1** All bids need to follow the templates published by the ILM subcommittee. For bids that do not follow the template it is up to the ILM subcommittee to decide to consider them or not.

**2.2.2** Only criteria that can't be tracked on the official information system need to be submitted.

**2.2.3** Find the bidding criteria in the tables below:

Criteria for MC				
	Specific Criteria	IC Minimum	IPM Minimum	Information Needed
1. <i>Membership Status</i>	1.1 Full Member	Yes	Yes	MSC Report
2. <i>External Analysis</i>	2.1 Political Situation/ Economical Situation/ Infrastructure	Green/Yellow qualification in the External assessment using the "Risk Outlook" of International SOS, rating the security level in the Country or Territory.	Green/Yellow qualification in the External assessment using the "Risk Outlook" of International SOS, rating the security level in the Country or Territory.	
3. <i>Risk</i>	3.1 Health Risks	Yes	Yes	

Management	(Medical Infrastructure, Endemic Disease, health incidents)			
	3.2 Security Risk (Legal, Political)	Fit exceptions	Fit exceptions	
	3.3 Global Pandemic Risk Assessment			Global Pandemic Risk Assessment using AIESEC Risk Management Tool which shall include: -Government National regulations. -Border and travel restrictions. -International arrival regulations. -Statistics on number of cases and its evolution. -Any other relevant risk related to the pandemic.
4. Venues	4.1 Main Venue Location	International/Interc ontinental Airport with max 2h of distance	International/Interc ontinental Airport with max 2h of distance	Images with the distance between the places
		Hospital with 30 min max of distance	Hospital with 30 min max of distance	Images with the distance between the places and information on the

				name and address of each hospital in the area.
		At least one the followings media transportation from airport: Bus, Train, Taxi	At least one the followings media transportation from airport: Bus, Train, Taxi	Description of the way to get to the places
	4.2 Main Venue Capacity	5 break out rooms accommodating the total number of attendees	5 break out rooms accommodating the total number of attendees	Letter in English, signed by the hotel or congress center where it is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue. In case of electing a congress center different from the hotel as the main venue, information regarding the address of the congress center and the hotel should be provided. The distance between both places should not exceed 30 minutes by private bus transportation. A logistic plan to
		Main plenary for a range of 300 to 500 people.	Main Plenary for a range of 450 to 750	
		2 break out rooms that can host half the total number of delegates each at the same time (Fix exception).	3 break out rooms that can host a third of the total number of delegates at the same time (Fixed exception).	
		max 4 people per room	max 4 people per room	
		Venue with capacity for seating 1/2 of the delegates at one time	Venue with capacity for seating 1/2 of the delegates at one time	
	4.3 Internet Connection/Accessibility	3 networks available for the event (AI, CC, delegates)	3 networks available for the event (AI, CC, delegates)	

				transport all the delegates from one place to another everyday for the full duration of the conference should also be provided.
4.4	Pre-meeting Venue	50 Rooms, max 4/per room	50 Rooms, max 4/per room	Letter in english, signed by the hotel where is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue
		Plenary Room for 200 people	Plenary Room for 200 people	
		4 to 6 break out room for 40 people room for each	4 to 6 break out room for 40 people room for each	
4.5	External Event Venue	Within 2 hours from Main ILM Venue	Within 2 hours from Main ILM Venue	Letter in english, signed by the hotel where is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue
		Within 1 hour from Intercontinental/International Airport	Within 1 hour from Intercontinental/International Airport	
		Main plenary for 400 to 600 people	Main plenary for 650-800 people (Fix exception)	
		8 to 10 break out rooms for minimum 60 people each (Fix exception)	8 to 10 break out room for minimum 80 people each (Fix exception)	
		2 extra rooms: Partners Room, Conference Team Rooms	2 extra rooms: Partners Room, Conference Team Rooms	

		Transportation Options from Main Venue to External Event Venue: Road Safety, Traffic	Transportation Options from Main Venue to External Event Venue: Road Safety, Traffic	
5. VISA	5.1 VISA Accessibility	Delegates from all countries containing an AIESEC Entity must be able to receive a visa within 45 days for IC and 30 days for IPM, in accordance with government policies. No AIESEC Entities may be banned from travel to the hosting Entity. For entities with an expected visa process of longer than 45 days for IC and 30 days for IPM, or any other visa-related issues, the Entity may submit a bid that includes a proposal to mitigate the potential visa issues, which will be considered by the Global Plenary.		A list of countries that require a visa, a list of countries that don't require a visa, and estimated visa processing times for the countries that will require a visa.
6. Corporate Market Analysis	6.1 Corporate analysis	Presence of 1 Premium AIESEC Partner	Presence of 1 Premium AIESEC Partner	List of the Premium AIESEC Partners present in the Country or Territory.
7. Travel Costs	7.1 Analysis of travel costs to conference	A list of travel costs for at least five different capital cities of AIESEC entities, per region, totaling a minimum cost projection for travel from 20 capital cities.		Estimated flight cost, round-trip, for attendance at the ILM. Including other information such as average costs of staying in hostels, taxis, etc. is preferred.

Bidding Criteria for Entities   Internal Factors				
	Specific Criteria	IC Minimum	IPM Minimum	Information Needed
1. HR Health and Capacity	1.1 CC capacity : Delegates number	1 CC: 10 delegates; if 75% fulfillment - green, if between 50 and 57% fulfillment - yellow; if below 50% fulfillment - red	1 CC: 10 delegates; if 75% fulfillment - green, if between 50 and 57% fulfillment - yellow; if below 50% fulfillment - red	number of members in the Entity each year for past 3 years
	1.2 CC capacity : Membership capacity	<11% - green, between 11 - 19% yellow, >19 - red	<11% - green, between 11 - 19% yellow, >19 - red	CC members number: Number of members in the Entity x 100
	1.3 Leadership pipeline	50% of TLs > Double the TL positions in CC - Green ; between 50 - 65% of TLs > Double the TL positions in CC - Yellow; more than 65% of TLs > Double the TL positions in CC - Red	50% of TLs > Double the TL positions in CC - Green ; between 50 - 65% of TLs > Double the TL positions in CC - Yellow; more than 65% of TLs > Double the TL positions in CC - Red	Number of Executive TL positions (/LCVP, LCP, MCVP) each year for past 3 years + Number of individual applicants per TL position of past 1 year
2. Entity Financial Health and Capacity	2.1 Reserve coverage in all scenarios	Green Calcification: >6 months of operational budget leftover after loss from ILM has been deducted off reserves	Green Calcification: >6 months of operational budget leftover after loss from ILM has been deducted off reserves	Reserve coverage in all scenarios, Proof of reserves during the last year
	2.2 Financial	Green Calcification:	Green Calcification:	GFB Consolidated

	organizational health model	Diversified income and expenses, No one item represents more than 60% of the Entity's income or expenses, Financial status is transparent and consistent	Diversified income and expenses, No one item represents more than 60% of the Entity's income or expenses, Financial status is transparent and consistent	reporting tool for the last year
3. Entity Sales Performance	3.1 Entity Sales Performance	Incomes Growth during the last 3 years	Incomes Growth during the last 3 years	Revenues (both Local Currency & EUR) & National Partners per non-exchange Product for each of last 3 years
				List National non-Exchange Partners under following Categories for each of Past 3 Years: Partnership Revenue <1.000, 1.000-5.000, 5.000-10.000, 10.000-15.000, 15.000-20.000, >20.000
4. ILM Sales Planning	4.1 Partners Support	2 Letters of intent from of national financial partners to support the ILM	2 Letters of intent from of national financial partners to support the ILM	2 Letters of intent from of national financial partners to support the ILM



	4.2 Sales Plan	Document with all the information required	Document with all the information required	A sales plan outlining products, pricing per Product, timeline of Sales, person(s) responsible, and a list of high potential partners
5. <i>Conference Experience</i>	5.1 Last 3 Biggest National Conference	At least 2 conferences with positive revenues	At least 2 conferences with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates
	5.2 Last 2 Regional Conferences (if Any)	At least the 70% of conferences that they hosted with positive revenues	At least the 70% of conferences that they hosted with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates, revenues per product of regional conference
6. <i>Previous Exchange Performance</i>	6.1 Last 3 Biggest National Conference	At least 2 conferences with positive revenues	At least 2 conferences with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates
	6.2 Last 2 Regional Conferences (if Any)	At least the 70% of conferences that they hosted with positive revenues	At least the 70% of conferences that they hosted with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates, revenues per product of regional conference

7. Entity Support	7.1 Core Performance Ratio	Exchange performance correlates with > or equal to 0.7 core performance as per the Finance standards of the Entity to ensure operational revenue is a majority for the Entity.	Exchange performance correlates with > or equal to 0.7 core performance as per the Finance standards of the Entity to ensure operational revenue is a majority for the Entity.	Exchange performance correlates with > or equal to 0.7 core performance as per the Finance standards of the Entity to ensure operational revenue is a majority for the Entity.
	8.1 Plenary Support	A letter from the Supervisory Group or Board of Advisors of the bidding Entity, stating that they support and approve the Entity's bid.	A letter from the Supervisory Group or Board of Advisors of the bidding Entity, stating that they support and approve the Entity's bid.	A letter from the Supervisory Group or Board of Advisors of the bidding Entity, stating that they support and approve the Entity's bid.
8. Entity Support	8.2 BoA of advisors support	A letter signed by at least 50%+1 of the LCPs of the Entity, stating they are aware of the bidding process, and that they support the realization of the event.	A letter signed by at least 50%+1 of the LCPs of the Entity, stating they are aware of the bidding process, and that they support the realization of the event.	A letter from the Supervisory Group or Board of Advisors of the bidding Entity, stating that they support and approve the Entity's bid.

Criteria for AI				
	Specific Criteria	IC Minimum	IPM Minimum	Information Needed

1. <i>External Analysis</i>	1.1 Political Situation/ Economical Situation/ Infrastructure	Yellow qualification in the an external assessment from an external AI's partner	Yellow qualification in the an external assessment from an external AI's partner	
	2.1 Health Risks (Medical Infrastructure, Endemic Disease, health incidents)	Fit exceptions	Fit exceptions	
2. <i>Risk Management</i>	2.2 Security Risk (Legal, Political)	Fit exceptions	Fit exceptions	
	3.1 Main Venue Location	International/Interc ontinental Airport with max 2h of distance	International/Interc ontinental Airport with max 2h of distance	Images with the distance between the places
3. <i>Venues</i>		Hospital with 30 min max of distance	Hospital with 30 min max of distance	Images with the distance between the places and information on the name and address of each hospital in the area.
		At least one the followings media transportation from airport: Bus, Train, Taxi	At least one the followings media transportation from airport: Bus, Train, Taxi	Description of the way to get to the places
	3.2 Main Venue Capacity	5 break out rooms accommodating the total number of	5 break out rooms accommodating the total number of	Letter in English, signed by the hotel or congress center

		attendees	attendees	where it is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue.
		Main plenary for minimum 650 people	Main Plenary for minimum 400 people	
		3 rooms of 200 delegates	2 room of 150 delegates	
		max 4 people per room	max 4 people per room	
		Venue with capacity for seating 1/2 of the delegates at one time	Venue with capacity for seating 1/2 of the delegates at one time	
	3.3 Internet Connection/Accessibility	3 networks available for the event (AI, CC, delegates)	3 networks available for the event (AI, CC, delegates)	Letter in english, signed by the hotel where is shown that the requirements can be provided, photos of the venue and its spaces, web page of the venue
	3.4 Pre-meeting Venue	100 Rooms, max 4/per room	100 Rooms, max 4/per room	
		Plenary Room for 200 people	Plenary Room for 200 people	
		6 break out room for minimum 40 people each	6 break out room for minimum 40 people each	
	3.5 External Event Venue	Within 2 hours from Main ILM Venue	Within 2 hours from Main ILM Venue	
		Within 1 hour from Intercontinental/International Airport	Within 1 hour from Intercontinental/International Airport	Letter in english, signed by the hotel where is shown that the requirements can be provided, photos of the venue and its spaces, web
		Main plenary for	Main plenary for	

		800 people	300 people	page of the venue
		10 break out room for minimum 60 people each	10 break out room for minimum 60 people each	
		2 extra rooms: Partners Room, Conference Team Rooms	2 extra rooms: Partners Room, Conference Team Rooms	
		Transportation Options from Main Venue to External Event Venue: Road Safety, Traffic	Transportation Options from Main Venue to External Event Venue: Road Safety, Traffic	
4. VISA	4.1 VISA Accessibility	Delegates from all Countries and Territories containing an AIESEC Entity must be able to receive a visa within 45 days for IC and 30 days for IPM, in accordance with government policies. No AIESEC Entities may be banned from travel to the hosting Entity. For entities with an expected visa process of longer than 45 days for IC and 30 days for IPM, or any other visa-related issues, the Entity may submit a bid that includes a proposal to mitigate the potential visa issues, which will be considered by the Global Plenary.		A list of Countries and Territories that require a visa, a list of countries that don't require a visa, and estimated visa processing times for the Countries and Territories that will require a visa.
5. Corporate Market Analysis	5.1 Corporate analysis	Presence of 1 Premium AIESEC Partner	Presence of 1 Premium AIESEC Partner	List of the Premium AIESEC Partners present in the Country or Territory.
6. Travel Costs	6.1 Analysis of travel	A list of travel costs for at least five different		Estimated flight

	costs to conference	capital cities of AIESEC entities, per region, totaling a minimum cost projection for travel from 20 capital cities.	cost, round-trip, for attendance at the ILM. Including other information such as average costs of staying in hostels, taxis, etc. is preferred.
--	---------------------	--	---

Bidding Criteria for AI   Internal Factors				
	Specific Criteria	IC Minimum	IPM Minimum	Information Needed
1. HR Health and Capacity	1.1 CC capacity : Delegates number	1 CC: 10 delegates; if 75% fulfillment - green, if between 50 and 57% fulfillment - yellow; if below 50% fulfillment - red	1 CC: 10 delegates; if 75% fulfillment - green, if between 50 and 57% fulfillment - yellow; if below 50% fulfillment - red	number of members in the Entity each year for past 3 years
	1.2 CC capacity : Membership capacity	<11% - green, between 11 - 19% yellow, >19 - red	<11% - green, between 11 - 19% yellow, >19 - red	CC members number: Number of members in the Entity x 100
	1.3 Leadership pipeline	50% of TLs > Double the TL positions in CC - Green ; between 50 - 65% of TLs > Double the TL positions in CC - Yellow; more than 65% of TLs > Double the TL positions in	50% of TLs > Double the TL positions in CC - Green ; between 50 - 65% of TLs > Double the TL positions in CC - Yellow; more than 65% of TLs > Double the TL positions in	Number of Executive TL positions (/LCVP, LCP, MCVP) each year for past 3 years + Number of individual applicants per TL position of past 1 year

		CC - Red	CC - Red	
2. <i>Financial Health and Capacity</i>	2.1 Reserve coverage in all scenarios	Green Calcification: >6 months of operational budget leftover after loss from ILM has been deducted off reserves	Green Calcification: >6 months of operational budget leftover after loss from ILM has been deducted off reserves	Reserve coverage in all scenarios, Proof of reserves during the last year
	2.2 Financial organizational health model	Green Calcification: Diversified income and expenses, No one item represents more than 60% of the Entity's income or expenses, Financial status is transparent and consistent	Green Calcification: Diversified income and expenses, No one item represents more than 60% of the Entity's income or expenses, Financial status is transparent and consistent	GFB Consolidated reporting tool for the last year
3. <i>Sales Performance</i>	3.1 Sales Performance	Incomes Growth during the last 3 years	Incomes Growth during the last 3 years	Revenues & Partners for each of last 3 years
4. <i>ILM Sales Planning</i>	4.1 Partners Support	2 Letters of intent from of financial partners to support the ILM	2 Letters of intent from of financial partners to support the ILM	2 Letters of intent from of financial partners to support the ILM
	4.2 Sales Plan	Document with all the information required	Document with all the information required	A sales plan outlining products, pricing per Product, timeline of Sales, person(s) responsible, and a list of high potential

				partners
5. <i>Conference Experience</i>	5.1 Last 3 Biggest National Conference	At least 1 conferences with positive revenues	At least 1 conferences with positive revenues	Conference Budget (Planned & Actual figures), OC HR Structure, Total # of Delegates
6. <i>Entity in the Hosting Country or Territory Support</i>	6.1 Plenary Support	A letter from the AIESEC Entity in the hosting Country or Territory, stating the co-hosting responsibilities	A letter from the AIESEC Entity in the hosting Country or Territory, stating the co-hosting responsibilities	A letter from the AIESEC Entity in the hosting Country or Territory, stating the co-hosting responsibilities

## 2.3 ILM Tracking

**2.3.1** In order to ensure a constant and punctual communication between AI and the hosting Entity, the following times need to be considered:

**2.3.1.1** 10 months before the ILM, AI must inform the hosting Entity regarding the delegate profile and the number of expected delegates.

**2.3.1.2** 3 months after the host Entity has been assigned, a first risk assessment must be conducted in order to identify potential situations that could threaten the organization of the conference physically . During this period up to 6 months before the conference, it is expected that the hosting Entity minimizes expenses from the conference budget.

**2.3.1.3** 6 months before the ILM, AI will need to communicate whether the conference will be happening physically or not, after considering the global context and the National context of the hosting Entity.

**2.3.2** In order to successfully organize an ILM, all hosting entities must accomplish the following milestones:

**2.3.2.1** 18 to 12 months before the ILM is happening:

- ☐ CCP is selected;
- ☐ Negotiations with potential venues (that fulfill the necessary conditions) have started;
- ☐ The government has been approached;
- ☐ There is a defined accountability structure between the CC and the MC.

**2.3.2.2** 12 to 10 months before the ILM is happening:



- ☐ The contract (in English) with the venue has been signed (before signing it, the hosting body must receive the approval of the ILM Subcommittee for evaluation);
- ☐ CC VPs are selected;
- ☐ The contract with AI has been signed.

**2.3.2.3** 6 months before the ILM is happening:

- ☐ 50% of the budgeted revenues, excluding delegates fee, are secured with the contracts signed;
- ☐ A cash flow plan has been created;
- ☐ There is a clear solution for the possible visa/migration challenges that ensures that every delegate from all the Countries and Territories where AIESEC is present has the right to enter the geographical area where the meeting is taking place.

**2.3.2.4** 2 months before the ILM is happening:

- ☐ The organizing Entity must submit an updated official government letter confirming the right of all required members to attend the ILM. This should be submitted to AI two months before the meeting. This letter shall not be dated more than 2 months prior to the date of submission.

**2.3.3** According to the aforementioned milestones, the Global Plenary can reassess the possibility of the hosting body to organize the ILM. Based on possible risk assessments and the recommendations of the ILM Subcommittee, the Global Plenary can decide if it's necessary to re-legislate this mandate. Exceptions of this case are:

**2.3.3.1** Hosting entities that have been appointed by AIESEC International;

**2.3.3.2** Cases when an ILM has been reassigned to a new hosting body.

**2.3.4** In case of reassignment of an ILM, the new hosting body needs to be mandated by the Global Plenary within 15 days, under special circumstances, recommended by the ILM Subcommittee.

**2.3.5** If an ILM is reassigned because the mandated Entity did not accomplish the milestones stated in the section 2.3.2, that mandated Entity will be charged an amount equal to 2% of the total budgeted expenditure of the meeting. This amount will be given to the new organizing member.

## **2.4 ILM Financial Tracking and Reporting**

**2.4.1** The hosting Entity is required to submit a monthly report with a budget execution to ILM Subcommittee and AI VP Finance or AI responsible

**2.4.1.1** All budget plans, financial reports and discharge reports of ILMs must be reported with the following budget lines following the ILM Template ([aiesec.org/ilmreportingtemplate](https://aiesec.org/ilmreportingtemplate)) provided whenever

mentioned. If other external reports need to be made for external compliance or other reasons, they must also be reported to the plenary.

**2.4.1.1.1 For revenues:**

- ☐ Delegate Fees
- ☐ Partnership Development
- ☐ Events and Project Revenues
- ☐ Merchandising Revenue
- ☐ Other Revenue

**2.4.1.1.2 For expenses:**

- ☐ Accommodation
- ☐ CC Expenses
- ☐ Admin Expenses
- ☐ Merchandising Costs
- ☐ Logistics
- ☐ Marketing and Public Relations
- ☐ Transportation
- ☐ Events and Project Expense
- ☐ Other Expenses

## 2.5 Global Reporting

**2.5.1** Refer to the table below to see the overview of the reporting happening in AIESEC.

Reporting				
Report From	Report To	Reason	DDL	Comments
Mandated bodies	GLSC	Report on ongoing mandates	1 month after last day of ILM; Progress report: 3 months after last day of ILM; Final report: 20 days before ILM.	Final report must have a output.

SCs	GLSC	SC progress reports + list of findings	20 days before Day 0 of ILM.	
External Bodies	Legal SC, Global Plenary	External Bodies progress report + list of findings	Quarterly Reports	Refer to Compendium for the explanation of what needs to be reported on.
GLSC	Global Plenary	Reports of SCs + lists of findings	15th of June, 15th of January	
LSC	GLSC	External bodies progress report + list of findings	15th of June, 15th of January	
Supervisory Group	Global Plenary	Report about AI performance	At IPM and IC	At IC, the report shall include a written assessment
Internal Auditor	Global Plenary	Internal Audit report	10 days after the visit; latest 10 days before ILMs.	
MiA	MSC	Progress Report	MiA status up to 2 years: 30 days before each membership check. MiA status more than 2 years: every 3 months	Refer to Global Compendium Supporting Documents A.
EiD	MSC	Progress Report	30 days before each membership check.	Refer to Global Compendium Supporting documents A for the explanation of what needs to be reported on. During each ILM, the EiD must present a report to the Global Plenary.

Expansions	MSC	Progress Report	30 days before each membership check.	Refer to Global Compendium Supporting Documents A for the explanation of what needs to be reported on.
IM SC	Global Plenary	IM progress report	Monthly	The report shall include the points stated in Global Compendium.
AIESEC International	Global Plenary	SG meeting minutes	30 days after every SG meeting	Refer to Global Compendium for the points that shall be reported on.
AIESEC International	Global Plenary	Progress of trademark registration and risk associated	IPM; latest 14 days before the ILM starts.	
AIESEC International	Global Plenary	Report on Global Fund usage	IPM, IC; latest 14 days before the ILM starts.	
AIESEC International	Global Plenary	Financial External Audit + summary	IC; latest 14 days before the ILM starts.	
AIESEC International (AI VP IM)	Global Plenary	IM Reporting	Quarterly; latest 14 days before the ILM starts.	AI VP IM has to report about the points stated in Supporting Document C. The reports before IPM and IC need to have approval and comments by the SG.
AIESEC International (AI VP BD)	Finance SC	Sales Plan Report	Quarterly; latest 14 days before the ILM starts.	AI VP BD reports about the points stated in the Global Compendium.
AIESEC	Global Plenary	Internal Audit	At least 10 days	

International		report	before ILMs and latest 30 days after the visit	
AIESEC International	Global Plenary	Report on legal risks to the Plenary when identified	When needed	
AIESEC International	Internal Auditor	Report on investments made by AI		The report shall as well state contribution to the AI plan and global strategy
AIESEC International	Global Plenary	Quarterly Financial Report	Quarterly; Nov. 31st, Feb. 28th, May 31st, Aug. 31st	The report shall contain: Budget report Cash Flow Member debts Receivables overview (this shall also be sent to the SG)
AIESEC International	Global Plenary	ILM satisfaction survey report	[Not defined]	The report shall be a compilation of the answers received by the Global Plenary
AIESEC International	Finance SC	Report on AI investments exceeding € 8'000		
AIESEC International	Global Plenary, Supervisory Group, Internal Auditor	Quarterly Report	Quarterly; Nov. 31st, Feb. 28th, May 31st, Aug. 31st	The report shall include: Progress on organizational goals Assessment on global strategy AI financial sustainability Global systems Furthermore:

				<p>IT system development</p> <p>PR relations with the external world</p> <p>PR: Events attended by AI on behalf of AIESEC</p> <p>BD: Sales pipeline, XPs delivered, revenue generated compared to plan</p>
AIESEC International	Global Plenary, Supervisory Group, Internal Auditor	Annual Report	Aug 31 <sup>st</sup>	The report has to be presented at IC.

### 3. MOTIONS AND MANDATES

#### 3.1 One year motions | Budget

**3.1.1** That the AIESEC International budget for the term 16/17 is approved as follows: (IC 2016, Poland)

Expenses and revenues:

Global Secretariat:

243.748,33€ Global Plenary Contribution

60.000,00€ Global Partnership Revenue

Long-term Organizational Growth and Development:

77.574,17€ Global Plenary Contribution

Global Operations:

324.022,50€ Global Plenary Contribution

Global Brand:

72.561,25 € Global Plenary Contribution

50.000,00€ Global Partnership Revenue

Global Sales and Partnership Management:

319.509,58€ Global Partnership Revenue

Information Management:

320.274,17€ Global Plenary Contribution

Total expenses: 1.467.690,00€

Revenues:

1.038.180,42€ shall be covered by the Global Plenary Contribution, out of which, 267.187,43€ shall be Subsidized by BD Revenue. And 429.509,58€ shall be covered by Global Partnership Revenue. The total Global Partnership Revenue to be raised is 696.697,01€.

**3.1.2** That the AIESEC International budget for the term 2017-2018 is approved as follows(IPM 2017, The Netherlands):

Expenses:

Global Secretariat:

315,343.67€ Global Plenary Contribution

Long-term Organizational Growth and Development:

38,080.92€ Global Plenary Contribution

Global Operations:

312,635.50€ Global Plenary Contribution

Global Brand:

170,523.67€ Global Plenary Contribution

Global Sales and Partnership Management:

243,485.50€ Global Partnership Revenue

Information Management:

400,242.75€ Global Plenary Contribution

Total expenses: 1,480,312€

Revenues:

Total subsidized from BD Revenue 204,574.00€

1,099,187.50 € shall be covered by Global Plenary, 204,574€ shall be subsidized by BD Revenue, 387,550.5€ shall be covered by Global Partnership Revenue.

**3.1.2.1** That the AIESEC International budget for the term 2017-2018 is approved as follows (IC 2017, Colombia):

Expenses:

Global Secretariat:

354,923.91€ Global Plenary Contribution

Long-term Organizational Growth and Development:

36,905.18€ Global Plenary Contribution

Global Operations:

239,115.55€ Global Plenary Contribution

Global Brand:

206,025.91€ Global Plenary Contribution

Global Sales and Partnership Management:

219,025.91€ Global Partnership Revenue

Information Management:

424,315.55€ Global Plenary Contribution

Total expenses: 1,480,312€

Revenues:



Total subsidized from BD Revenue 230,000.00€

1,118,188 € shall be covered by Global Plenary, 230,000€ shall be subsidized by BD Revenue, 362,124€ shall be covered by Global Partnership Revenue.

**3.1.3** That the AIESEC International budget for the term 2018-2019 is approved as follows (IPM 2018, Romania):

Expenses in CAD:

Global Secretariat:

\$539,816.80 Global Plenary Contribution

Long-term Organizational Growth and Development:

\$91,922.27 Global Plenary Contribution

Global Operations:

\$411,366.80 Global Plenary Contribution

Global Brand:

\$266,255.66 Global Plenary Contribution

Global Sales and Partnership Management:

\$317,566.80 Global Partnership Revenue

Information Management:

\$629,833.40 Global Plenary Contribution

Total expenses: \$2,256,761.72

Revenues in CAD:

Total subsidized from BD Revenue \$247,000.00

\$1,472,761.72 shall be covered by Global Plenary, \$247,000.00 shall be subsidized by BD Revenue, \$537,000.00 shall be covered by Global Partnership Revenue.

**3.1.4** That the AIESEC International budget for the term 2018-2019 is approved as follows ( IC 2018, Egypt):

Expenses in CAD:

Global Secretariat:

\$472,899.48 Global Plenary Contribution

Long-term Organizational Growth and Development:

\$93,509.79 Global Plenary Contribution

Global Operations:

\$ 551,009.06 Global Plenary Contribution

Global Brand:

\$ 77,529.90 Global Plenary Contribution

Global Sales and Partnership Management:

\$ 324,089.38 Global Partnership Revenue

Information Management:

\$737,724.11 Global Plenary Contribution

Total expenses: \$2,256,761.72

Revenues in CAD:

Total subsidized from BD Revenue \$247,000.00

\$1,472,761.72 shall be covered by Global Plenary, \$247,000.00 shall be subsidized by BD Revenue, \$537,000.00 shall be covered by Global Partnership Revenue.

**3.1.5** That the AIESEC International budget for the term 2019-2020 is approved as follows (IPM2019, Tunisia):

Expenses in CAD:

Global Secretariat: CAD\$446,299.24

Global Plenary Contribution Long-term Organizational Growth and Development: CAD\$101,199.62

Global Plenary Contribution Global Operations: CAD\$614,238.28

Global Plenary Contribution Global Brand: CAD\$81,374.81

Global Plenary Contribution Global Sales and Partnership Management: CAD\$347,158.85

Global Partnership Revenue Information Management: CAD\$669,948.67

Global Plenary Contribution Total expenses: CAD\$2,260,219.47

Revenues in CAD:

Total subsidized from BD Revenue CAD\$791,076.81

CAD\$1,469,142.66 shall be covered by Global Plenary,

**3.1.6** That the AIESEC International budget for the term 2020-2021 is approved as follows:

Expenses in CAD:

Global Secretariat: \$357,415.74

Long-term Organizational Growth and Development: \$46,071.91

Global Operations: \$546,796.13

Global Brand: \$93,143.83

Global Sales and Partnership Management: \$189,318.65

Information Management: \$508,030.83

Total expenses: \$1,740,777.09

Total subsidized from BD Revenue \$609,271.98

\$1,131,505.11 shall be covered by Global Plenary,

To contribute for the term 2020-21 the amount of CAD\$0 to the “Global Roadmap fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$0 to the “Global TCS fund”.

To contribute for the term 2020-21 the amount of CAD\$0 to the “Global Meetings Travel fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$0 to the “Learning and Development fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$0 to the “Global IM fund”.

To contribute for the term 2020-21 the amount of CAD\$30,000 to the “GFB fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$6,300 to the “GEB fund”. The amount shall be charged to members.

To contribute for the term 2020-21 the amount of CAD\$35,000.00 to the “Global ICB fund”. The amount shall be charged to members.

**3.1.7** That the AIESEC International budget for the term 2021-22 is approved as follows:

Expenses in CAD:

Global Secretariat: \$349,858.22

Long-term Organizational Growth and Development: \$46,507.14

Global Operations: \$540,148.40

Global Brand: \$94,514.28

Global Sales and Partnership Management: \$199,048.56

Information Management: \$446,913.57

Total expenses: \$1,676,990.18

Total subsidized from BD Revenue and surplus \$1,150,000.00

\$ 526,990.18 shall be covered by Global Plenary

To contribute for the term 2021-22 the amount of CAD\$51,000.00 to the “Global Roadmap fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “Global TCS fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “Global Meetings Travel fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$15,000.00 to the “Learning and Development fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$300,000.00 to the “Global IM fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$30,000.00 to the “GFB fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “GEB fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$35,000 to the “Global ICB fund”. The amount shall be charged to members.

**3.1.8** That the AIESEC International budget for the term 2021-22 is amended and approved as follows:

Expenses in CAD:

Global Secretariat: \$341,528.16

Long-term Organizational Growth and Development: \$40,250.45

Global Operations: \$455,554.55

Global Brand: \$90,000.91

Global Sales and Partnership Management: \$179,401.82

Information Management: \$392,753.57

Total expenses: \$1,499,489.46

Total subsidized from BD Revenue and surplus \$1,150,000.00

\$349,489.46 shall be covered by Global Plenary

To contribute for the term 2021-22 the amount of CAD\$41,000.00 to the “Global Roadmap fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “Global TCS fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “Global Meetings Travel fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$15,000.00 to the “Learning and Development fund”. The amount shall be charged to members

To contribute for the term 2021-22 the amount of CAD\$300,000.00 to the “Global IM fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$30,000.00 to the “GFB fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$00.00 to the “GEB fund”. The amount shall be charged to members.

To contribute for the term 2021-22 the amount of CAD\$35,000 to the “Global ICB fund”. The amount shall be charged to members.

**3.1.9** That the AIESEC International operating budget for the term 2022-23 is approved as follows:

Expenses in CAD:

Global Secretariat: \$333,557.30

Long-term Organizational Growth and Development: \$40,278.75

Global Operations: \$664,811.25

Global Brand: \$82,001.75

Global Sales and Partnership Management: \$163,403.50

Information Management: \$207,358.41

Provision for Bad & Doubtful Debt: \$2,000

Total expenses: \$1,491,410.96

Total subsidized from AI BD Revenue \$800,000

Total subsidized from RO BD Revenue \$107,080

\$584,330.96 shall be covered by Global Plenary

In the case that less than 80% of the global affiliation fees are collected from the first invoice (June 2022) of the budget for the fiscal year 22.23 needs to be reduced at IC 2022 legislation.

The amount of funds and grants AIESEC International will receive during the 22.23 fiscal year will be deducted from global affiliation fees. For funds received between June-November the deduction will be made on the 2nd invoice (January 2023) and for funds received between December 2022 - May 2023 the deduction will be made on the 1st invoice (June 2023) of the following budget.

**The overachieved regional BD subsidy of each region should be allocated to the respective regional fund.**

To contribute for the term 2022-23 an additional amount of CAD\$3,431.67 to the “Middle East & Africa fund”. The amount shall be charged to members.

**3.1.10** That the AIESEC International operating budget for the term 2022-23 is approved as follows:

Expenses in CAD:

Global Secretariat: \$334,557.30

Long-term Organizational Growth and Development: \$40,278.75

Global Operations: \$679,193.75

Global Brand: \$82,001.75

Global Sales and Partnership Management: \$163,403.50

Information Management: \$207,358.41

Provision for Bad & Doubtful Debt \$2,000

"Total expenses: \$1,508,793.46

Total subsidized from AI BD Revenue \$800,000  
Total subsidized from RO BD Revenue \$107,080  
\$601,793.46 shall be covered by Global Plenary"

**3.1.11** That the AIESEC International operating budget for the term 2023-24 is approved as follows:

Expenses in CAD:

Global Secretariat: \$365,853.47

Long-term Organizational Growth and Development: \$85,627.78

Global Operations: \$512,969.44

Global Brand: \$101,327.78

Global Sales and Partnership Management: \$242,369.44

Information Management: \$191,765.04

Total expenses: \$1,499,912.95

Total subsidized from AI BD Revenue \$800,000

\$699,912.95 shall be covered by Global Plenary

1. Be it resolved that the 2015-16 AIESEC International Team be discharged and the 2015-16 audited financial statements be accepted as read. (IC 2016, Poland)
2. That Sebastian Stauber be ratified as Global Finance Board chair for the term 2016-17. (IC 2016, Poland)
3. That Juan Carlos Fayad be ratified as GEB chair for the term 2016-17. (IC 2016, Poland)
4. That Eduardo Kist be ratified as International Control Board chair for the term 2016-17. (IC 2016, Poland)
5. That all AIESEC entities adjust the Anti-Harassment and Violence. To the law of their country/territory by IC 2016 and legislate the corresponding protocol in their entities.
6. To contribute for the term 2016-2017 the amount of 55.000,00€ EUR to the "Global Travel Cost Sharing Fund" The amount shall be charged to Members. (IPM 2016, Morocco)
7. To contribute for the term 2016-2017 the amount of 10.000,00€ EUR to the "Global Meetings Travel Fund." The amount shall be charged to Members. (IPM 2016, Morocco)
8. To contribute for the term 2016-2017 the amount of 30.000,00€ EUR to the "Global Roadmap Fund" The amount shall be charged to Members. (IPM 2016, Morocco)
9. To relocate for the term 2016-2017 the amount of 10.000€ EUR from the "Global Roadmap Fund" to the AI budget. This motion does not imply an additional contribution from the plenary. (IC 2016, Poland)
10. To contribute for the term 2016-2017 the amount of 10.000,00€ EUR to the "Global Legal Management Fund" The amount shall be charged to Members. (IPM 2016, Morocco)

11. To contribute an additional sum of 5.000€ EUR for the term 2016-2017 to the “Global Legal Management Fund”. The amount shall be charged to Members. (IC 2016, Poland)
12. To contribute for the term 2016-2017 the amount of 50.000,00€ EUR to the “Global Information Management Fund” The amount shall be charged to Members. (IPM 2016, Morocco)
13. To contribute for the term 2016-2017 an additional amount of 35.000,00€ EUR to the “Global Information Management Fund”. The amount shall be charged to Members. (IC 2016, Poland)
14. To confirm the budget for the term 2016-2017 of the “International Control Board Fund” for the amount 29.138€ EUR. (IC 2016, Poland)
15. To confirm the budget for the term 2016-2017 of the “Global Finance Board Fund” the amount of 21.000€ EUR. (IC 2016, Poland)
16. To contribute for the term 2016-2017 the amount of 20,000.00€ EUR to the LEAD Product for MCPs. The amount shall be charged to Members. (IPM 2016, Morocco)
17. To contribute for the term 2016-2017 the amount of 5,000.00€ EUR to the “Global GEC Fund”. The amount shall be charged to Members. (IPM 2016, Morocco)
18. To contribute for the term 2016-2017 the additional amount of 4800 euros to the “Global GEC Fund”. The amount shall be charged to Members. (IPM 2016, Morocco)
19. To confirm the budget for the term 2016-2017 of the “Global GEC Fund”, now to be called “Global GEB Fund” for the amount of 14.750€ EUR. The amount shall be charged to Members. (IC 2016, Poland)
20. To raise the delegate fee for International Congress 2016 organized by AIESEC in Poland to 440 EUR. (IPM 2016, Morocco)
21. To raise the delegate fee for International Congress 2017 organized by AIESEC in Colombia to 450 EUR. (IC 2016, Poland)
22. That IC in Colombia 2017 shall be held from 9th July to 18th July. (IC 2016, Poland)
23. That the AI Invoice to AIESEC in Ireland in 2008-2009 of the amount 5527.67 euros be allocated between Members according to the Global Distribution Model. The payment plan to be created by the 30th of March 2017 for the rest of the debt of AIESEC in Ireland. (IPM 2017, Netherlands)
24. To assign 50 EUR for using the mobile voting system at the ILM in Colombia in 2017. The amount shall be charged to members. (IPM 2017, Netherlands)
25. To contribute for the term 2017-2018 the amount of 41.000,00€ EUR to the “Global Travel Cost Sharing Fund” The amount shall be charged to Members. (IPM 2017, Netherlands)
26. To contribute for the term 2017-2018 the amount of 10.000,00€ EUR to the “Global Meetings Travel Fund.” The amount shall be charged to Members. (IPM 2017, Netherlands)
27. To contribute for the term 2017-2018 the amount of 30.000,00€ EUR to the “Global Roadmap Fund” The amount shall be charged to Members. (IPM 2017, Netherlands)



28. To contribute for the term 2017-2018 the amount of 10,000,00€ EUR to the “Global Legal Management Fund” The amount shall be charged to Members. (IPM 2017, Netherlands)
29. To contribute for the term 2017-2018 the amount of 20,000€ EUR to the “International Control Board Fund” The amount shall be charged to Members. (IPM 2017, Netherlands)
30. To contribute for the term 2017-2018 the amount of 10,000.00€ EUR to the Learning and Development Fund. The amount shall be charged to Members. (IPM 2017, Netherlands)
31. To contribute for the term 2017-2018 the amount of 19,030.00€ EUR to the “Global GEB Fund”. The amount shall be charged to Members. (IPM 2017, Netherlands).
32. To contribute for the term 2017-2018 the amount of 23,000.00€ EUR to the “Global GFB Fund”. 18,680€ EUR shall be charged to Members, and 4,320.00€ EUR to the Global Roadmap Implementation Fund. (IPM 2017, Netherlands)
33. To contribute for the term 2018-2019 the amount of \$30,000 CAD to the “Global GEB Fund” The amount shall be charged to Members. (IPM 2018, Romania)
34. To contribute for the term 2018-2019 the amount of \$59,700 CAD to the “Global travel cost sharing fund” The amount shall be charged to Members. (IPM 2018, Romania)
35. To contribute for the term 2018-2019 the amount of \$22,400 CAD to the “Global meetings travel fund” The amount shall be charged to Members. (IPM 2018, Romania)
36. To contribute for the term 2018-2019 the amount of \$59,700 CAD to the “Global roadmap fund” The amount shall be charged to Members. (IPM 2018, Romania)
37. To contribute for the term 2018-2019 the amount of \$15,000 CAD to the “Global legal management fund” The amount shall be charged to Members. (IPM 2018, Romania)
38. To contribute for the term 2018-2019 the amount of \$300,000 CAD to the “Global Information management fund” The amount shall be charged to Members. (IPM 2018, Romania)
39. To contribute for the term 2018-2019 the amount of \$30,000 CAD to the “Global International control board fund” The amount shall be charged to Members. (IPM 2018, Romania)
40. To contribute for the term 2018-2019 the amount of \$30,000 CAD to the “Global finance board fund” The amount shall be charged to Members. (IPM 2018, Romania)
41. To contribute for the term 2018-2019 the amount of \$15,000 CAD to the “Learning and development fund” The amount shall be charged to Members. (IPM 2018, Romania)
42. To charge the members 18,000 CAD with the global distribution model for the purpose of the 4 weeks exchange pilot.. (IC2018,Egypt)
43. To contribute for the term 2018-19 the amount of \$45,000 CAD to the ‘International Control Board Fund’ The amount shall be charged to Members (This is based on the new structure and service increase planned for the term by ICB. (IC2018,Egypt)

44. The Management Team comprising Akshay Nambiar, Juan Pablo Ruano, Lorena Stephanie, Bersabel Behonegne, Joaquim Sanvictores, Alexandra Robinson and Laurin Stahl were ratified as Directors of AIESEC International Inc. for the term 2018-19. (IC2018, Egypt)
45. To contribute for the term 2019-20 the amount of CAD\$59,700 to the “Global Roadmap fund”. The amount shall be charged to members.
46. To contribute for the term 2019-20 the amount of CAD\$59,700 to the “Global TCS fund”. The amount shall be charged to members.
47. To contribute for the term 2019-20 the amount of CAD\$22,400 to the “Global Meetings Travel fund”. The amount shall be charged to members.
48. To contribute for the term 2019-20 the amount of CAD\$15,000 to the “Global Legal Management fund”. The amount shall be charged to members.
49. To contribute for the term 2019-20 the amount of CAD\$300,000 to the “Global IM fund”. The amount shall be charged to members
50. To contribute for the term 2019-20 the amount of CAD\$45,000 to the “Global ICB fund”. The amount shall be charged to members.
51. To contribute for the term 2019-20 the amount of CAD\$15,000 to the “Learning and Development fund”. The amount shall be charged to members.
52. To contribute for the term 2019-20 the amount of CAD\$30,000 to the “Global Finance Board fund”. The amount shall be charged to members.
53. To contribute for the term 2019-20 the amount of CAD\$30,000 to the “GEB fund”. The amount shall be charged to members.
54. The appointment of Mazars, LLP as public accountants of the Corporation for its financial year ended May 31, 2018 is approved, ratified and confirmed. Mazars, LLP are appointed as public accountants of the Corporation to hold office until the close of the next annual meeting of the members of the Corporation or until their replacement. ( IPM2019, Tunisia)
55. Any discrepancies relating to the holding of the annual meeting of the members of the Corporation after six (6) months of the financial year ended May 31, 2018 are waived. All acts, proceedings, resolutions, contracts, elections, appointments and payments taken, enacted, made or done by the directors of the Corporation since the date of incorporation, notwithstanding the non-execution of and other discrepancies pertaining to such documents as recorded in the records of the Corporation, are approved, ratified and confirmed effective as of the date when the relevant acts, proceedings, resolutions, contracts, elections, appointments and payments were first taken, enacted, made or done. (IPM2019,Tunisia)
56. To increase the delegate fee of International Congress 2019, Sri Lanka by an amount of 10 Euros per day resulting into the following:
57. Delegate Fees for MCP= 540 Euros + 50 Euros (Damage Fee)

58. Delegate Fees for Others (MCVPs/LCPs)= 480 Euros + 50 Euros (Damage Fees)
59. 57. To increase the delegate fee of International Congress 2020, India by an amount of 10 Euros per day resulting into the following:
60. Delegate Fees for MCP= 540 Euros + 50 Euros (Damage Fees)
61. Delegate Fees for Others (MCVPs/LCPs)= 480 Euros + 50 Euros (Damage Fees)
62. 58. To increase the delegate fee of International Presidents' Meeting 2020, Russia by an amount of 50 Euros. These amounts will be adjusted through entities' balances after discharge of the conference. The fees will be resulting into the following:
63. Delegate Fees for MCP= 450 Euros + 50 Euros (Damage Fees)
64. To contribute for the term 2022-23 the amount of CAD\$5,862.56 to the "Americas fund". The amount shall be charged to members.
65. To contribute for the term 2022-23 the amount of CAD\$7,895.10 to the "Asia Pacific fund". The amount shall be charged to members.
66. To contribute for the term 2022-23 the amount of CAD\$18,241.01 to the "Europe fund". The amount shall be charged to members.
67. To contribute for the term 2022-23 the amount of CAD\$2,568.33 to the "Middle East & Africa fund". The amount shall be charged to members.
68. To contribute for the term 2022-23 the amount of CAD\$41,000.00 to the "Global Roadmap fund". The amount shall be charged to members.
69. To contribute for the term 2022-23 the amount of CAD\$00.00 to the "Global TCS fund". The amount shall be charged to members.
70. To contribute for the term 2022-23 the amount of CAD\$00.00 to the "Global Meetings Travel fund". The amount shall be charged to members.
71. To contribute for the term 2022-23 the amount of CAD\$15,000.00 to the "Global Legal Management fund". The amount shall be charged to members.
72. To contribute for the term 2022-23 the amount of CAD\$5,000.00 to the "Learning and Development fund". The amount shall be charged to members
73. To contribute for the term 2022-23 the amount of CAD\$300,000.00 to the "Global IM fund". The amount shall be charged to members.
74. To contribute for the term 2022-23 the amount of CAD\$30,000.00 to the "GFB fund". The amount shall be charged to members.
75. To contribute for the term 2022-23 the amount of CAD\$35,000 to the "Global ICB fund". The amount shall be charged to members.
76. To contribute for the term 2022-23 an additional amount of CAD\$3,431.67 to the "Middle East Africa fund". The amount shall be charged to members.

77. To contribute for the term 2023-24 the amount of CAD\$7,424.97 to the “Americas fund”. The amount shall be charged to members.
78. To contribute for the term 2023-24 the amount of CAD\$10,031.44 to the “Asia Pacific fund”. The amount shall be charged to members.
79. To contribute for the term 2023-24 the amount of CAD\$13,558.86 to the “Europe fund”. The amount shall be charged to members.
80. To contribute for the term 2023-24 the amount of CAD\$6,983.41 to the “Middle East & Africa fund”. The amount shall be charged to members.
81. To contribute for the term 2023-24 the amount of CAD\$00.00 to the “Global TCS fund”. The amount shall be charged to members.
82. To contribute for the term 2023-24 the amount of CAD\$00.00 to the “Global Meetings Travel fund”. The amount shall be charged to members.
83. To contribute for the term 2023-24 the amount of CAD\$5,000.00 to the “Learning and Development fund”. The amount shall be charged to members
84. To contribute for the term 2023-24 the amount of CAD\$300,000.00 to the “Global IM fund”. The amount shall be charged to members.
85. To contribute for the term 2023-24 the amount of CAD\$30,000.00 to the “GFB fund”. The amount shall be charged to members.
86. To contribute for the term 2023-24 the amount of CAD\$35,000 to the “Global ICB fund”. The amount shall be charged to members.
87. To contribute for the term 2023-24 the amount of CAD\$41,000.00 to the “Global Roadmap fund”. The amount shall be charged to members.
88. To contribute for the term 2023-24 the amount of CAD\$15,000.00 to the “Global Legal Management fund”. The amount shall be charged to members.

## **3.2 Long-term Motions**

**3.2.1** That the Global Plenary pays for 41.586,60€ of 207.933,10€ to AIESEC International on behalf of AIESEC in Vietnam for the loss incurred from IPM 2015. The amount shall be charged to Members according to the contribution model in 12 semi-annual payment installments until the end of 2021.

**3.2.2** Furthermore to approve a 166.346,50€ loan from AIESEC International to AIESEC in Vietnam. Terms of the loan will be approved by VLM in November 2015. The payback of the loan from AIESEC in Vietnam to AIESEC International has to be completed by the end of 2021. (IC 2015, India)

**3.2.3** Confirmation of By-law No. 1 – Special Business:

RESOLVED THAT By-law No. 1, relating generally to the transaction of the business and affairs of the Corporation, enacted by the directors of the Corporation on February 13, 2018

### **3.3 Mandates**

The numbering of the mandates is as follows: Name of ILM, year when ILM happened, number of the mandate. (For example: IPM2001-1).

#### **3.3.1 Expansions**

- ☐ IPM2011-1: That AIESEC in Cote D'Ivoire to become a partner entity for OE in Liberia.
- ☐ IC2011-1: For Mexico to be the partner entity of the Expansion of Nicaragua
- ☐ IC2012-1: That AIESEC in Tunisia becomes the partner entity of the Expansion of AIESEC to Algeria.

#### **3.3.2 International Legislative Meeting (ILM)**

- ☐ VLM2014-1: That AIESEC in Poland is mandated to host International Congress 2016 (November VLM 2014).
- ☐ VLM2014-2: That AIESEC in Colombia is mandated to host International Congress 2017 (November VLM 2014)
- ☐ IPM2016-5: To mandate AIESEC International to host IPM 2017. AI will have a project manager responsible for the follow up on ILMs.
- ☐ IPM2017-65: To mandate AIESEC in Egypt to host International Congress 2018.
- ☐ IC2017 - 48: To mandate AIESEC in Romania to host International President Meeting 2018.
- ☐ IC2018 – 55: That AIESEC in India host International Congress 2020.
- ☐ IPM2019- 97: That AIESEC in Russia host International Presidents Meeting 2020
- ☐ IPM2020-13: To mandate AIESEC in Sri Lanka to host International Presidents Meeting 2021
- ☐ IPM2020-14: To mandate AIESEC in Malaysia to host International Congress 2021
- ☐ IC2022-88: To mandate AIESEC in India to host International Congress 2023

#### **3.3.3 AIESEC International**

- ☐ IC2016-23: To mandate AIESEC International to establish research methodology for assessing the leadership development experience including key measures in S&S and LDA. This shall be reported to the Global Plenary during IPM 2017.

- ☐ IC2016-24: To mandate AIESEC International to research on alternative vendors for the Global Information System. This research shall contain, but is not limited to pricing of at least 3 vendors of various expertise as well as the costs that would go along with transition of vendors. A first progress report shall be sent to the Global Plenary by December 31st 2016. A final decision on whether to change the vendor and the timeline for it shall be confirmed by IC 2017.
- ☐ IPM2017-66: To mandate FSC, AI VP Finance, AI VP Network Management and the GFB to analyse the costs for network support in AIESEC International, GEB, GFB, ICB, OSTs and RSTs and present the report including optimization solutions.
- ☐ IC2017 - 3: AIESEC International, Ethics Subcommittee and ICB to do a research on accountability systems in cases of ethical misconduct. The result shall be presented by IPM 2018.
- ☐ IC2017 - 15: AI to select a minimum of 10 entities to pilot 4-weeks exchange projects and the selected entities to report on a monthly basis to AI and the global plenary about the progress. The product should be tested in all entities selected by IC 2018.
- ☐ IC2017 - 25: For AIESEC International to revise and update their internal policies on AI account usage in EXPA and general data security and confidentiality policies by September 30th 2017.
- ☐ IC2017 - 27: AI to be mandated to research the concept of Global pages to be presented at IPM 2018
- ☐ IC2017 - 28: That AIESEC International and the Legal Sub-Committee must conduct a risk assessment upon the compliance with the General Data Protection Regulation, and based on this create a contingency, implementation and change management plan to fully comply with the GDPR as AIESEC. This must be presented to the global plenary by IPM 2018.
- ☐ IC2017 - 30: AIESEC International including the Regional Directors and the Regional Chairs to look into the development of regional ER principles and send a proposal out before IPM 2018.
- ☐ IC2017 - 33: To mandate AIESEC International to report monthly to the Global Plenary about the usage of Global IM Fund starting from August 2017.
- ☐ IC2017 - 46: International Congress timeline and delegates profile definition, mandate to AI.
- ☐ To mandate AIESEC international to present the final IC timeline proposal for 2018 and the delegates profile definition, by August 31st 2017. The proposal should include feasibility analysis, pros and cons report, including the final IC timeline and delegates profile definition.
- ☐ IPM2018 - 14: To mandate GEB and AIESEC International to investigate the current state of AIESEC in Tajikistan and present their findings with a recommendation of whether or not the entity should remain in the global plenary by IC 2018. The report should be include communication with the Alumni and should be sent no later than the 1st of June.

- ☐ IPM2018 - 26: For AIESEC International to select a minimum of 10 entities for ICX and 10 entities for OGX in order to pilot at least 500 exchanges with 4 weeks duration and present results at IC 2018.
- ☐ IPM2018 - 32: That AIESEC International creates a complete structure for the AI 2018-2019 with 3 scenarios in which talent capacity of the team is contemplating a reduction, a stable number and an increase in the total amount of AI members, including regional structures in case needed by the June 5th 2018.
- ☐ IPM2018 - 49: That AIESEC International and the Governance and Legislation Subcommittee review the Global Decision Making process stipulated in the point 5 of the Global compendium, and bring up a proposal for making the process more efficient and aligned to our needs by the 31st of May of 2018.
- ☐ IPM2018 - 64: For AIESEC International to research into the topic of two year terms and present the output of the research along with a recommendation proposal in IC 2018.
- ☐ IPM2018 - 77: To mandate the ILM subcommittee and AIESEC International to present a report by IC 2018 with an analysis, projection and inferences regarding global conferences sustainability improvements. Including:
  - a) A report of the main visa issues and learning points from previous IPMs and ICs since 2014 that directly affected conference attendance.
  - b) To present an analysis in consultancy with the finance global subcommittee of how conferences fee pricing and TCS should be managed.
  - c) To present the main inferences on what do we deeply need to anticipate and aim for, in order to ensure global conference sustainability.
  - d) To present the main points and criteria that need to be added for an entity to get a BID. (This refers to topics such as entity health status, performance status, warm risks, financial management and accountability routine within others).
  - e) To reevaluate the main pains and gains in the global conferences contracts.
  - f) Add any other topics that the subcommittee consider important and relevant involving the regional chairs and regional directors on them
- ☐ IC2018-11: That AIESEC International is mandated to run a 4 weeks exchange pilot with realizations beginning at least in the first of December 2018. Also, that this project should be open for pilots: first host entities followed by sending entities to be decided by AI to ensure supply and demand. That the first report of this project should be presented by AI in IPM 2019 followed by IC 2019. Pilot ICX entities will be reporting monthly to AI. The pilots will have to achieve 500 exchanges. There will be reporting to the entities about the current pilots (as of 2017-18) as well.

- ☐ IC2018-39: Mandate AI to create an action plan encompassing the aspects of the organization involving with two years term at every level of the organization. This mandate is inclusive of research on finances, leadership pipeline, recommendation on strategy direction and other related subsystems and is bound to be submitted by the 30th of October for the next AI terms to be in tandem of processes numbered 2 years.
- ☐ IC2018- 40: That AIESEC International gives one report and another one in November to the Global Plenary, LSC, and
- ☐ Internal Auditor regarding the implementation of the recommendations of the internal auditor in the internal audit report presented in IC Egypt 2018.
- ☐ IC2018- 42: That AIESEC International collect sensitive political topics from the global network that may potentially trigger political conflicts and draft relevant articles to be put into the global compendium by IPM 2019.
- ☐ IC2018- 56: That ILM SC and AI to present a report by IPM 2019 with an analysis in consultancy with the Finance Global Subcommittee of how is pricing conferences fee and TCS should be.
- ☐ IPM2019- 16: That AIESEC International and MSC review the process of determining the status of entities regarding 'Member in Conflict'/War Status and come up with a way forward by IC 2019. To Mandate: MSC, ICB and AI to review the criteria regarding 'exchange performance' membership criteria and present a report by IC 2019.
- ☐ IPM2019- 17: That MSC, ICB and AIESEC International to review the criteria regarding 'exchange performance' membership criteria and present a report by IC 2019.
- ☐ IPM2019- 31: That AIESEC International to research the progress on the WIPO Trademark agreement and present the final report on IC 2019.
- ☐ IPM2019- 33: That AIESEC International to revise the process and protocol of enlisting entities where operations should not commence. The list of countries and territories stated in Supporting Document 3.2.4.2.7 This process must be run with the inclusion of external consultants from the field/area of law, international security/services agencies/companies/institutions and notable alumni (if feasible) from the expertise of international relations, politics and development sector. A report shall be presented by IC 2019.
- ☐ IPM2019- 37: AIESEC International should come up with a plan to make sure the non-political organization essence understanding and flag use education is delivered and launch the PR university in IC 2019 Legislation meeting.
- ☐ IPM2019-87: AIESEC International to review the Return of Investment for 'Developers working from Canada in the period of March to May 2019 and present a feasibility report for extension of the project at IC 2019, including potential increase in the Global IM fund.



- ☐ IPM2019-88 : That AIESEC International, FSC and GFB to review, research and propose a long term way ahead for AI's BD Budget subsidy.
- ☐ IPM2019-89: That AIESEC International to research for the review the affiliation fee distribution model before the next Legislation Meeting and presented by AI to the global plenary in a report. The research for the review needs to take into consideration the GFB Chair, the chair of the finance subcommittee and one MCP per region with the perspectives of each reality. The report should assess the current model, present its pros and cons and examine how we can evolve it to better factor in entities' varying situations such as inflation rates, currency, bank statements or recent financial situations of the entities in the global plenary, reviewing all the parameters.
- ☐ IPM 2019-90: That AIESEC International, FSC and GFB to review the Regional and Global distribution model and submit a proposal with any changes if needed by IC 2019. This research must be inclusive of having one MCP per region and must assess the current model with its metrics/parameters reviewed.
- ☐ IC 2019- 01: Mandate AI to research and develop an updated pricing structure for GEPs. This new structure should be presented at IPM 2020 and legislated to be implemented by IC 2020.
- ☐ IC2019- 03: To mandate AIESEC International to research into an organizational structure along with an implementation plan for increasing Regional Office HR and decreasing AIESEC International HR. The research should take into account the aspects of: finances, legality, leadership pipelining for roles, service delivery and strategic direction from AI- RO respectively to the global network. The research should also consider other related subsystems and must be completed & presented by IPM 2020.
- ☐ IC2019- 05: The Management Team comprising of Roland Geurts (Global VP Finance), Dusan Stojkovic (Global VP Platforms), Franco Perez (Global VP Business Development), Eva Dutary (Global VP Network Strategy), Omar Shaheen (Global VP Product Strategy), Elżbieta Penkowska (Global VP Organizational Strategy), Alexandra Robinson (Global President) be ratified as Directors of AIESEC International Inc. in Canada for the term 2019-20.
- ☐ IPM2020-04: Mandate AI and ICB to review, research and create internal product policies, as well as deliver a report on the required structural evolutions of the governance systems, included but not limited to XPP and compendium. This should be presented and legislated in IC 2020 to be implemented by IPM 2021
- ☐ IPM2020-05: To mandate AIESEC International in consultation with GFB and FSC to research into and create a reporting tool that allows to provide the global plenary monthly updates regarding the financial state of AIESEC International. This tool is to be presented by IC 2020
- ☐ IPM2020-06: To mandate AIESEC International to research and present a report about the ideal investments in platforms that guarantee stability in the technological ecosystem of the

organization. The report should have three scenarios to understand what are the resources needed. The report to be presented in IC 2020.

- ☐ IPM2020-07: To mandate AI to research the long term management of expansions including the role of the GEB and regional office in this management. This should also include how the GEB fund can best be used. A report and proposal of action steps should be presented at IC 2020.
- ☐ IPM2020-08: To Mandate AIESEC international to create a report on API usage by the entities & provide scenarios of defined pricing policies for API usage. This report should contain a minimum, but not limited to, of 2 scenarios where at least 1 contains the option of keeping APIs free and 1 contains pricing policy. Also the report should include implications of either of scenario's on both financial & technological capabilities. This report should be presented by IPM 2021. A progress report about the Global Plenary using APIs should be presented by IC India 2020.
- ☐ IPM2020-09: To mandate AIESEC International to research into the feasibility of the legal establishments of the regional offices, the mandate report should contain financial costs and proposed implementation timeline the final report should be reported in IPM 2021 with a progress report in IC 2020.
- ☐ IC2020-02: To mandate AIESEC International together with FSC, and GFB to review the AI budget at the end of each fiscal quarter. To avoid confusion, that is at the end of the months August, November, February, and May. The review will consist of the ability of entities to pay, and the state of the AI budget. Only when all three parties agree on the possibility and need for change, a VLM will be proposed in which the modified budget will be voted upon. This mandate will stay in place until the end of the Fiscal Year 20.21, meaning until May 31st 2021. By IC 2021, AI, FSC and GFB must present a report of the overall processes & activities done related to this mandate with recommendations on the budget review processes.
- ☐ IC2020-03: For the Affiliation Fees charged in January 2021, and June 2021 to be charged to all entities in the Global Plenary. This means that regardless of membership criteria, entities will be charged. Entities in Debt will have a 20% discount on their Affiliation Fee, which will be reallocated to Full Members and Members in Alert through the Global Distribution Model.
- ☐ IC2020-04: To mandate AI, GFB and FSC to come up with a Debt Repayment Plan criteria that would automatically calculate how much should be the installment amounts that entities need to pay in order to clear off the debts. The output of the mandate and proposal created would be presented by October 2020, the legislative meeting related to the proposal will be based on the recommendation with AI, FSC, GFB and GLSC.
- ☐ IC2020-05: To mandate the PAI 2021 and the GLSC to review the PAI Election process and propose any needed changes or additions. Needed changes or additions should include the alignment of an official PAI Job Description to the PAI Election Process, with clarity on the connection between the

two. There should be clarity on which element of the PAI Election process evaluates which element of the official PAI Job Description (from application until election). The output of the mandate should include any needed amendments to the Global Compendium for the PAI Election process. The output of the mandate should be presented and legislated in IPM 2021.

- ☐ IC2020-06: To Mandate AI and ICB to report on the governance system implementation plan progress by IPM 2021.
- ☐ IC2020-09: The Management Team comprising of Caroline Wenninger (Global VP Finance), Abhishek Tatineni (Global VP Platforms), Cristina Viale (Global VP Business Development), Louise Kim (Global VP Network Strategy), Laurena Alves (Global VP Organizational Strategy), Maria Grau (Global VP Brand), Eva Dutary (Global President) be ratified as Directors of AIESEC International Inc. for the term 2020-21.
- ☐ VLM2020-06: To mandate AI and the GFB to ensure new repayment plans are signed based on the new criteria on or before 31st October 2020 with all MiA who are in debt & EiD.
- ☐ TLC2021-02: To mandate AIESEC International to review and redefine article 1.1.3. Downgrade Entity in the AIESEC Global Compendium Supporting Document to represent the current context and present a final proposal at IC 2021. The review and final proposal must include written recommendations from the FSC, MSC, and each Regional Office on, but not limited to, the financial, membership and overall entity implications respectively. The final proposal must also state clearly the criteria that we would determine which entities are eligible to be proposed to a downgraded entity.
- ☐ TLC2021-03: That AIESEC in Croatia be downgraded to an expansion.
- ☐ TLC2021.04: That AIESEC in Lebanon be downgraded to an expansion.
- ☐ TLC2021-06: To mandate AI to review what brand elements should be enforced through the APIP governance system and together with ICB suggest a compliance matrix. The findings are to be presented at IC ILM 2021.
- ☐ TLC2021-07: To mandate AIESEC International and ICB to report on the governance system implementation plan progress by IC 2021.
- ☐ TLC2021-08: To mandate AI, FSC & GFB by May 31st 2021 to create a Risk Management Plan for the EiD & MiA that are a potential risk to the global plenary in order to clear their debt repayment plan, to decrease the long term debts and risk associated.
- ☐ TLC2021-09: For the Affiliation Fees charged in January 2021, and June 2021 to be charged to all entities in the Global Plenary with the
- ☐ exception of expansions and downgraded entities. Entities in Debt will have a 20% discount on their Affiliation Fee, which will be reallocated to Full Members and Members in Alert through the Global Distribution Model.

- ☐ TLC2021-10: To mandate AIESEC International to create the change management plan required for RO legal office establishment. The mandate report should include but not be limited to financial costs, legality requirements, implications to the global plenary and proposed implementation timeline. The final report should be presented at IC 2021.
- ☐ IC2021-5: To mandate AI and ICB to propose an implementation plan for the Brand governance system based on the findings of the Brand Policies Refresh Mandate (TLC2021-06). The findings would provide Entities with information on how to implement the Brand refreshment changes, which will regulate social media and brand management. The findings are to be presented at IC ILM 2022.
- ☐ IC2021-6: To mandate AIESEC International, FSC and LSC to review the description, usage and applicability of the Legal management fund and introduce needed changes on IPM 2022.
- ☐ IC2021-Motion4: That AIESEC in Kuwait shall be downgraded
- ☐ IPM2022-02: To mandate AI and FSC to review the definition of an Entity in Debt and Full Member. For Entity in Debt they should evaluate the feasibility of considering only the minimum survival expenses needed in the calculation of MoCR - instead of the average of expenses of the Entities. For Full Members, they should tackle the fact that some entities may nowadays be Full Members but Members in Alert or Entities in Debt simultaneously. In order to bring more clarity to it, they should come up with a proposal on how to identify this clearer.  
The progress of the mandate and the output shall be presented together with the progress and output of the distribution model mandate.
- ☐ IPM2022-04: To mandate AI and FSC to present an emergency distribution model and a reviewed version of the current model, as suggested by IA, by IC 2022. The emergency model shall be eventually legislated as to be reviewed every time the distribution model is reviewed.
- ☐ IPM2022-05: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022.
- ☐ IPM2022-06: To mandate AI and Global Board chairs to propose a standardized and transparent process, that involves the global plenary for the selection of the Global Board Chairs by May 2022.
- ☐ IPM2022-07: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022.
- ☐ IPM2022-08: To mandate AIESEC International and ILMSC to propose the needed changes in Compendium regarding the timeline, names and objectives of the global and regional conferences, taking into consideration the global plenaries input until May 2022.

- ☐ IPM2022-09: To mandate AI to research and clarify the differences between EwA, BD, PR and promotion activities and to present the findings until IC 2022, with a progress report in May 2022.
- ☐ IPM2022-10: To mandate AI to research current entity initiatives outside EwA's age-range and the feasibility, benefits and risks of adapting EwA principles to include said age ranges. To present findings until IC 2022, with a progress report in May 2022.
- ☐ IPM2022-13: To mandate AIESEC International to research on the feasibility of de-centralizing Youth Speak Survey management, with clear principles in place for Entities to run the activity themselves. The results shall be presented by IC 2022.
- ☐ EGL May 2022 - 1: To mandate **MSC, ICB and AI** to review the 5. WAR STATUS AND DOMESTIC AND CIVIL UNREST of AIESEC Global Compendium Supporting Document A - MEMBERSHIP until the IC 2022 legislations. Research among potential "entities in war" status is an obligatory part of the reviewing process. The report must include the updated criteria of becoming 'Entity in war', the restrictions and the rights that "entity in war" will get together with a status. The report must enable entities to use the status at the next Legislations immediately.
- ☐ EGL May 2022 - 5: To mandate the FSC and AI to check whether the cap of 8% is more feasible than a solver by IC 2022.
- ☐ EGL May 2022 - 6: To mandate AI and FSC to review the AIESEC International operating budget for the term 2022-23 and make a revised proposal by IC Global Legislation, ensuring the budgeted Regional Human Resources lines are aligned with the predicted costs.
- ☐ VLM IC 2022 - 82: To Mandate AIESEC International to review the Brand guidelines added to Global Compendium in ILM IC 2022 and present findings and way forward to the Global plenary by ILM IPM 2025.
- ☐ VLM IC 2022 - 86: By IPM 2023, AIESEC International will present a comprehensive review of our Global Trademarks and validity per entity. This needs to include but not be limited to AIESEC name and logo, ELD programs name and logo, EwA program names and logos such as Heading for the Future, Youth Speak Forum, and Youth4GlobalGoals. It should include information regarding if AIESEC International is following laws and regulations based on the Canadian or Dutch Law. Findings shall be presented during the IPM 2023 Legislation.
- ☐ VLM IC 2022 - 87: By IC 2023, AIESEC International will conduct a research into obtaining Internationally valid Trademarks for all Global Brands and ELD Programs including but not limited to Global Volunteer, Global Talent, Global Teacher, Heading for the Future, Youth Speak Forum, Youth4GlobalGoals, etc. Findings including but not limited to costs and repercussions of not obtaining said trademarks and registrations shall be presented during the IPM 2023 Legislation with a comprehensive way forward of next steps to ensure AIESEC Brand management.

- ☐ VLM IC 2022 - 100: To ratify the Management Team comprising of Yoseli Karina Rivera (Global VP Finance), Ayoub Trabelsi (Global VP Brand & Information Management), Flavio Navarro Lara (Global VP Business Development), Ana Leonor de Carvalho Fernandes (Global VP Network Strategy), Michael Joseph Gonzaga (Global VP People & Strategy), Yau Kwan Chester Shum (Global President) as Directors of AIESEC International Inc. for the term 2023.
- ☐ VLM IPM 2023 - 66: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IPM 2024 with a progress report presented in IC 2023
- ☐ VLM IPM 2023 - 71: In the case that less than 90% of the GAF or 80 % of BD Subsidy are collected by IC 2023 legislation, the budget for the fiscal year 23.24 will be reviewed and reduced in a Legislation meeting no later than October 2023. In addition, the AI team and FSC will review during the current AI budget for the fiscal year 22.23 during the Q3 budget review. AI and FSC shall present the findings of what additional items can be cut from the existing budget to the plenary. In addition to that, upon the review a decision needs to be made by the plenary to see if we need to make additional cuts to the current budget to accomodate for the 23.24 budget.

### 3.3.4 Subcommittees

#### 3.3.4.1 Finance Subcommittee

- ☐ IC2016-38: To mandate Roman Shcherbatyy as Chair of the Finance Subcommittee for the term 16.17.
- ☐ IPM2017-66: To mandate FSC, AI VP Finance, AI VP Network Management and the GFB to analyse the costs for network support in AIESEC International, GEB, GFB, ICB, OSTs and RSTs and present the report including optimization solutions.
- ☐ IPM2017-67: To mandate the Finance Sub Committee and regional chairs to design a new global budget decision making process that allows the global plenary to vote on individual elements of the budget independently. This new process is to be presented for IC 2017.
- ☐ IC2017-36: To mandate Emmanuel Cepeda as Chair of the Finance Subcommittee (FSC) for the term 17.18.
- ☐ IC2018 - 48: That Eduardo Alvarado is the Finance Subcommittee Chair for the term 2018-2019.
- ☐ IPM2019- 20: That FSC and GFB to present a report with an analysis in consultancy with AI & MSC of how the Entity in Debt criteria should be by IC 2019
- ☐ IPM2019-85: To mandate FSC, GFB and AI to review the TCS Distribution Model so that it serves its legislated purpose "aims to assist entities (FM, MiA, EiD and Expansions) to send as minimum one

representative to IC and IPM, regardless of location and financial reality of the entity in question. The output shall be presented at IC2019."

- ☐ IPM2019-99: To mandate FSC, ILMSC, GFB and AI to create a reporting structure for reporting budgets of ILMs.
- ☐ IC2019 -06: That Niels Meulmeester is the Finance Subcommittee Chair for the term 1920
- ☐ IC2020-10: That Flavio Navarro Lara is the Finance Subcommittee Chair for the term 2020-2021.
- ☐ VLM2020-05: To mandate FSC, GFB and AI to review the efficiency of the debt payment plan installment calculation & process. A progress report must be presented at IC 2021, and a final report at IPM 2022.
- ☐ VLM2020-06: To mandate AI and the GFB to ensure new repayment plans are signed based on the new criteria on or before 31st October 2020 with all MiA who are in debt & EiD.
- ☐ VLM2021-10 AI, FSC, GFB To mandate AI, FSC and GFB to review and propose changes in the financial distribution model by February IPM/TLC 2022, acknowledging that the financial model legislated during May 2021 is an imperfect short term solution. Entities can either vote for the newly proposed model, keep the model the same as May 2021, or mandate AI, GFB, FSC to have a new model proposal by May 2022.
- ☐ VLM2021-11 AI, FSC, GFB For the FSC, GFB and AI to present criteria of eligibility and process for write offs that entities can apply for, to present by IPM 2022.
- ☐ IC2021-7: To mandate Alejandro Hüsser as the Finance Subcommittee Chair for the term 2021-2022.
- ☐ IPM2022-02: To mandate AI and FSC to review the definition of an Entity in Debt and Full Member. For Entity in Debt they should evaluate the feasibility of considering only the minimum survival expenses needed in the calculation of MoCR - instead of the average of expenses of the Entities. For Full Members, they should tackle the fact that some entities may nowadays be Full Members but Members in Alert or Entities in Debt simultaneously. In order to bring more clarity to it, they should come up with a proposal on how to identify this clearer. The progress of the mandate and the output shall be presented together with the progress and output of the distribution model mandate.
- ☐ IPM2022-04: To mandate AI and FSC to present an emergency distribution model and a reviewed version of the current model, as suggested by IA, by IC 2022. The emergency model shall be eventually legislated as to be reviewed every time the distribution model is reviewed.
- ☐ IPM2022-05: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022.

- ☐ IPM2022-07: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022.
- ☐ EGL May 2022 - 5: To mandate the FSC and AI to check whether the cap of 8% is more feasible than a solver by IC 2022.
- ☐ EGL May 2022 - 6: To mandate AI and FSC to review the AIESEC International operating budget for the term 2022-23 and make a revised proposal by IC Global Legislation, ensuring the budgeted Regional Human Resources lines are aligned with the predicted costs.
- ☐ VLM IC 2022 - 81: To Mandate AIESEC International & FSC to present a feasibility report for the creation of a global emergency fund by next ordinary Legislative meeting that should contain:
  - feasibility to create a global emergency fund
  - criteria of usage of the fund
  - taxes and regulation of the country (how to move money if we change the location of the office)
  - proposals on how to collect money for the fund
  - feasibility of funds to be invested and potential ROI (stocks, bonds, etc.)
- ☐ VLM IC 2022 - 93: To mandate Marina Manova as the Finance Subcommittee Chair for the term 2022-2023.

#### **3.3.4.2 Membership Subcommittee**

- ☐ IC2016-3: To mandate Klara Peic as Chair of the Membership Subcommittee for term 16.17.
- ☐ IC2016-5: To mandate the Membership Subcommittee to align the membership criteria with the new AIESEC OD Model. The outcome of the alignment shall be sent to the Global Plenary by January 31st 2017 and presented during IPM 2017.
- ☐ IC2017 - 7: That all regional chairs and the MSC be mandated to coordinate the creation of the growth network membership criteria system to be legislated the latest at the respective Presidents Meetings during autumn 2017.
- ☐ IC2017 - 17: To mandate all the Regional Chairs to research about the possibility of investment from the Regional Funds to the Global IM Fund. This mandate should be reported after December 1st 2017 with the amount of money each Regional Fund will invest.
- ☐ IC2017 - 44: To mandate Zarah Caraan as Chair of Membership Subcommittee (MSC) for the term 17.18.
- ☐ IPM2018 - 11: To mandate the Membership Subcommittee (MSC) to investigate which membership criteria that AI can provide support for the global plenary to fulfill easily.



- ☐ IPM2018 - 12: To mandate the Membership Subcommittee (MSC) to investigate a separate set of conditions for entities that are heavily affected by natural disasters and report by IC2018.
- ☐ IPM2018 - 13: To mandate the MSC to investigate and propose clarifications of the time period an entity has to regain their full membership after becoming an expansion, MiA or EiD. The report should be presented at IC 2018.
- ☐ IPM2018 - 15: To mandate the MSC to review section 2.5 in the
- ☐ supporting document "Member in War Status/Domestic & Civil Unrest" and propose improvements by IC 2018.
- ☐ IC 2018 – 52: That Michaela Rizzo is the Membership Subcommittee Chair for the term 2018-2019.
- ☐ IC2019-07: That Ermioni Coco is the Membership Subcommittee Chair for the term 1920
- ☐ IC2020-11: That Chester Shum is the Membership Subcommittee Chair for the term 2020-2021.
- ☐ TLC2021-01: To mandate the MSC to perform a general review on the membership criteria, submission of entity reports and a potential process to encourage progress in membership criteria fulfilment. The output shall be presented before April 30th in order for potential changes to be in effect before the next Membership Check at IC 2021.
- ☐ IC2021-8: To mandate Eliazar Kolachi as the Membership Subcommittee Chair for the term 2021-2022.
- ☐ IPM2022-01: To mandate MSC to review the membership criteria from the lens of equity with representatives from each of the regions and present a proposal by IPM ILM 2023 with a progress report by IC ILM 2022.
- ☐ IPM2022-12: To mandate ICB to run checks with other internal and external bodies, including MSC, in order to align the requirements of the different audits/checks. The output is to be presented by May 2022.
- ☐ EGL May 2022 - 1: To mandate **MSC, ICB and AI** to review the 5. WAR STATUS AND DOMESTIC AND CIVIL UNREST of AIESEC Global Compendium Supporting Document A - MEMBERSHIP until the IC 2022 legislations. Research among potential “entities in war” status is an obligatory part of the reviewing process. The report must include the updated criteria of becoming 'Entity in war', the restrictions and the rights that “entity in war” will get together with a status. The report must enable entities to use the status at the next Legislations immediately.
- ☐ VLM IC 2022 - 83: To mandate MSC, ICB and AI to review the 5. WAR STATUS AND DOMESTIC AND CIVIL UNREST of AIESEC Global Compendium Supporting Document A - MEMBERSHIP until the IPM 2023 legislations. Research among potential “entities in war” status is an obligatory part of the reviewing process. The report must include the updated criteria of becoming 'Entity in war', the restrictions and the rights that “entity in war” will get together with a status , as well as an updated

name for the status. The report must enable entities to use the status at the next Legislations immediately.

- ☐ VLM IC 2022 - 94: To mandate Diksha Subedi as the Membership Subcommittee Chair for the term 2022-2023.
- ☐ VLM IPM 2023 - 46: To extend the deadline of MSC Mandate " Membership criteria through the lens of equity (MSC to review the membership criteria from the lens of equity with representatives from each of the regions)" till IC ILM 2023.

### 3.3.4.3 Governance and Legislation Subcommittee

- ☐ IC2016-52: To mandate Evelin Kütt as the Chair of the Governance and Legislation Subcommittee for the term 16.17.
- ☐ IC2017 - 40: To mandate Fernando Javier Castillo as Chair of Global Legislation Subcommittee (GLSC) for the term 17.18.
- ☐ IPM2018 - 49: That AIESEC International and the Governance and Legislation Subcommittee review the Global Decision Making process stipulated in the point 5 of the Global compendium, and bring up a proposal for making the process more efficient and aligned to our needs by the 31st of May of 2018.
- ☐ IPM2018-51: To mandate Governance & Legislation sub-committee (GLSC) to ensure a complete consistency of all parts of the global compendium in its structure and references by Day 0 of ILM in Egypt 2018. In case of doubt in the process, the relevant boards and sub-committees must be consulted.
- ☐ IC2018-17: That the GLSC research for the online vote system and present it by IPM 2019
- ☐ IC2018- 47: That Deasy Helena Muzima is the Governance and Legislation Subcommittee Chair for the term 2018-2019.
- ☐ IC2019- 12: That Caroline Wenninger is the Governance and Legislation Subcommittee Chair for the term 1920.
- ☐ IC2019- 04: Mandate GLSC to review the compendium in the process of its making post IC 2019 to change all citations of External Relations (ER), Partnerships Development (PD) to Business Development (BD).
- ☐ IPM2020-03: To mandate the GLSC to change all mentions of China, Mainland to Mainland of China.
- ☐ IPM2020-10: To mandate the GLSC to review mistakes in the compendium and restructure based on topics. This review should be presented during IC India 2020.

- ☐ IPM2020-11: To mandate GLSC to change all citations of AIESEC International established in the Netherlands to Canada in the Global Compendium and the Supporting Document of the Global Compendium where applicable by IC 2020.
- ☐ IC2020-07: To Mandate GLSC to revise Global Compendium, Global Compendium Supporting Documents and Annexes, and Global Subcommittees Job Descriptions, and propose by IPM 2021 any necessary changes to align the current documents and roles with the new AIESEC Portfolio Internal Policies and its Annexes.
- ☐ IC2020-08: To Mandate GLSC to review the compendium in the process of its making post-IC 2020 to change all citations of Internal Control Board to International Control Board.
- ☐ IC2020-16: That Lea Benková is the Governance and Legislation Subcommittee Chair for the term 2020-2021.
- ☐ TLC2021-11: The mandate GLSC in cooperation with AIESEC International, Global Boards and Subcommittees to review the content of the Compendium, its Supporting Document and Annexes in order to ensure the relevance of the documents until IC 2021.
- ☐ IC2021-12: To mandate Maarten Hermans as the Governance and Legislation Subcommittee Chair for the term 2021-2022.
- ☐ IC2021-14: To mandate AIESEC International, Global Steering Team and GLSC to research and create principles for decision making in the organisation, including stakeholders involvement, as well as communication and downscaling for the global plenary, and bring the proposal by TLC ILM 2022.
- ☐ IC2021-17: To mandate GLSC to replace the existing documents: Global Compendium - Global Compendium Supporting Document A- Membership - Global Compendium Supporting Document B-AIESEC Portfolio Management - Global Compendium Supporting Document C-Financial Management - Global Compendium Supporting Document D-Global Decision Making - Global Compendium Supporting Document E-AI management - Global Compendium Supporting Document F-Pipeline management; With a new version of the documents, including all the grammatical, formatting, numbering and content changes resulting from the Compendium review mandate executed by GLSC. The changes shall be implemented 30 days after IC 2021 together with the changes from the respective ILM.
- ☐ IPM2022-16: To mandate GLSC to extend their current mandate IC2021-17 to replace the existing documents of Global Compendium and for it to be executed by the Global Compendium update of VLM of IPM 2022:  
Global Compendium  
Global Compendium Supporting Document A- Membership  
Global Compendium Supporting Document B-AIESEC Portfolio Management

Global Compendium Supporting Document C-Financial Management

Global Compendium Supporting Document D-Global Decision Making

Global Compendium Supporting Document E-AI management

Global Compendium Supporting Document F-Pipeline management

With a new version of the documents, including all the grammatical, formatting, numbering and content changes resulting from the Compendium review mandate executed by GLSC. The changes shall be implemented 30 days after IPM 2022 together with the changes from the respective VLM.

- ☐ VLM IC 2022 - 98: To mandate Dorina Dula as the Governance and Legislation Subcommittee Chair for the term 2022-2023.

#### **3.3.4.4 IM Subcommittee**

- ☐ IC2016-61: To mandate Yaneisha Perez Padilla as the Chair of the IM Subcommittee for the term 16.17.
- ☐ IC2017- 38: To mandate Allan Neves as Chair of the Information Management (IM) Subcommittee for the term 17.18.
- ☐ IC2018 - 51: That Prayog Mali is the IM Subcommittee Chair for the term 2018-2019.
- ☐ IC 2019- 11: That Luis Felipe Domínguez Aguilar is the IM Subcommittee Chair for the term 19.20
- ☐ IC2020-15 That Leonard Müller is the Information Management Subcommittee Chair for the term 2020-2021.
- ☐ IC2021-13: To mandate Sergio Kevin Morales Villarroel as the Information Management Subcommittee Chair for the term 2021-2022.
- ☐ VLM IC 2022 - 99: To mandate Kaneel Dias as the Information Management Subcommittee Chair for the term 2022-2023.

#### **3.3.4.5 Legal Subcommittee and Internal Auditor**

- ☐ IPM2016-16: To mandate the Internal Auditor along with AIESEC International to define a new Risk Report for the plenary.
- ☐ IPM2016-17: To appoint Siddharth Bali as the Internal Auditor of AIESEC International.
- ☐ IC2016-58: To mandate the Legal Subcommittee to present an audit and reporting process tool for external bodies to provide the plenary clear accountability. The tool needs to be present to the external bodies by 31st of December 2016.
- ☐ IC2016-59: To mandate the Legal Subcommittee and ICB to conduct a research into how the XPP can be evolved in the context of virtual expansions. The findings shall be sent to the Global Plenary by the 31st of January 2017 and presented during IPM 2017.

- ☐ IC2016-60: To mandate Bianca Weinberg as Chair of the Legal Subcommittee for the term 16.17
- ☐ IC2017-24: That the Legal Subcommittee provides a risk assessment report to the plenary until August 30, 2017 with the analysis assessing the risks to modify the selection criteria of the Internal Auditor.
- ☐ IC2017-28: That AIESEC International and the Legal Sub-Committee must conduct a risk assessment upon the compliance with the General Data Protection Regulation, and based on this create a contingency, implementation and change management plan to fully comply with the GDPR as AIESEC. This must be presented to the global plenary by IPM 2018.
- ☐ IC2017-35: To mandate Ruan Marcos de Souza Caetano as Chair of the Legal Subcommittee (LSC) for the term 17.18.
- ☐ IPM2018 - 69: To mandate Ricardo Vitorino as Internal Auditor for the term 2018-2019
- ☐ IC2018-06: That the Legal Subcommittee conduct an election process for a second Internal Auditor from the 1st of August 2018.
- ☐ IC2018-53: That Zaki Bihan is the Legal Subcommittee Chair for the term 2018-2019.
- ☐ IC2018- Automatic Motion: AIESEC in Tajikistan be disbanded.
- ☐ IPM 2019-41: AIESEC in Seychelles be disbanded.
- ☐ IC 2019- 08: That Rebecca Clow is the Membership Subcommittee Chair for the term 19.20
- ☐ IC 2019-02: Legal subcommittee (LSC) to be mandated for creating a report with a proposal of the procedure to disband entities without involving current members of the disbanded entity. This report is to be submitted and presented by IPM 2020.
- ☐ IC2019 - Automatic Motion: AIESEC in Afghanistan be disbanded
- ☐ IC 2019 - Automatic Motion: AIESEC in Laos be disbanded
- ☐ IPM2020-15: That AIESEC in Slovenia be disbanded.
- ☐ IPM2020-16: That AIESEC in Ireland be disbanded.
- ☐ IPM2020-17: That AIESEC in Malta be disbanded.
- ☐ IPM2020-18: That AIESEC in Fiji be disbanded.
- ☐ IC2020-12: That Nida Altuğ is the Legal Subcommittee Chair for the term 2020-2021.
- ☐ IC2020-20: That AIESEC in Gabon be disbanded.
- ☐ IC2020-21: That AIESEC in Sultanate of Oman be disbanded.
- ☐ IC2020-22: That AIESEC in Uruguay be disbanded.
- ☐ IC2021-9: To mandate Andreea Dobre as the Legal Subcommittee Chair for the term 2021-2022.
- ☐ IC2021-16: To mandate AIESEC International and LSC to review the responsibilities and processes of the Legal Subcommittee with the main focus on the process of legally disbanding an entity until IPM 2022.

- ☐ IPM2022-42: That AIESEC in Puerto Rico be disbanded
- ☐ VLM IC 2022 - 21: That AIESEC in Belarus be disbanded
- ☐ VLM ic 2022 - 24: That AIESEC in Cape Verde be disbanded
- ☐ VLM IC 2022 - 95: To mandate Shahzeb Iftikhar as the Legal Subcommittee Chair for the term 2022-2023.

#### **3.3.4.6 ILM Subcommittee**

- ☐ IPM2017-56: To mandate Olena Shershun as Chair of the ILM Subcommittee for the term 16.17
- ☐ IC2017 -37: To mandate Shane Brannigan as Chair of the International Legislation Meeting (ILM) Subcommittee for the term 17.18.
- ☐ IPM2018 - 77: To mandate the ILM subcommittee and AIESEC International to present a report by IC 2018 with an analysis, projection and inferences regarding global conferences sustainability improvements. Including:
  - a) A report of the main visa issues and learning points from previous IPMs and ICs since 2014 that directly affected conference attendance.
  - b) To present an analysis in consultancy with the finance global subcommittee of how conferences fee pricing and TCS should be managed.
  - c) To present the main inferences on what do we deeply need to anticipate and aim for, in order to ensure global conference sustainability.
  - d) To present the main points and criteria that need to be added for an entity to get a BID. (This refers to topics such as entity health status, performance status, warm risks, financial management and accountability routine within others).
  - e) To reevaluate the main pains and gains in the global conferences contracts.
  - f) Add any other topics that the subcommittee consider important and relevant involving the regional chairs and regional directors on them
- ☐ IC2018 – 50: That Dania Jesus is the ILM Subcommittee Chair for the term 2018-2019
- ☐ IC2019 - 10: That Luis Ahumada is the ILM Subcommittee Chair for the term 1920
- ☐ IPM2020-12: Mandate ILMSC in consultation with FSC to research and create a decision-making framework for ILM Delegate Fees. This framework should aim to assist the global plenary in reviewing the adequate Delegate Fees for ILMs in the future. This framework should be presented at IC 2020.
- ☐ IC2020-14: That Cesar Ramirez is the International Legislative Meetings Subcommittee Chair for the term 2020-2021.
- ☐ IC2020-19: Mandate ILMSC with the consultation of FSC and AIESEC International to research and create a decision making framework for ILM Delegate Fees. Previous entities that hosted an ILM in

the past 5 years, should also be consulted in this process. This framework should aim to assist the global plenary in reviewing the adequate delegate fees for ILMs in the future. This framework should be presented by October 31st.

- ☐ VLM2020-07: To mandate the ILMSC and AIESEC International to review the current bidding criteria process for ILMs, considering the organization's and external current context.
- ☐ This review should consider the timeline for the decision making of conference changes and cancellations, based on external and internal factors. The output of the mandate should be shared with the Global Plenary by next Global Legislation.
- ☐ IC2021-11: To mandate Havillah Ogutu as the International Legislative Meetings Subcommittee Chair for the term 2021-2022.
- ☐ IC2021-15: To mandate AIESEC International and ILMSC to propose the needed changes in Compendium regarding the timeline, names and objectives of the global and regional conferences until IPM 2022.
- ☐ IPM2022-08: To mandate AIESEC International and ILMSC to propose the needed changes in Compendium regarding the timeline, names and objectives of the global and regional conferences, taking into consideration the global plenaries input until May 2022.
- ☐ VLM IC 2022 - 97: To mandate Agnieszka Lach as the International Legislative Meetings Subcommittee Chair for the term 2022-2023.

#### 3.3.4.7 Ethics Subcommittee

- ☐ IC2017 - 3: AIESEC International, Ethics Subcommittee and ICB to do a research on accountability systems in cases of ethical misconduct. The result shall be presented by IPM 2018.
- ☐ IC2017 - 12: To mandate the Ethics Sub Committee to inspect the individuals who are engaged on the AIESEC in US Whistleblowing Case presented at IC Colombia 2017. (MCP 1617, MCVPs involved, AIVP member, etc.)
- ☐ IC2017 - 39: To mandate Gilberto Oliveira Neto as Chair of Ethics Subcommittee (ESC) for the term 17.18.
- ☐ IC 2018 - 49: That Virnia Patzi is the Ethics Subcommittee Chair for the term 2018-2019.
- ☐ IPM2019- 38: To mandate the Ethics Subcommittee to research an accountability and a follow up system about ethic cases resolutions, blacklisted members, sanctions and related entities and external bodies related to AIESEC and present this at IC 2019.
- ☐ IC 2019 - 09: That Elena López is the Ethics Subcommittee Chair for the term 1920
- ☐ IPM2020-01: Mandate the ESC chair to present a report containing research on feasibility of introducing ethics related criteria to global membership criteria by IC 2020.

- ☐ IPM2020-02: To mandate ESC to create a protocol on anti sexual harassment policies and an implementation plan, taking into account ICB, IA and AI help, and present it on IC 2020.
- ☐ IC2020-62: That Elisabetta Castaldo is the Ethics Subcommittee Chair for the term 2020-2021.
- ☐ IC2021-1: To mandate the global ESC to standardize the process of case resolution and consequences of a lost case, and to propose motions related to this until IPM 2022, they must consult with an external specialist in researching and defining the new case resolution process.
- ☐ IC2021-2: To mandate ESC to introduce a compliance matrix, consequences and sanctions regarding ethical misconducts until IPM 2022.
- ☐ IC2021-1: To mandate the global ESC to standardize the process of case resolution and consequences of a lost case, and to propose motions related to this until IPM 2022, they must consult with an external specialist in researching and defining the new case resolution process.
- ☐ IC2021-2: To mandate ESC to introduce a compliance matrix, consequences and sanctions regarding ethical misconducts until IPM 2022.
- ☐ IC2021-10: To mandate Dániel Al-Nuwaihi as the Ethics Subcommittee Chair for the term 2021-2022.
- ☐ IPM2022-14: To extend the mandate of the global ESC to standardize the process of case resolution and consequences of a lost case, and to propose motions related to this until IC 2022, they must consult with an external specialist in researching and defining the new case resolution process.
- ☐ IPM2022-15: To mandate the ESC to introduce a compliance matrix, consequences and sanctions regarding ethical misconducts, including, but not limited to the separation of harassment cases based on level of severity until IC 2022
- ☐ VLM IC 2022 - 49: To mandate the ESC to introduce a compliance matrix, consequences and sanctions regarding ethical misconducts, including, but not limited to the separation of harassment cases based on level of severity until IPM 2023.
- ☐ VLM IC 2022 - 96: To mandate Lydia Adamou as the Ethics Subcommittee Chair for the term 2022-2023.

#### 3.3.4.8 Others

- ☐ November VLM2015-1: Authorizing AIESEC in Austria to operate in the market of Liechtenstein.
- ☐ May VLM2015-1: Authorizing AIESEC in Belgium to operate in the market of Luxembourg.
- ☐ IPM2017-30: To mandate the following entities to implement project Invent EwA piloting and framework and present final report by 30th June 2017: AIESEC in Armenia, AIESEC in Azerbaijan, AIESEC in Bosnia and Herzegovina, AIESEC in Brazil, AIESEC in Finland, AIESEC in Ghana, AIESEC in Laos, AIESEC in Malta, AIESEC in Russia, AIESEC in South Africa, AIESEC in Tunisia



- ☐ IPM2017-31: To mandate the following entities to implement project Support our current expansions (local expansions) and present final report by 30 June 2017: AIESEC in Afghanistan, AIESEC in Albania, AIESEC in Belarus, AIESEC in Ecuador, AIESEC in Kyrgyzstan, AIESEC in Latvia, AIESEC in Republic of Macedonia, AIESEC in Puerto Rico, AIESEC in United Arab Emirates
- ☐ IPM2017-32: To mandate the following entities to implement project Expanding through open platform piloting and business model creation (Virtual Allocated Markets) and present final report by 30 June 2017: AIESEC in Austria, AIESEC in Bahrain, AIESEC in Colombia, AIESEC in Egypt, AIESEC in France, AIESEC in Germany, AIESEC in Greece, AIESEC in India, AIESEC in Spain, AIESEC in United Arab Emirates
- ☐ IPM2017-33: To mandate the following entities to implement project Structure research and piloting and present final report by 30 of June 2017: AIESEC in Brazil, AIESEC in Bolivia, AIESEC in Chile, AIESEC in Germany, AIESEC in France, AIESEC in Indonesia, AIESEC in Ireland, AIESEC in Norway, AIESEC in Mongolia, AIESEC in Mozambique, AIESEC in Serbia, AIESEC in Sweden
- ☐ IPM2017-34: To mandate the following entities to implement project Focusing on attraction of enablers through COP and present final report by 30 of June 2017: AIESEC in Belgium, AIESEC in Canada, AIESEC in Greece, AIESEC in Ireland, AIESEC in India, AIESEC in Norway, AIESEC in France, AIESEC in Russia, AIESEC in Sweden, AIESEC in Switzerland, AIESEC in United Arab Emirates
- ☐ IPM2017-35: To mandate the following entities to implement project AIESEC 4 Youth Business model implementation and present final report by 30 of June 2017: AIESEC in Brazil, AIESEC in Croatia, AIESEC in Denmark, AIESEC in Jordan
- ☐ IPM2017-36: To mandate the following entities to implement project IT tool for financial info management and present final report by 30 June 2017: AIESEC in Egypt, AIESEC in Slovakia
- ☐ IPM2017-67: To mandate the Finance Sub Committee and regional chairs to design a new global budget decision making process that allows the global plenary to vote on individual elements of the budget independently. This new process is to be presented for IC 2017.
- ☐ IC2017 - 7: That all regional chairs and the MSC be mandated to coordinate the creation of the growth network membership criteria system to be legislated the latest at the respective Presidents Meetings during autumn 2017.
- ☐ IC2017 -17: To mandate all the Regional Chairs to research about the possibility of investment from the Regional Funds to the Global IM Fund. This mandate should be reported after December 1st 2017 with the amount of money each Regional Fund will invest.
- ☐ IC2017-24a: To mandate the following entities to implement project "Assessing AI-AAI Partnership" and present final report by IPM 2018: AIESEC in Finland, AIESEC in Ireland, AIESEC in Sweden , AIESEC in Italy, and AIESEC in Denmark.

- ☐ IC2017-24b: To mandate the following entities to implement project "Invent ELD Products" and present final report by IPM 2018: AIESEC in Bolivia, AIESEC in Nepal, AIESEC in Egypt, and AIESEC in Ukraine
- ☐ IC2017 -24c: To mandate the following entities to implement project "Digitalizing value delivery" and present final report by IPM 2018: AIESEC in Brazil, AIESEC in Bahrain, AIESEC in Croatia , AIESEC in Egypt, AIESEC in Germany, AIESEC in Greece, AIESEC in India, AIESEC in Mexico, AIESEC in Mainland of China, AIESEC in Morocco , AIESEC in Panama , AIESEC in Romania , AIESEC in Russia, AIESEC in Serbia, AIESEC in Sri Lanka, AIESEC in Sweden , AIESEC in USA, and AIESEC in Vietnam.
- ☐ IC2017-24d: To mandate the following entities to implement project "EWA improve and Invent" and present final report by IPM 2018: AIESEC in Austria, AIESEC in Costa Rica , AIESEC in Czech Republic , AIESEC in Egypt, AIESEC in Finland, AIESEC in Indonesia , AIESEC in Peru, AIESEC in Portugal
- ☐ IC2017-25e: To mandate the following entities to implement project "Management capacity building" and present final report by IPM 2018:AIESEC in Albania, AIESEC in Argentina , AIESEC in Azerbaijan , AIESEC in Ghana, AIESEC in Indonesia , AIESEC in Kenya, AIESEC in Malaysia, AIESEC in Mexico , AIESEC in Morocco , AIESEC in Oman , AIESEC in Panama , AIESEC in Russia, AIESEC in Slovakia , AIESEC in Thailand, AIESEC in Tunisia
- ☐ IC2017 - 25f:To mandate the following entities to implement project "Online Payment" and present final report by IPM 2018:AIESEC in Brazil, AIESEC in Bulgaria , AIESEC in Czech Republic , AIESEC in Germany , AIESEC in Hong Kong , AIESEC in Hungary , AIESEC in India , AIESEC in Mainland of China , AIESEC in Norway, AIESEC in Peru, AIESEC in Slovakia, AIESEC in Sweden , AIESEC in Switzerland, AIESEC in Netherlands
- ☐ IC2017 - 25g: To mandate the following entities to implement project "EWA Measurement and tracking" and present final report by IPM 2018:AIESEC in Lebanon , AIESEC in Hong Kong , AIESEC in India
- ☐ IC2017 - 25h: To mandate the following entities to implement project "Partner attraction and conversion " and present final report by IPM 2018: AIESEC in Belgium, AIESEC in Canada, AIESEC in Colombia, AIESEC in Denmark , AIESEC in Germany , AIESEC in Hungary , AIESEC in Ireland, AIESEC in Mainland of China, AIESEC in Poland, AIESEC in Romania , AIESEC in Switzerland, AIESEC in Thailand, AIESEC in US, AIESEC in Philippines , AIESEC in UAE
- ☐ IC2017 - 25i: To mandate the following entities to implement project "Talent Attraction" and present final report by IPM 2018: AIESEC in Argentina, AIESEC in France , AIESEC in Georgia, AIESEC in Guatemala, AIESEC in India, AIESEC in Jordan, AIESEC in Kenya, AIESEC in Malaysia,

AIESEC in Pakistan, AIESEC in Poland ,AIESEC in Serbia ,AIESEC in Sri Lanka , AIESEC in Turkey ,  
AIESEC in UK, AIESEC in US

- ☐ IC2017 - 25j: To mandate the following entities to implement project "Virtually allocated markets " and present final report by IPM 2018: AIESEC in Bahrain, AIESEC in Greece, AIESEC in UAE
- ☐ IC2017 - 25k: To mandate the following entities to implement project "Structures testing" and present final report by IPM 2018: AIESEC in Argentina, AIESEC in Brazil, AIESEC in Colombia , AIESEC in Ecuador, AIESEC in Georgia, AIESEC in Italy, AIESEC in Mexico , AIESEC in Thailand, AIESEC in Tunisia , AIESEC in Turkey , AIESEC in Ukraine
- ☐ IC2017 - 30: AIESEC International including the Regional Directors and the Regional Chairs to look into the development of regional ER principles and send a proposal out before IPM 2018.
- ☐ IPM2018 - 25: To mandate AIESEC in Australia, AIESEC in New Zealand, AIESEC in the United Kingdom and AIESEC in the United Arab Emirates to research and report on organisational threats of international students in their entities taking exchange with their home countries/territories and propose a way forward by IC 2018.
- ☐ IPM2018 - 55: To mandate AIESEC in Finland, India, Lebanon, Portugal, United States to implement the project of Roadmap for 17.18 term: EwA Improve & Invent and present a report by IC2018.
- ☐ IPM2018 - 56: To mandate AIESEC in Bolivia, Nepal to implement the project of Roadmap for 17.18 term: Invent ELD Products and present a report by IC2018.
- ☐ IPM2018 - 57: To mandate AIESEC in Bahrain, Greece, Mozambique, Switzerland, India to implement the project of Roadmap for 17.18 term: Virtually Allocated Markets and present a report by IC2018.
- ☐ IPM2018 - 58: To mandate AIESEC in Cameroon, France, Hong Kong, Hungary, Indonesia, Jordan, Pakistan, Peru, Serbia, Sri Lanka, United Kingdom to implement the project of Roadmap for 17.18 term: Talent Attraction and present a report by IC2018.
- ☐ IPM2018 - 59: To mandate AIESEC in Australia, Bahrain, Bolivia, Egypt, Ghana, Greece, India, Malaysia, Poland, Romania to implement the project of Roadmap for 17.18 term: Management Capacity Building and present a report by IC2018.
- ☐ IPM2018 - 60: To mandate AIESEC in Italy, Lebanon, Mongolia, Thailand to implement the project of Roadmap for 17.18 term: Culture Alignment and present a report by IC2018.
- ☐ IPM2018 - 61: To mandate AIESEC in Brazil, Colombia, Denmark, Egypt, Germany, Indonesia, Kenya, Mexico, Sweden, Switzerland, Turkey to implement the project of Roadmap for 17.18 term: OD Model Implementation and present a report by IC2018.
- ☐ IPM2018 - 62: To mandate AIESEC in Colombia, Denmark, Gabon, Kenya, Mexico to implement the project of Roadmap for 17.18 term: Structures Testing and present a report by IC2018.

- ☐ IPM2018 - 63: To mandate AIESEC in Austria, Belgium, Brazil, Canada, Germany, New Zealand, UAE, United States to implement the project of Roadmap for 17.18 term: Partners' Attraction & Conversion and present a report by IC2018.
- ☐ IPM2018 - 76: For AIESEC in Afghanistan Austria Ireland Belgium Latvia Pakistan Tunisia Canada Chile Mainlands of China Costa Rica Finland Sweden UK Greece Guatemala Hong Kong Indonesia Kuwait Lithuania Macedonia Mexico Namibia Peru Romania Portugal Singapore Slovakia South Africa Spain Sri Lanka Tanzania Venezuela to remove current global map from all their physical & digital communication channels by March 15th, 2018.
- ☐ IC2018 - 41 : That AIESEC in MoC, AIESEC in Hong Kong and AIESEC in Taiwan to do the investigation regard the sensitive political topics and draft relevant articles to be put into global compendium IPM 2019.
- ☐ IPM2019-91: The global plenary shall accept and implement the XPP revision immediately after the following criteria has been met. The criteria must be met by 15th of April 2019. Should the criteria be met, the new XPP shall go into immediate effect, starting the two week duration till 29th of April 2019, 00:01 GMT:
  - ☐ A feedback form shall be opened for a two week period from beginning February 19th for MCPs to submit feedback, questions, etc. about the XPP.
  - ☐ All feedbacks, questions, or insights given through the MCP feedback form shall be addressed in a response to the Global Plenary.
  - ☐ AI lawyers review the document and provide proof to the Global Plenary.
  - ☐ The final document is approved by AI VP Finance confirming the same.
- ☐ IPM2022-03: To mandate all regional offices to make the needed changes to comply with the centralization of the global budget in the regional growth network's compendia by May 2022 and to report at the IC 2022 legislation.
- ☐ IPM2022-06: To mandate AI and Global Board chairs to propose a standardized and transparent process, that involves the global plenary for the selection of the Global Board Chairs by May 2022.
- ☐ EGL May 2022 - 2: To mandate AIESEC in Ukraine to create a risk mitigation plan that needs to be approved by AI, ICB and RO with feedback from an external or member of the global Supervisory group with professional experience, as well as have monthly touch points with the entity development coach. The progress and risk mitigation plan are to be presented at IC 2022 legislation.
- ☐ EGL May 2022 - 3: To mandate AIESEC in Russia to create a risk mitigation plan that needs to be approved by AI, ICB and RO with feedback from an external or member of the global Supervisory group with professional experience, as well as have monthly touch points with the entity

development coach. The progress and risk mitigation plan are to be presented at IC 2022 legislation.

- ☐ EGL May 2022 - 4: To mandate AIESEC in Belarus to create a risk mitigation plan that needs to be approved by AI, ICB and RO with feedback from an external or member of the global Supervisory group with professional experience, as well as have monthly touch points with the entity development coach. The progress and risk mitigation plan are to be presented at IC 2022 legislation.

### 3.3.5 Subcommittees

#### 3.3.5.1 ICB

- ☐ IC2016-59: To mandate the Legal Subcommittee and ICB to conduct a research into how the XPP can be evolved in the context of virtual expansions. The findings shall be sent to the Global Plenary by the 31st of January 2017 and presented during IPM 2017.
- ☐ IC2017-3: AIESEC International, Ethics Subcommittee and ICB to do a research on accountability systems in cases of ethical misconduct. The result shall be presented by IPM 2018.
- ☐ IC2017-41: To mandate Daphne Ng as Chair of International Control Board (ICB) for the term 17.18.
- ☐ IPM2018 - 52: To mandate ICB to conclude investigation on Fake RE/CO that happened in years 2016, 2017 and 2018 (excluding the cases were already closed by ICB), based on the Report presented at IPM Romania. To present progress, conclusions, list of all entities that have been investigated and recommendations at IC 2018.
- ☐ IC2018-10: That ICB presents a report by IPM 2019 on Possibilities of Penalties and Support for the entities reported with misconduct & extraordinary cases related to exchange and/or it's delivery and to clarify and propose legislation if multiple cases of exchange misconduct occur in one instance, if that can be considered as one or multiple lost ICB cases.
- ☐ IC2018- 45: That Tennily Pessoa is the International Control Board Chair for the term 2018-2019.
- ☐ IPM2019- 67: That ICB presents a report by IC 2019 on the progress of implementation of Penalties and support for the entities reported with misconduct & extraordinary cases related to exchange and/or its delivery.
- ☐ IPM2019-68: To mandate ICB, AI and FSC to assess enforcement of transparent payment in the platform as well as research guidelines on regulations of fees charged to EPs to ensure a transparent and fair pricing. A report is to be presented at IC2019.
- ☐ IC 2019 - 15: That Karina Brunoro Rosa Oliveira is the International Control Board Chair for the term 1920

- ☐ ICM2020-18: That Karina Brunoro Rosa Oliveira is the International Control Board Chair for the term 2021.
- ☐ TLC2021-05: To mandate ICB to research the relationship between EP contracts & AEPP and review the annex of compensation policy by IC 2021.
- ☐ VLM2021-01 AIESEC in Sri Lanka "That AIESEC in Sri Lanka presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-02 AIESEC in Canada That AIESEC in Canada presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-03 AIESEC in Czech republic "That AIESEC in Czech Republic presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-04 AIESEC in Cote D'ivoire That AIESEC in Cote D'ivoire presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-05 AIESEC in Switzerland That AIESEC in Switzerland presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-06 AIESEC in Guatemala That AIESEC in Guatemala presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-07 AIESEC in Tunisia That AIESEC in Tunisia presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ VLM2021-08 AIESEC in Namibia That AIESEC in Namibia presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must

include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.

- ☐ VLM2021-09 AIESEC in Cambodia That AIESEC in Cambodia presents a report of the next steps taken after the result of the ICB Audit Report, in the next ILM (IC 2021). The report must include but is not limited to the progress of the action plan created by ICB. This action plan can be found as an external link of the final audit report of this entity.
- ☐ IC2021-3: To mandate ICB to propose a compliance score system based on the ECB Audit Report to be added as a possible criteria in the membership check.
- ☐ IC2021-4: To mandate ICB to clarify the flexibility over AEPP and national compendium as well as propose a standardized contract to be adapted to each entity's reality based on national laws.
- ☐ IPM2022-07: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IC 2022..
- ☐ IPM2022-11: To mandate ICB to clarify the flexibility over AEPP and national compendium, as well as propose a standardized contract to be adapted to each entity's reality based on national laws by IPM 2023.
- ☐ IPM2022-12: To mandate ICB to run checks with other internal and external bodies, including MSC, in order to align the requirements of the different audits/checks. The output is to be presented by May 2022.
- ☐ EGL May 2022 - 1: To mandate **MSC, ICB and AI** to review the 5. WAR STATUS AND DOMESTIC AND CIVIL UNREST of AIESEC Global Compendium Supporting Document A - MEMBERSHIP until the IC 2022 legislations. Research among potential “entities in war” status is an obligatory part of the reviewing process. The report must include the updated criteria of becoming 'Entity in war', the restrictions and the rights that “entity in war” will get together with a status. The report must enable entities to use the status at the next Legislations immediately.
- ☐ VLM IC 2022 - 68: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IPM 2023.
- ☐ VLM IC 2022 - 71: To mandate Tshenolo Nakedi Mokgwetsi as the International Control Board Chair for the term 2023.
- ☐ VLM IPM 2023 - 66: To mandate AI and ICB to do research on how to guarantee impartiality inside ECB teams, taking into account the possibility of the ECB team members sharing additional current roles inside AIESEC, until IPM 2024 with a progress report presented in IC 2023

### 3.3.5.2 GFB

- ☐ IPM2017-36: To mandate the following entities to implement project IT tool for financial info management and present final report by 30 June 2017: GFB
- ☐ IPM2017-66: To mandate FSC, AI VP Finance, AI VP Network Management and the GFB to analyse the costs for network support in AIESEC International, GEB, GFB, ICB, OSTs and RSTs and present the report including optimization solutions.
- ☐ IC2017 - 42: To mandate Thomas Cheung as Chair of Global Finance Board (GFB) for the term 17.18
- ☐ IC2018-44: That Ramille Anthony Martinez is the Global Finance Board Chair for the term 2018-2019.
- ☐ IC 2019 - 14: That Ramille Anthony Martinez is the Global Finance Board Chair for the term 1920
- ☐ IC2020-01 To mandate Global Finance Board and International Control Board to research into the topic of two-year terms of Global Board Management Teams and 2-3 year long term ambitions for the Global Boards, and present the output of the research along with a recommendation proposal in IPM 2021.
- ☐ IC2020-17: That Yoseli Rivera is the Global Finance Board Chair for the term 2021.
- ☐ VLM2021-12 GFB To mandate GFB, in support from FSC and AI, proposed ways on increasing controls on GFB data submitted in order to allow data accuracy to a point that it can be used to calculate the global distribution model, by IC 2021.
- ☐ VLM IPM 2023 - 83: To mandate Raed Belaidi as the Global Finance Board Chair for the term 2023.

### 3.3.5.3 GEB

- ☐ IC2017 - 43: To mandate Karan Sawhney as Chair of Global Expansions Board (GEB) for the term 17.18.
- ☐ IPM2018 - 14: To mandate GEB and AIESEC International to investigate the current state of AIESEC in Tajikistan and present their findings with a recommendation of whether or not the entity should remain in the global plenary by IC 2018. The report should be include communication with the Alumni and should be sent no later than the 1st of June.
- ☐ IPM2018 - 50: Mandate GEB to create and present a standard checklist of support given to current expansions until 15th of March 2018.
- ☐ IPM2018 - 67: To discharge Karan Sawhney as Chair of Global Expansions Board (GEB) for the term 17.18.
- ☐ IPM2018 - 68: To mandate Miron Lukač as Chair of the Global Expansion Board (GEB) for the term 17.18.



- ☐ IC2018-09: That GEB select maximum of 5 supporting entities for physical Expansions by 1st of September of 2018. The selected entities should be approved by FSC and announced to Global Plenary by 10th of September of 2018.

Finance Subcommittee shall approve all the Contracts Between Supporting entities, expansions and GEB by 15th of September of 2018.

The supporting entities selected by GEB, after finishing the delivery of the contract by IC 2019 receives from the global plenary 50% of the money invested to support a physical expansion discounted in the next AI fee.

The total amount of the discount should be charged from the global plenary according to distribution model set in supporting document for the global compendium 4.5.1

The supporting entity must fulfill all the requirements in the contract to receive the refund from global plenary.

The maximum amount allowed to partner entities to contribute is 15.000,00 euros in total. Therefore, the maximum refund to partner entity from global plenary is 7.500,00 euros in total.

This mandate shall be revised in IPM 2019 after presentation of report from GEB to Global plenary with budget execution and results achieved by physical expansions.

- ☐ IC2018-45 : That Ruan Caetano is the Global Expansion Board Chair for the term 2018-2019.
- ☐ IPM2019- 86: That GEB select supporting entities for physical Expansions. The selected entities should be approved by FSC and announced to Global Plenary. Finance Subcommittee shall approve all the Contracts Between Supporting entities, expansions and GEB. The supporting entities selected by GEB, after finishing the delivery of the contract by IC 2019 or IPM 2020 receives from the global plenary 50% of the money invested to support a physical expansion discounted in the next AI fee. The total amount of the discount should be charged from the global plenary according to distribution model set in supporting document for the global compendium 4.5.1 The supporting entity must fulfil all the requirements in the contract to receive the refund from global plenary. The maximum amount allowed to all partner entities to contribute is 15.000,00 CAD in total. Therefore, the maximum refund to partner entity from global plenary is 7.500,00 CAD in total. This mandate shall be revised in IPM 2020 after presentation of report from GEB to Global plenary with budget execution and results achieved by physical expansions. In case there is no entity interested to invest in current expansions , GEB will be able to re-allocate its budget to make this investments in entities. In case this happens the same procedure stated for an supporting entity will be followed. A contract will be signed between GEB and the expansion. Finance Subcommittee shall approve all the Contracts Between expansions and GEB. After finishing the delivery of the contract by IC 2019 or IPM 2020 GEB receives from the global plenary 50% of the money invested to support a physical expansion added to GEB fund. The total amount of the discount should be charged from the global

plenary according to distribution model set in supporting document for the global compendium 4.5.1.

- ☐ IC2019- 13: That Omar Mohamed Fawzy Mohamed Soliman is the Global Expansion Board Chair for the term 1920.

## 4. LEGISLATIVE MEETINGS

### 4.1 Minute Taking

The following are the procedures for minuting. These procedures are to be used for the taking of minutes at all ILMs.

#### 4.1.1 General

**4.1.1.1** At the top right-hand corner on the first page for each set of minutes, the following information is to be stated:

- ☐ Minutes of ILM
- ☐ Date of Session

**4.1.1.2** At the top left-hand corner on the first page, the following information shall be given:

- ☐ Title of the meeting (i.e. International Congress or International President's Meeting)
- ☐ Place of meeting
- ☐ Dates of meeting.

**4.1.1.3** Above the beginning of the minutes should be stated:

- ☐ The name of the Chairperson and Secretary for the ILM.
- ☐ Time of commencement
- ☐ The time at which the Chairperson declares the ILM open shall be recorded in the first sentence of the minutes.

### 4.2 Roll Call

**4.2.1** A list of Members present at the commencement of the ILM, together with AI members, shall appear at the beginning of the minutes. Members subsequently joining/leaving the session shall be recorded in the minutes.

### 4.3 Procedural Motions

**4.3.1** These motions only refer to the conduct of the debate and consist of:

- ☐ Opening of the ILM
- ☐ Approving the Chairperson
- ☐ Approving the Secretary

- ☐ Granting speaking rights
- ☐ Motions listed in the current document.

**4.3.2** Heading: Each Procedural Motion shall be headed as in the following sample:

MOTION (PROCEDURAL)

Proposed by: A

Seconded by: B

Motion reads: That the motion now be put.

## **4.4 Procedural Motions**

**4.4.1** Numbering: All Motions shall be numbered, taken out Procedural Motions.

**4.4.2** Heading: Each Motion shall be clearly headed as in the following sample:

MOTION XY

Proposed by: A

Seconded by: B

Motion reads: That section 1.2.3 of the International Compendium shall be changed as follows: (...).

### **4.4.3 Amendments**

**4.4.3.1** Amendments proposed to motions shall be included in the minutes. Once an amendment has been completed, it shall be included in the final version of motion noted and voted upon.

## **4.5 Recording of Voting**

### **4.5.1 Normal voting**

**4.5.1.1** In case the Motion carried: "VOTING: CARRIED with X for, Y against and Z abstentions"

**4.5.1.2** In case of motions defeated: "VOTING: DEFEATED with X for, Y against and Z abstentions"

### **4.5.2 Roll Call vote**

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

### **4.5.3 Procedural motions**

**4.5.3.1** When procedural Motions are introduced between a regular motion and the voting thereupon, the two votes should be recorded as follows:

MOTION XY

Proposed by: A

Seconded by: B

Motion reads: That section 1.2.3 of the International Compendium shall be changed as follows: (...)

MOTION (PROCEDURAL)

Proposed by: A

Seconded by: B

Motion reads: That the motion now be put.

VOTING: CARRIED unanimously

VOTING on Motion1: CARRIED, etc.

#### **4.6 Closure of ILM**

**4.6.1** The time at which the Chairperson declares the Session closed will be recorded in the final sentence of the minutes.

## 5. EXTRAORDINARY GLOBAL LEGISLATIONS

Apart from the Global Legislations (GL) during ILMs (IPM, IC), there is the option that for extraordinary matters, an Extraordinary GL can be set up virtually. An Extraordinary GL shall be held in the case of a subject that needs to be decided on urgently and that can't be postponed for an ordinary GL at IC and IPM.

### 5.1 Decision to call an Extraordinary ILM

**5.1.1** The Chair of the Governance & Legislation Subcommittee, the AI VP F and the PAI shall decide together about whether to accept or reject the proposal of calling for an Extraordinary ILM. In case the three parties cannot come to a common decision, the PAI has the final decision power.

### 5.2 Process to call for an Extraordinary GLs

**5.2.1** Any Entity in AIESEC can send a proposal to call for an Extraordinary GL. The proposal must be sent to the PAI, AI VP F and the Governance & Legislation Subcommittee Chair.

**5.2.2** The proposal must state the reason/s of calling for an extraordinary GL, the motion/s and/or mandate/s that shall be voted on, a proposed date of the extraordinary GL and supporting documents. In case there are plenty of supporting documents, a one-page summary shall also be provided.

**5.2.3** The earliest date of holding an Extraordinary GL is two weeks after the proposal got accepted. The latest date of holding an Extraordinary GL is four weeks after the proposal got accepted.

**5.2.4** The Global Plenary shall be notified immediately after the proposal got accepted, alongside with sending preparation documents, submission form for additional topics to be discussed, a timeline of legislation fair, the date of the GL.

**5.2.5** The Global Plenary has the option to submit additional topics for the Extraordinary GL through the submission form. The Entity submitting additional topics must state a reason to justify the urgency of the topics being discussed earlier than on an ordinary GL in the upcoming ILM. There are 3 days since announcing the Extraordinary GL until the submission form for additional topics closes. The legislation booklet shall be sent to the plenary after the legislation fair.

### 5.3 Chair

**5.3.1** The Chair of an Extraordinary GL is appointed by AIESEC International.

## **5.4 Legislation Fair**

**5.4.1** During the legislation fair only the proposed motion/s and/or mandate/s shall be discussed.

**5.4.2** The system to be used and the link to the virtual legislation room shall be communicated to the MCPs alongside the announcement of the GL.

**5.4.3** After the legislation fair, the Governance and Legislation Subcommittee Chair sends an output of the legislation fair to the Global Plenary and together with the final legislation booklet and the process of voting during an extraordinary GL.

## **5.5 Virtual Legislation Meeting**

**5.5.1** The system to be used and the link to the virtual legislation room shall be communicated to the MCPs alongside the announcement of the GL.

**5.5.2** The voting platform will be at the discretion of the AI VP F and GLSC Chair. The voting platform and the actual voting process is dependent on the agreement between Governance and Legislation Subcommittee Chair and the AI VP F. Global Plenary is going to be informed prior to the legislation about the specifics of the voting process alongside the announcement of the GL.

**5.5.3** Full members shall type the name of their Entity in the form of “AIESEC in Wonderland” in the chat box and the Chair will make a speakers list. If a member no longer wishes to participate, they shall type “wave” or type the symbol “~” in the chat box.

**5.5.4** Amendments, point of order or point of information shall be done in chatting.

**5.5.5** Typing and speaking are all counted as representation of the Entity in a virtual ILM.

**5.5.6** During the roll call, every Entity is being called maximum three times, first 2 times when their turn comes and last time at the end of the roll call. In the case that the representative of the Entity does not announce themselves as present, they will be marked absent.

**5.5.7** In case of force majeure occurring during the roll call, or any other part of the legislation meeting, making the presence of the Entity representative impossible, Membership Subcommittee and AI VP F will assess the cases individually.

**5.5.8** Proxy Voting shall be allowed at Extraordinary GLs. The Chair of the Governance & Legislation Subcommittee, the AI VP F and the PAI have to be informed about the assigned Proxy latest 1 hour before the GL starts. The Proxy Letter has to be signed and sent to the GLSC Chair, AI VP F and PAI through an official e-mail communication. During Extraordinary Global Legislations, the Proxy has to be MCP from another full-member Entity.

**5.5.9** There will be one secretary to take minutes in the chatting of each motion as well as when people are speaking with a microphone.

## 6. GOVERNANCE AND LEGISLATION SUBCOMMITTEE (GLSC)

### 4.1 Role

4.1.1 Manage the legislation education of MCPs.

4.1.2 Review compendium once a year.

4.1.3 Organizing and managing legislation fairs (creating the agenda with the support of AI VP F and hosting the space). Assuring agenda for legislation fair is sent out on day 0 of ILM.

4.1.4 Ensuring that proposals of motions and mandates are consistent.

4.1.5 Informing all Subcommittees, External Bodies and AIESEC International about the timeline for ILM preparation until two (2) months prior to the ILM. This includes:

- ☐ Deadline to submit reports about ongoing mandates to the GLSC: twenty (20) days before Day 0 of an ILM.
- ☐ Deadline to submit reports about Subcommittees to the GLSC: twenty (20) days before Day 0 of an ILM. (Legal & Governance Subcommittee is required to submit reports of ICB and GFB as well as a list of findings from the reports).

4.1.6 Informing the plenary about the following deadlines:

- ☐ Deadline to submit topics for the legislation fair is Seven(7) days before Day 0 of ILM.

4.1.7 The deadlines for the tasks to be fulfilled by the GLSC are the following:

- ☐ Send out reports of Subcommittees and External Bodies and a list of findings to the Global Plenary ten (10) days before Day 0 of ILM.
- ☐ Releasing 1st legislation booklet: 5 days before Day 0 of an ILM.
- ☐ Releasing final legislation booklet: 48 hours before the Global Legislation takes place.



# AIESEC

## Global Compendium

### Supporting Document E

# AI MANAGEMENT

Updated VLM IPM 2023

Updated by Governance and Legislation Subcommittee and  
approved by AIVP Finance

## 0. TABLE OF CONTENT

<b>0. TABLE OF CONTENT</b>	<b>2</b>
<b>1. DATA PRIVACY AND TERMS OF USE POLICIES OF GLOBAL INFORMATION SYSTEM</b>	<b>3</b>
1.1 Privacy Statement	3
1.2 Terms of use	7
<b>2. GLOBAL INFORMATION MANAGEMENT PRINCIPLES</b>	<b>14</b>
2.1 Global Information Management Principles	14
2.2 Implementation of Global Information Systems	14
2.3 Data Security	14
2.4 Data Ownership	14
2.5 Application development and user experience	14
2.6 System performance and availability	15
2.7 Global IS management	15
2.8 Member Committee information system's interoperability with the Global System	15

## 1. DATA PRIVACY AND TERMS OF USE POLICIES OF GLOBAL INFORMATION SYSTEM

### 1.1 Privacy Statement

AIESEC International (“AIESEC” or “we”) is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Privacy Statement applies to AIESEC’s Global Information System and governs data collection and usage by AIESEC, including by local or national committees of AIESEC. By using the AIESEC’s Global Information System ([experience.aiesec.org](http://experience.aiesec.org)), you agree to AIESEC processing your personal data as set out below. If you do not agree to have your information used in any of the ways described in this Privacy Statement, you must discontinue use of [experience.aiesec.org](http://experience.aiesec.org).

#### 1.1.1 User’s Personal Information

We consider information that may be used to identify an individual, including, but not limited to, first and last name, date of birth, credit card information, home or other physical address, email address, phone number or other contact information to be “Personal Data”. You may be asked to provide Personal Data when you use the Global Information System. The Personal Data that we collect may include information such as: name, contact information (including telephone number and email address), web site usage preferences, and feedback regarding the Global Information System. This information is held by AIESEC on servers based in the United Kingdom and elsewhere from time to time. In addition, when you use the Global Information System our servers keep an activity log unique to you that collects certain administrative and traffic information including: source IP address, time of access, date of access, web page(s) visited, language use, software crash reports and type of browser used which are essential for the provision of and the quality of the Global Information System. We do not collect Personal Data about you on the Global Information System without your knowledge.

If you choose to participate in the Exchange Product, AIESEC will collect additional, more detailed information about you including your education, work experience and academic background (yours “Detailed Personal Data”). With your consent, AIESEC may share your Detailed Personal Data with selected organizations participating in the Exchange Product which match your interests. Other users of [experience.aiesec.org](http://experience.aiesec.org) will not be able to access your Detailed Personal Data without your consent.

AIESEC also collects anonymous demographic information, which is not unique to you, such as your city, Country or Territory, age, gender, preferences, interests and favorites.

AIESEC does not collect any data about you from other sources, such as public records or bodies, or private organizations.

You are responsible for ensuring that any information you provide relates to you and is accurate, complete and remains up to date.

### 1.1.2 Use of your Personal Data

AIESEC collects the Personal Data that you submit for the purpose of providing you with information about AIESEC, membership administration and management of the services we offer; the Exchange Product, surveys and on-line polls, applications for events organized and advertised by AIESEC and for statistical purposes in order to improve our services.

Personal Data collected on [experience.aiesec.org](https://experience.aiesec.org) may be stored and processed in any Country or Territory in which we or our affiliates, suppliers, subsidiaries or agents maintain facilities, and by using [Experience.aiesec.org](https://experience.aiesec.org) you consent to any transfer of information outside of your Country or Territory (including to third Countries or Territories which may not have been assessed as having adequate privacy laws). Your data is however only processed within the AIESEC network of local and national committees and will not be shared with third parties without your explicit consent, unless required by law. We take steps to ensure that our affiliates, agents, subsidiaries and suppliers comply with our standards of privacy regardless of their location.

AIESEC does not sell, rent or lease its member's lists to third parties. AIESEC may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, AIESEC may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide user support, or arrange for deliveries. All such third parties are prohibited from using your Personal Data except to provide these services to AIESEC, and they are required to maintain the confidentiality of your information.

AIESEC does not use or disclose sensitive Personal Data, such as race, religion, or political affiliations, without your explicit consent. If you choose to participate in the Exchange Product, you consent to AIESEC sharing sensitive Personal Data with selected organizations participating in the Exchange Product where it is relevant to your participation in the Exchange Product.

If you choose to use the donation module of [Experience.aiesec.org](https://experience.aiesec.org), AIESEC may process your payment using an external third party electronic payment processor and/or financial institution ("Electronic Service

Provider”). By accepting this Privacy Statement, you consent to Personal Data necessary for the processing of transactions being shared with Electronic Service Providers, including where necessary the transfer of information outside of your Country or Territory. We take steps to ensure that our arrangements with Electronic Service Providers protect your privacy.

This data is used to deliver customized content and advertising within AIESEC to customers whose behavior indicates that they are interested in a particular subject area.

AIESEC will disclose your Personal Data, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on AIESEC or the Global Information System; (b) protect and defend the rights or property of AIESEC; and, (c) act under exigent circumstances to protect the personal safety of users of AIESEC, or the public.

You can change or complete the Personal Data that AIESEC holds about you by following the update procedure included in the systems. You may request the deletion of your Personal Data from the Global Information System, by contacting the system administrators at AIESEC. Deletion of your Personal Data from the Global Information System will result in the deletion of your account from Experience.aiesec.org. We may, however, still retain your Personal Data in our files to resolve disputes, to enforce our user agreement, and to comply with any and all technical and legal requirements and constraints related to the security, integrity and operation of the Global Information System.

After the expiry of your membership in AIESEC your data will be processed by our alumni system. You may request the deletion of your Personal Data from our alumni system by contacting the system administrators at AIESEC. Deletion of your Personal Data from our alumni system will result in the deletion of your account from Experience.aiesec.org.

### **1.1.3 Internet Awareness**

Whenever you voluntarily post Personal Data in public areas of the Experience.aiesec.org, you should be aware that this information can be accessed by other users of Experience.aiesec.org and can in turn be used by others to send you unsolicited communications, advertisements or for other purposes. Users should exercise caution in deciding what information you disclose on Experience.aiesec.org. We do not control the actions of third parties in public areas of Experience.aiesec.org, so if you disclose information in a public area, you do so at your own risk.

Please keep in mind that if you directly disclose Personal Data through Experience.aiesec.org public message boards, this information may be collected and used by others. We have provided functionalities within the system where any individual can mark information as private which is not disclosed to others.

AIESEC encourages you to review the privacy statements of third party web sites you choose to link to from Experience.aiesec.org so that you can understand how those websites collect, use and share your information. We cannot ensure the protection of any information or images that you provide to a third-party online site that links to or from Experience.aiesec.org since these third-party online sites are owned and operated independently of us. AIESEC is not responsible for the privacy statements or other content on web sites outside of the Experience.aiesec.org.

#### **1.1.4 Security**

We understand the importance of information security and the techniques needed to secure information. AIESEC will take reasonable steps to protect your Personal Data safely. We employ a variety of security technologies and procedures to help protect your Personal Data from unauthorized access, use or disclosure. We employ firewalls and store all of our files and information on secure terminals.

The security of your Personal Data depends on your protection of your account password. Please do not disclose your account password to unauthorized people.

Although we will use reasonable efforts to safeguard the privacy of your information, transmissions on the internet cannot be made absolutely secure. Accordingly, we assume no responsibility or liability for disclosure of any of your information due to errors in transmission, unauthorized third-party access or other causes beyond our reasonable control.

#### **1.1.5 Use of Cookies**

The Global Information System uses "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Experience.aiesec.org pages, or register with AIESEC site or services, a cookie helps AIESEC to recall your specific information on subsequent visits. This simplifies the process of recording your Personal Data, such as billing addresses, shipping addresses, and so on. When you return to the same AIESEC Website, the information you previously provided can be retrieved, so you can easily use the AIESEC features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the AIESEC services or Web sites you visit.

#### **1.1.6 Update to this Statement**

We may periodically make changes to this Privacy Statement. We will notify you of changes by posting the modified terms on the website and we advise you to revisit this Privacy Policy regularly. Your continued use of Experience.aiesec.org will be subject to the terms of the then-current policy.

#### **1.1.7 Contact Information**

AIESEC welcomes your comments regarding this Statement of Privacy. If you believe that AIESEC has not adhered to this Statement, please contact AIESEC at [vpis@ai.aiesec.org](mailto:vpis@ai.aiesec.org). We will use commercially reasonable efforts to promptly determine and remedy the problem.

Last updated – August 2008

### **1.2 Terms of use**

#### **1.2.1 Agreement**

AGREEMENT BETWEEN USER AND AIESEC International (“AIESEC” or “we”). The AIESEC Global Information System consists of various Web pages and modules operated by AIESEC. The Premier online platform of the Global Information System is Experience.aiesec.org ([www.experience.aiesec.org](http://www.experience.aiesec.org))

Please read these Terms of Use carefully. By accessing the Global Information System and any pages hereof, you are indicating that you have read, acknowledged and assent to be bound by these terms and conditions. If you do not agree to these terms and conditions, do not access the Global Information System. AIESEC reserves the right to change these Terms of Use and you are responsible for regularly reviewing them. Your continued use of the Global Information System constitutes your agreement to all such Terms of Use.

Your attention is drawn to our Privacy Policy which describes how we deal with and protect your personal information. By accepting this Agreement, you are also acknowledging and agreeing to the use of your data in accordance with that policy.

These Terms of Use, together with the Privacy Policy constitute a legally binding agreement (the "Agreement"). This Agreement is written and is only available in English. If this Agreement is translated into another language the English version will prevail.

#### 1.2.2 Modification of those terms of use

AIESEC reserves the right to change the terms, conditions, and notices under which the Global Information System is offered. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your AIESEC.net email account or by posting the modified terms on the Global Information System and we advise you to revisit these Terms of Use regularly.

#### 1.2.3 No unlawful or prohibited use

As a condition of your use of Experience.aiesec.org, you warrant to AIESEC International that you will not use Experience.aiesec.org for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Experience.aiesec.org in any manner which could damage, disable, overburden, or impair the Global Information System or interfere with any other party's use and enjoyment of the Experience.aiesec.org. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the Global Information System.

#### 1.2.4 Use of communication services

Experience.aiesec.org contains open content spaces (wiki), news, groups, teams, classifieds, forums, networking, personal web pages, AIESEC.net email service, Exchange forms, mass mail, and/or other message or communication facilities designed to enable you to communicate with the public at large or with a group or team (collectively, "Internal Communication Services"). You agree to use the Internal Communication Services only for purposes that are permitted by these Terms of Use and any applicable laws or regulations in the relevant jurisdictions. In particular, you agree that you will not post any messages or other material using the internal Communication Services which are offensive, indecent or objectionable or which are unrelated to the particular Internal Communication Service. By way of example, which is not exhaustive, you agree that when using an Internal Communication Service, you will not:

- ☐ Defame abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- ☐ Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.



- ☐ Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents.
- ☐ Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- ☐ Advertise or offer to sell or buy any goods or services for any business purpose, unless such Internal Communication Service specifically allows such messages.
- ☐ Conduct or forward surveys, contests, and pyramid schemes, promotional schemes against the AIESEC way or chain letters.
- ☐ Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- ☐ Restrict or inhibit any other user from using and enjoying the Internal Communication Services and overall user experience of Experience.aiesec.org.
- ☐ Violate any code of ethics or other guidelines which may be applicable for any particular section of Experience.aiesec.org.
- ☐ Harvest or otherwise collect information about others, including e-mail addresses, without their consent.
- ☐ Violate any applicable laws or regulations.

You agree that you are solely responsible for (and that AIESEC has no responsibility to you or any other third party for) any material that you create, transmit or display on the Internal Communication Services and for the consequences of your actions (including any loss or damage which AIESEC may suffer) by doing so.

AIESEC reserves the right (but shall have no obligation) to pre-screen, review, modify, refuse, or remove materials posted to a/all Internal Communication Service in its sole discretion.

Materials uploaded to an Internal Communication Service may be subject to posted limitations on usage, reproduction and/or dissemination. You are responsible for adhering to such limitations if you download the materials.

AIESEC reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process or governmental request.

### 1.2.5 Limitation of liability

Always use caution when giving out any personally identifying information about yourself. Although we will use reasonable efforts to safeguard the privacy of your information, transmissions on the internet cannot be made absolutely secure. Accordingly, we assume no responsibility or liability for disclosure of any of your

information due to errors in transmission, unauthorized third-party access or other causes beyond our reasonable control. Nothing in these Terms of Use shall exclude or limit AIESEC's liability for losses which may not be lawfully excluded or limited by applicable law.

#### **1.2.6 Materials provided to AIESEC or posted at [experience.aiesec.org](https://experience.aiesec.org)**

You retain copyright and any other rights you already hold in material, including feedback and suggestions, which you submit, upload, post or display on or through the Internal Communication Service (collectively, your "Submissions").

By submitting, posting or displaying Submissions on or through the Internal Communication Services, you grant to AIESEC a worldwide, non-exclusive, royalty-free, irrevocable and perpetual license to utilize the Submissions for the purposes of AIESEC's business, including, without limitation, the right to reproduce, edit, reformat, distribute, transmit, and the Submissions. You agree that AIESEC may publish your name in connection with your Submissions. You confirm and warrant to AIESEC that you have the rights, power and authority necessary to grant the above license.

To avoid doubt, AIESEC will not make any payment to you in respect of the use of any of your Submissions. AIESEC International is under no obligation to post or use any Submission you may provide and may remove any Submission at any time in AIESEC International's sole discretion.

#### **1.2.7 Exclusion of warranties**

AIESEC and its affiliates are constantly innovating in order to improve the services provided through [Experience.aiesec.org](https://experience.aiesec.org). You acknowledge and agree that the format of the services offered by AIESEC through [Experience.aiesec.org](https://experience.aiesec.org) may change at any time. These services are, however, provided "as is" and "as-available" and AIESEC and its affiliates give you no warranty with respect to them.

You agree and understand the following:

THE INFORMATION, SOFTWARE, PRODUCTS, AND SERVICES INCLUDED IN OR AVAILABLE THROUGH [EXPERIENCE.AIESEC.ORG](https://experience.aiesec.org) MAY INCLUDE INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION HEREIN. ANY INFORMATION OBTAINED BY YOU AS A RESULT OF YOUR USE OF THE SERVICES MAY NOT BE ACCURATE OR RELIABLE.

ADVICE RECEIVED VIA [EXPERIENCE.AIESEC.ORG](https://experience.aiesec.org) SHOULD NOT BE RELIED UPON FOR PERSONAL, MEDICAL, LEGAL OR FINANCIAL DECISIONS AND YOU SHOULD CONSULT AN APPROPRIATE PROFESSIONAL FOR SPECIFIC ADVICE TAILORED TO YOUR SITUATION.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL AIESEC AND/OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER INCLUDING, WITHOUT LIMITATION,

DAMAGES FOR LOSS OF USE, DATA OR PROFITS, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE OR PERFORMANCE OF EXPERIENCE.AIESEC.ORG, WITH THE DELAY OR INABILITY TO USE EXPERIENCE.AIESEC.ORG OR RELATED SERVICES, THE PROVISION OF OR FAILURE TO PROVIDE SERVICES, OR FOR ANY INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS OBTAINED THROUGH EXPERIENCE.AIESEC.ORG, OR OTHERWISE ARISING OUT OF THE USE OF EXPERIENCE.AIESEC.ORG, WHETHER BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, EVEN IF AIESEC INTERNATIONAL OR ANY OF ITS SUPPLIERS HAS BEEN ADVISED OF THE POSSIBILITY OF DAMAGES.

#### **1.2.8 Termination/access restriction**

AIESEC reserves the right to terminate your access to Experience.aiesec.org and/or related services and/or terminate your membership of AIESEC at any time without notice for any violation of these Terms of Use.

#### **1.2.9 Electronic service provider**

AIESEC may use third party electronic payment processors and/or financial institutions ("ESPs") to process financial transactions if you use the donation module of Experience.aiesec.org. AIESEC will keep your financial information confidential. You irrevocably authorize us, as necessary, to instruct such ESPs to handle such financial transactions and you irrevocably agree that AIESEC may give such instructions on your behalf. You agree to be bound by the terms and conditions of use of each applicable ESP, and in the event of conflict between this Agreement and the ESP's terms and conditions, and then this Agreement shall prevail.

#### **1.2.10 Accountability security**

You agree and understand that you are responsible for maintaining the confidentiality of passwords associated with any account you use to access Experience.aiesec.org.

Accordingly, you agree that you will be solely responsible to AIESEC for all activities that occur under your account.

If you become aware of any unauthorized use of your password or of your account, you agree to notify AIESEC immediately at [vpis@ai.aiesec.org ].

#### **1.2.11 Copyright and trademark notices**

All materials used by Experience.aiesec.org, including but not limited to software, images, pictures, graphics, photographs, animations, videos, music, audio, text (and any intellectual property rights in and to any of the

same) belong to AIESEC or its licensors and is protected by copyright and/or other intellectual property rights. You obtain no rights in such protected material and must not use any material used by Experience.aiesec.org without AIESEC's written permission.

The names of actual companies and products mentioned herein may be the trademarks of their respective owners. The example companies, organizations, products, people and events depicted herein are fictitious. No association with any real company, organization, product, person, or event is intended or should be inferred.

Any rights not expressly granted herein are reserved.

#### **1.2.12 General**

To the maximum extent permitted by law, this Agreement is governed by the laws of the Netherlands and you hereby consent to the exclusive jurisdiction and venue of courts in the Netherlands in all disputes arising out of or relating to the use of Experience.aiesec.org. Use of Experience.aiesec.org is unauthorized in any jurisdiction that does not give effect to all provisions of these terms and conditions, including without limitation this paragraph.

You agree that no joint venture, partnership, employment, or agency relationship exists between you and AIESEC as a result of this agreement or use of Experience.aiesec.org. AIESEC'S performance of this Agreement is subject to existing laws and legal process, and nothing contained in this Agreement is in derogation of AIESEC International's right to comply with governmental, court and law enforcement requests or requirements relating to your use of Experience.aiesec.org or information provided to or gathered by AIESEC with respect to such use. If any part of this Agreement is determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth above, the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of the Agreement shall continue in full force and effect.

All disclaimers, indemnities and exclusions in this Agreement shall survive termination of this Agreement. Unless otherwise specified herein, this Agreement constitutes the entire agreement between the user and AIESEC International with respect to the Experience.aiesec.org and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral or written, between the user and AIESEC International with respect to use of Experience.aiesec.org.

A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to this agreement to the same extent and subject to



the same conditions as other business documents and records originally generated and maintained in printed form.

SERVICE CONTACT: [vpis@ai.aiesec.org](mailto:vpis@ai.aiesec.org)

DATE OF PUBLICATION: August 2008

## 2. GLOBAL INFORMATION MANAGEMENT PRINCIPLES

### 2.1 Global Information Management Principles

**2.1.1** The Information Management principles for AIESEC determine and make explicit the way in which AIESEC International and Member Committees operate together for the implementation of Global Information Systems and the successful development of the Information Management subsystem in all the levels of the organization.

**2.1.2** All Member Committees and official extensions have the right to access and use the Global Information Systems under the present principles.

### 2.2 Implementation of Global Information Systems

**2.2.1** AIESEC International is the ultimate responsible for the development, maintenance, support and education of the Global Information Systems.

**2.2.2** Every Member Committee shall ensure the proper implementation of the Global Information Systems in its territory as well as encourage its members on the responsible and sustainable usage of them. AIESEC International must support Member Committees in the implementation process. Every user (all stakeholders) of our Global Information Systems will accept the “Terms of Use” and follow “Privacy Statement”.

### 2.3 Data Security

**2.3.1** Global Information Systems should be kept as secure as possible with the ultimate objective of protecting the data and keeping services available. Any action or process that puts in risk the security will be considered as a threat. AI, in consultation with ICB and Supervisory Group (if needed), is responsible for dealing with matters related to security breaches to the Global Information Systems.

### 2.4 Data Ownership

**2.4.1** All personal data generated on the Global Information Systems remains the property of AIESEC International. As such, AIESEC International will be responsible for the maintenance, processing and protection of this data. AIESEC International shall not sell this data.

### 2.5 Application development and user experience

**2.5.1** The Global Information Systems shall always be designed according to the following principles:

**2.5.1.1** Comprehensive and user friendly;

**2.5.1.2** Seamless user experience (login, visuals and interfaces);

**2.5.1.3** Enables stability and mitigates the risk of application failures;

**2.5.1.4** Scalable for the future;

**2.5.1.5** Alignment to the brand and to the organizational The AIESEC Way and strategy;

**2.5.1.6** Support the main organizational needs.

## **2.6 System performance and availability**

**2.6.1** AIESEC International is responsible for keeping the Global Information Systems available, stable and reasonably well performing and with reasonably low occurrence of failures (bugs).

**2.6.2** AIESEC International shall provide the education framework for the users of the Global Information systems as well as enable efficient support and feedback channels for them.

**2.6.3** AIESEC International shall update the organization on a quarterly and ad-hoc basis about the development, stability, performance and issues regarding the Global Information Systems.

## **2.7 Global IS management**

**2.7.1** The costs of development and maintenance of Global Information Systems shall be always shared between AIESEC International and Member Committees. The revenue model for this will be agreed between AIESEC International and Member committees according to the financial situation.

**2.7.2** AIESEC International shall always implement the optimal financial and technological approach for the development of the Global Information Systems like using open technologies and outsourced development.

**2.7.3** AIESEC International will define the permission system of the Global Information Systems and will bear the highest access level to revoke and grant these permissions under the present principles.

## **2.8 Member Committee information system's interoperability with the Global System**

**2.8.1** With a more stable architecture our Global Information Systems provide us possibilities to connect a Country/Territory IT system to the Global Information System through use of a defined approach of Application Programming Interface (APIs).

**2.8.2** Any Country or Territory interested in designing and developing interoperability with GIS and the Country/Territory system should follow the process and principles mentioned below.

**2.8.3** Principles

**2.8.3.1 Application Registration** - Member Committees can develop applications using the API available to you immediately upon registration for a developer token on our developer website. By doing this, you agree that we can use, store, and share information submitted by you to AIESEC International in connection with your Application to contact you, for attribution purposes, handling inquiries from Members or potential Members about your Application, for other purposes under these Terms (for example, we may email you with updates regarding the developer program), and as otherwise permitted in our Privacy Policy. You acknowledge that if you share the contact information of your employees or independent contractors with us, we may contact them in accordance with these Terms.

**2.8.3.2 Storage of Developer Tokens** - You may store the Developer Tokens that we provide to you when registered through the developer website.

**2.8.3.3 Access Credentials** - Once you have successfully registered to obtain a Developer Token, you will be given Access Credentials for your Application. “Access Credentials” means the necessary security keys, secrets, tokens, and other credentials to access the applicable APIs. The Access Credentials enable us to associate your API activity with your Application and the Members using it. All activities that occur using your Access Credentials are your responsibility. Keep your Access Credentials secret. Do not sell, share, transfer, or sublicense them to any other party other than your employees or independent contractors in accordance with Section 6 below. Do not try to circumvent them and do not require your users to obtain their own Access Credentials to use your Application (for example, in an attempt to circumvent call limits).

**2.8.3.4 Developer Documentation** - Member Committees usage of APIs and display of content in applications must comply with the following technical usage guidelines and call volume limits:

Your application shall not make more than 500 hourly calls to an API.

Your application does not rely on access to the APIs as a fundamental aspect of your business.

Your application does not target global partners.

If the API responds with a 502, 503 or 504 HTTP status code, the client must use exponential backoff and jitter techniques so as not to cause service degradation.

If the API responds with a 401, 422 HTTP status code, the client must stop hitting the endpoint, and look into how to fix the permission/user error.

**2.8.3.5 Test Profiles** - You may create up to two test YOP profiles for purposes of testing your Application only. You must create the profiles manually and not via automated means, such as scripts. Test profiles must not override our API call limits. You must clearly identify the profiles as test profiles.

**2.8.3.6 General restrictions on using GIS API** - In addition to the other terms and conditions in these Terms, except as expressly set forth herein, you agree not to do the following:

Disclose or provide the APIs or Access Credentials to any person or Entity other than to your employees or independent contractors, provided (1) such employees or independent contractors enter into an agreement with you at least as protective of AIESEC’s rights as this Agreement, and (2) you hereby agree



to be responsible for, and liable to AIESEC International Inc. for, any breaches of such agreements by such employees or independent contractors;

Use the APIs or Content for any illegal purposes, or in any manner which would violate these Terms, or breach any laws or regulations regarding privacy or data protection, or violate the rights of third parties or expose AIESEC International Inc. or its users to legal liability;

Obtain, display or use more Content than is minimally required by the Application; Client application must only pull data from the API that is required for the purpose of the application.

Use any Content in any advertisements or for purposes of targeting advertisements specifically to any individual user (whether such advertisements appear in the Application or elsewhere), or to generate mass messages, promotions or offers;

Interfere with or disrupt the Services or servers or networks connected to the Services, or disobey any requirements, procedures, policies or regulations of networks connected to the Services, or transmit any viruses, worms, defects, Trojan horses, or any items of a destructive nature through your use of any API.

Use Content in any manner that facilitates bias or discriminatory practices, including data "redlining," whether intentional or inadvertent, based on any sensitive or legally protected categories or characteristics;

Try to exceed or circumvent limitations on API calls and use. This includes creating multiple Applications for identical, or largely similar, usage;

Attempt to re-identify any de-identified or anonymized data;

**2.8.3.7 Monitoring** - You acknowledge that AIESEC International Inc. may monitor any API activity from its own systems for the purpose of ensuring quality, improving AIESEC's products and Services, and ensuring compliance with these Terms. You must not interfere or attempt to interfere with such monitoring or otherwise obscure from AIESEC your API activity. AIESEC may use any technical means to overcome such interference.

**2.8.3.8 Support & Updates** - We may provide you with support for the APIs in our sole discretion and we may stop providing support to you at any time without notice or liability to you. We are not obliged to provide any training, support or technical assistance for the Application, the Content, or the APIs directly to your Application users and you agree to communicate to your Application users that you (and not AIESEC International Inc.) are responsible for any such support.

We may modify or release subsequent versions of the APIs and require that you use those subsequent versions. Unless we release a new version of the APIs for security or legal reasons, you will have a reasonable amount of notice (as determined by us), to migrate to subsequent versions of the APIs. You acknowledge that once AIESEC International Inc. releases a subsequent version of an API, the prior version of such API may stop working at any time or may no longer work in the same manner. Your continued use of the APIs following a subsequent release will be deemed your acceptance of modifications.

**2.8.3.9 Costs and Fees** - The APIs are currently provided for free, but AIESEC reserves the right to charge for the APIs in the future. If we do charge a fee for the use of the APIs or any developer tools and features, you do not have any obligation to continue to use the APIs.

Each party will bear its own costs and expenses in performing its obligations under these Terms.

**2.8.3.10 Reservation of rights** - AIESEC International Inc. owns APIs, their documentation and services including all related intellectual property rights therein. All of our rights not expressly granted by this set of principles are hereby retained.

**2.8.3.11 Applications** - Member Committees are responsible for the costs, development, maintenance, support and education related to their own systems. Every Application must be useful, appropriate, respect User privacy, and provide a generally good User experience. In keeping with this, Applications and developers are prohibited from:

Degrading or compromising performance of the Services

Using vulgar or obscene language or images. Your Application must not contain or offer content that is violent, extreme or that a reasonable person would consider inappropriate for the workplace

Offering sexually-oriented or adult content. Your Application must not contain or offer content that a reasonable person would consider pornographic or indecent.

**2.8.3.12 Business** - All Member Committees shall use the Global Information Systems as the primary tool that supports their organizational processes and communication.

You can independently create applications, content and other products or services that may be supporting the functionalities provided by the Global information Systems and these terms do not restrict or prevent the creation of such applications.

Member Committee information systems shall not be developed as an alternative tool to the Global Information Systems but as a complementary tool for their specific business needs (functionalities that are not in Global Information Systems, such as basic analytics and CRM functionalities).

Member Committee information systems shall be completely aligned with the AIESEC Way, Our Brand and AIESEC Experience and not violate APIP and Code of Ethics.

**2.8.3.13 Data management** - If Data is breached, exposed, exploited, or otherwise compromised through your Application or company, you must inform all affected Users and AIESEC International Inc. immediately in writing via email to the Data Protection Officer responsible. Additionally any application must obey following principles in order to ensure compliance with data protection practices:

Client applications must not ask the user for their aiesec.org password at any point of time.

Client applications must not store the email address of the user but only have the masked email saved.

Client applications must respect all settings of the currentUser in the `notification\_settings` field.

**2.8.3.14 Termination** - You may terminate the Contract by discontinuing use of our APIs. We may terminate the Contract with or without cause, and without notice to you. Upon termination of the Contract, all rights and licenses granted to you will terminate immediately.

#### **2.8.4 Access procedures**

**2.8.4.1** The Entity requests access to the staging environment by sending an email to [vpis@ai.aiesec.org](mailto:vpis@ai.aiesec.org). Every Entity can have up to 2 test profiles. Application must be tested in the staging environment before moving it to production.

**2.8.4.2** For an Application to be activated in the production environment, a request containing description of the Application and its use cases inside of the system must be submitted for review of the IM team and IMSC. All the Applications must follow and respect principles outlined in this section.

Requests will be evaluated by IMSC chair and IM team of AIESEC International, and when needed the IT vendor will be consulted

All the requests will be resolved within 15 business days

Any request not responded within 15 business days will be automatically accepted

By submitting the request for approval of Application, you are agreeing to principles and terms outlined in this section.

**2.8.4.3** Each application can be granted access token for Production environment for the period of maximum 365 days, upon which application can be subjected to re-approval. There will be no automatic renewal and the Entity is responsible to re-submit their application, respecting this section. In order for any application to be re-approved the Entity can either:

- ☐ Propose it as an enhancement to the global information system as outlined in this section.
- ☐ Decide to keep the Application as the local enhancement, under the condition of making all technical documentation and rights for using the Application available to members of the global plenary.

**2.8.4.4** An Entity can propose their Application to become enhancement to the Global Information System.

The proposal, outlining the use cases for the Application, benefits for the Global Plenary and Global Information System of having the Application to be integrated inside of GIS should be submitted to review of IMSC and AIESEC International IM team latest 45 days before the legislative meeting.

If the IMSC and IM Team of AIESEC International approve the proposal it will be put to vote in the global legislative meeting

With the proposal for the Application to become enhancement to the Global Information System the Entity has the right to submit the cost of their system & put forward the proposal to the Global Plenary to give back the cost of development of the system.

If the Application proposed becomes enhancement to the Global Information System Entity loses the right to own it.

If the Application proposed becomes enhancement to the Global Information System all the future costs of maintenance of the application will be met by the Global Plenary.

# AIESEC

## Global Compendium

### Supporting Document F

# PIPELINE

# MANAGEMENT

Updated VLM IPM 2023

Updated by Governance and Legislation Subcommittee and  
approved by AIVP Finance

## 0. TABLE OF CONTENT

<b>0. TABLE OF CONTENT</b>	<b>2</b>
<b>1. AI ELECTION AND SELECTION PROCEDURE   PAI ELECTION</b>	<b>3</b>
1.1 Process Explanation	3
1.2 Voting Procedure	4
<b>2. AI ELECTION AND SELECTION PROCEDURE   VICE PRESIDENTS ELECTION</b>	<b>8</b>
2.1 General Information	8
2.2 Application procedure	8
2.3 Vice-Presidents pre-selection and selection process	8
<b>3. REPLACEMENT</b>	<b>10</b>
3.1 PAI	10
3.1 Vice President	10
<b>4. GLOBAL SUBCOMMITTEES STRUCTURE</b>	<b>11</b>
4.1 Legal Subcommittee	11
4.2 Membership Subcommittee	11
4.3 Finance Subcommittee	11
4.4 Governance and Legislation Subcommittee	11
4.5 Information Management Subcommittee	11
4.6 International Legislative Meetings Subcommittee	11
4.7 Ethics Subcommittee	12
<b>5. GLOBAL EXTERNAL BODIES STRUCTURE</b>	<b>13</b>
5.1 Global Finance Board	13
5.2 International Control Board	13
5.3 Internal Auditor	13
5.4 Supervisory Group	15
<b>6. MEMBERSHIP SUBCOMMITTEE (MSC)</b>	<b>17</b>
6.1 Role and responsibilities	17

## 1. AI ELECTION AND SELECTION PROCEDURE | PAI ELECTION

### 1.1 Process Explanation

**1.1.1** Before the official election of the PAI, each candidate is required to go through following steps of the pre-election process.

**1.1.2** To enter the official election process of the PAI, each candidate has to submit an application package.

Application package includes:

**1.1.2.1** Definition of PAI Job description and competencies;

**1.1.2.2** Questionnaire divided per PAI Job description elements;

**1.1.2.3** Candidate's personality assessment;

**1.1.2.4** Letters of endorsement;

**1.1.2.5** Executive summary;

**1.1.2.6** Blank paper challenge;

**1.1.2.7** Additional parts of the application package based on the current needs of the organization and the decision of the current PAI;

**1.1.2.8** There is no evaluation of the application package provided, only the answers are released to the global plenary.

**1.1.3** After a successful submission of the application package, each candidate is required to go through a round of case studies. Case studies include a team management case and a business case.

**1.1.3.1** There is no evaluation of the case studies provided, only the answers are released to the global plenary.

**1.1.4** Before the election, each candidate is required to take an interview with the Supervisory group chair. This interview is designed to assess the candidate's financial management abilities, AI current financial context understanding, external stakeholder representation.

**1.1.4.1** Supervisory group chair will provide key observations about all candidates but without any evaluations. The observations will be submitted to the global plenary before the election.

**1.1.4.2** To ensure a better overview about the team management capabilities of each candidate, there will be a report sent to the global plenary with anonymous feedback collected from most recent team members. List of specific people will be defined by the election manager and current PAI.

**1.1.5** Each candidate will participate in the election process outlined below at IC. None of the PAI candidates may participate in the final discussions about the process details.

**1.1.5.1** Each candidate will give a 10-minute opening speech to the plenary. Each opening speech has to follow the predefined objectives communicated to the candidate in advance.

**1.1.5.2** Each candidate will participate in one or several Questions & Answers sessions. The Q&As must be designed so that every MCP has the opportunity to participate in at least one Q&A

session with each candidate. Specific questions to be answered by the candidate shall be decided based on the system of upvoting the submitted questions by MCPs.

**1.1.5.3** Each candidate will participate in one or several panels/discussions. The panels/discussions must be designed so that every MCP has the opportunity to participate in at least one panel/discussion with each candidate. At least one part of the panels/discussions should be dedicated to issues external to AIESEC which are relevant to AIESEC. Output and written minutes of the panels will be shared with the global plenary.

**1.1.5.4** Each candidate will give a seven-minutes closing speech to the plenary. Immediately after all speeches are completed, ballot papers are being distributed to Full Members and voting shall be conducted.

**1.1.5.5** Voting for PAI shall be conducted by secret ballot.

## **1.2 Voting Procedure**

**1.2.1** Each voter has 4 options for voting:

**1.2.1.1** Number all candidates in order of preference

**1.2.1.2** Number some candidates in order of preference; place an "A" beside those candidates that the voter wants to abstain on; and/or, place an "N" beside those candidates that the voter definitely does not want for the position

**1.2.1.3** Place an "A" beside all candidates

**1.2.1.4** Place an "N" beside all candidates

**1.2.2** Explanation of each option:

**1.2.2.1** If a 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).

**1.2.2.1.1** All boxes must be numbered

**1.2.2.2** If the voter does not have an opinion on some candidates, or does not care if those candidates are elected or not, the voter may abstain by placing an "A" beside those candidates' boxes.

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

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

**1.2.2.4** If the voter feels they are unable to decide on any of the candidates, or if the voter does not care who is elected or if the voter does not want to take part in the election, they may abstain by placing an "A" in all candidates' boxes.



**1.2.2.4.1** Abstention reduces the total pool of votes, and thus reduces the figure for the simple majority needed to reach a result.

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

**1.2.3** Collecting the ballot papers:

**1.2.3.1** AI's ballot papers shall be collected and kept separately from the member ballot papers.

**1.2.3.2** In case of a virtual election, the vote shall be submitted in a virtual manner, the election manager shall provide access and instructions prior to the voting time.

**1.2.4** Incorrectly filled out ballot papers

**1.2.4.1** Any ballot paper that is left totally blank shall be counted as an abstention.

**1.2.4.2** Any box that is marked with a number that is greater than the number of candidates on the ballot paper shall have those boxes counted as abstentions.

**1.2.4.3** Any ballot paper that numbers some candidates boxes and leaves other candidates boxes blank shall have those unmarked boxes counted as abstention votes for those candidates

**1.2.4.4** Any ballot paper that does not contain the initials of the Chair shall be treated as an abstention vote, in case of a virtual election, this does not apply, ballots must be validated by a unique code assigned to each voter prior to the voting.

**1.2.4.5** Any ballot paper that does not number all or some of the candidates' boxes in consecutive number order shall have the blank boxes treated as abstention votes against those candidates and all other boxes shall be treated as the prioritized ranking of the candidates.

**1.2.4.6** Any ballot paper that has numbered 2 boxes with the same number shall be considered valid for all the numbered votes above the "mistake". If the redistribution process means that either of the two candidates where the "mistake" occurred are now the preferred choice, the vote for that candidate shall be considered an abstention.

**1.2.5** Counting the votes in a physical election

**1.2.5.1** Before votes are counted, cards bearing the name of each candidate, "abstention", and "no-confidence" shall be laid out on a table.

**1.2.5.2** 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.

**1.2.5.3** If a candidate receives a simple majority of the total number of non-abstention votes that candidate is the winner.

**1.2.5.4** If there is no result, the candidate with the least amount of number 1 votes is eliminated, and the number 2 preferences are distributed to the other candidates.

**1.2.5.5** Continue this process until a candidate receives a majority of the votes.

**1.2.5.6** If there are 2 candidates remaining, and a ballot paper votes:

**1.2.5.6.1** "N" for one candidate, and "A" for the other, then the ballot paper is counted as a negative vote against the first candidate.

**1.2.5.6.2** "A" for one candidate and a number for the other candidate, then the vote shall count as a vote in favor of the second candidate.

**1.2.5.7** If the "no-confidence" result receives more votes than the final remaining candidate, then there is no result.

**1.2.5.8** The AI 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.

**1.2.5.9** Counting of the votes shall be conducted by the Chair and the Selection Committee

#### **1.2.6** Counting the votes in a virtual election

**1.2.6.1** The election committee shall meet in a private virtual call.

**1.2.6.2** The election manager shall share their screen with the results submitted by the voters.

**1.2.6.3** Every person in the election committee shall keep an individual count of the results submitted, this individual count shall be available to the entire election committee in the same tool where the voter responses are stored.

**1.2.6.4** The virtual counting procedure shall follow the same order as the physical counting procedure.

#### **1.2.7** Eliminating a candidate

**1.2.7.1** 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.

**1.2.7.2** An "N" vote counts as the lowest vote on a ballot paper.

**1.2.7.3** Only in the elimination process: if a ballot paper has an "A" for one candidate, and a number for the other candidate, then the ballot paper is counted as an abstention.

**1.2.7.4** The candidate who receives the most number of least preferred votes is eliminated.  
procedure.

#### **1.2.7** Announcing the result

**1.2.7.1** If no-result is achieved, then the chair should declare this without calling the candidates to the plenary room.

**1.2.7.2** The Chair shall show the vote distribution for all candidates for each round of the counting.

**1.2.7.3** Therefore, the secretary must record on a ballot paper the result at the end of each round of counting.

**1.2.7.4** The Chair shall not declare if the AI casting vote was used.

**1.2.7.5** 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.

**1.2.7.6** For example, if the result is a 25 to 25 tie, the AI vote will be used to break the tie.

**1.2.7.7** The Chair will announce the result as 26 to 24.

**1.2.7.8** This way the total number of member votes remains at 50 and no one will know that the AI casting vote was used.

## 2. AI ELECTION AND SELECTION PROCEDURE | VICE PRESIDENTS ELECTION

### 2.1 General Information

**2.1.1** The selection committee shall consist of the current PAI, the PAle, one external, and one nominated MCP from each Growth Network. The MCPs shall come from the members that have no candidates for PAI or VP.

**2.1.2** The new VPs shall be announced latest at the end of regional conferences.

### 2.2 Application procedure

**2.2.1** The PAI elect decides on the final structure and the positions of the AI team within the legislated budget.

**2.2.2** Applicants must submit an endorsement letter from the home Entity. In the case that the host Country or Territory does not want to endorse the candidate from their Country or Territory they will need to submit a report to AI stating the reasons for the same which shall then be released to the global plenary.

**2.2.3** Applicants must submit a recommendation letter from outside of AIESEC for PAI elect to have references and contact the person if deemed necessary.

**2.2.4** Vice-Presidents candidates have to submit a 7 minute video along with the application to explain their candidature for AI.

### 2.3 Vice-Presidents pre-selection and selection process

**2.3.1** AI will announce the applicants that have successfully submitted the complete application.

**2.3.2** PAI elect can shortlist the candidates based on application and videos and then proceed to have interviews with the candidates (either before or after the online Q&A session).

**2.3.3** After the interviews, AI will announce all candidates that are still in the selection process.

**2.3.4** The announced candidates will participate in an online Questions and Answer session. These will happen within the 5 days of the announcement of candidates.

**2.3.4.1** All candidates are required to be available for the period specified in the process within the 5 days.

**2.3.4.2** The candidates are expected to have basic Internet access during this period.

**2.3.4.3** The Q&As will be arranged in such a way that all candidates have the chance to answer the questions, independent of the speed of the Internet.

**2.3.4.3** After completion of the Questions and Answers sessions, the online confidence voting will commence based on the application, videos and Question and Answers session. The deadline for voting

should be announced along with the nomination of all the candidates. The deadline can be no sooner than 5 days after the nomination and announcement of all candidates.

**2.3.4.4** The online confidence voting will be for the AI team, and not for a specific position.

**2.3.4.5** Missing votes will be counted as abstentions and discounted from the quorum.

**2.3.4.6** PAI Elect will choose his/her team from the candidates that receive a vote of confidence from the Plenary.

**2.3.4.7** Once a result is achieved for the Vice-President selection, the announcement should be made to the Global Plenary.

**2.3.4.8** No candidate can be selected if It fails to submit the legal documents required to be legally hired by Stichting AIESEC International.

**2.3.4.9** Should not all positions be filled, AI is mandated to re-release applications and follow the same process steps, as specified by the above clauses.

### 3. REPLACEMENT

#### 3.1 PAI

**3.1.1** If the PAI resigns, AI shall select a new PAI in the interim, until a ratifying vote can take place. If the new PAI was a Vice President then AI can select a new Vice President.

#### 3.1 Vice President

**3.1.1** If a Vice President resigns, AI shall replace the Vice President with a candidate from the Selection Pool.

**3.1.2** If the selection pool is empty, or if no candidate in the Selection Pool wants to apply anymore, AI shall immediately inform all MCs about the matter setting a deadline for applications. AI shall then select a new Vice President.

**3.1.3** The Association can discharge or replace any member of AI with a two third (2/3) majority of voting Member at any Global Legislation.

## 4. GLOBAL SUBCOMMITTEES STRUCTURE

### 4.1 Legal Subcommittee

- 4.1.1 AI VP Finance (or another AIESEC International member);
- 4.1.2 Member Committee Presidents, with representation from each GN;
- 4.1.3 A chair, selected from the Member Committee Presidents.

### 4.2 Membership Subcommittee

- 4.2.1 One AIESEC International member;
- 4.2.2 Member Committee Presidents of Full Member entities, with representation from each GN;
- 4.2.3 A chair, selected from the Member Committee Presidents.

### 4.3 Finance Subcommittee

- 4.3.1 AI VP Finance (or another AIESEC International member);
- 4.3.2 Member Committee Presidents, with representation from each GN;
- 4.3.3 A chair, selected from the Member Committee Presidents.

### 4.4 Governance and Legislation Subcommittee

- 4.4.1 The AIVPF and one other AIESEC International member;
- 4.4.2 Member Committee Presidents;
- 4.4.3 A chair, selected from the Member Committee Presidents.

### 4.5 Information Management Subcommittee

- 4.5.1 The AIESEC International VP IM (or another AIESEC International member);
- 4.5.2 Member Committee Presidents;
- 4.5.3 A chair, selected from the Member Committee Presidents.

### 4.6 International Legislative Meetings Subcommittee

- 4.6.1 The AIESEC International VP Partnership Development (or another AIESEC International member);
- 4.6.2 Member Committee Presidents;

**4.6.3** A chair, selected from the Member Committee Presidents.

#### **4.7 Ethics Subcommittee**

**4.7.1** An AIESEC International Member;

**4.7.2** Two (2) Member Committee Presidents;

**4.7.3** A Chair selected from ICB



## 5. GLOBAL EXTERNAL BODIES STRUCTURE

### 5.1 Global Finance Board

5.1.1 The GFB shall consist of the GFB chair, GFB Division Leaders and team members.

5.1.2 The GFB Chair shall define the number of Division Leaders and structure of the GFB management team.

### 5.2 International Control Board

5.2.1 The ICB shall consist of the ICB chair, ICB Division Leaders and team members.

5.2.2 The ICB Chair shall define the number of Division Leaders and structure of the ICB management team.

### 5.3 Internal Auditor

5.3.1 Internal Auditor

5.3.2 Profile of the Internal Auditor

5.3.2.1 Has minimum 1 year of relevant working experience after leaving AIESEC and is able to demonstrate how this experience will help to perform the role.

5.3.2.2 Has completed at least a full-time as MCVP, MCP, or AI leadership role and is discharged from duties/liability by the national plenary (where applicable) and has not taken an active leadership role within the organization in the last two years.

5.3.2.3 Has demonstrated previous active involvement on the global level

5.3.2.4 Is able to demonstrate solid motivation, commitment and availability to perform the role of Internal Audit.

5.3.2.5 Is able to demonstrate the analytical & communication skills and understanding of financial management.

5.3.2.6 Previous academic background or experience in risk assessment and evaluation is preferred.

5.3.3 Duration of the Internal Auditor Term

5.3.3.1 12 months term and 2 months of transition:

- ☐ Period 1: 1 January – 31 December (Selection procedure to finish at least one month before transition)
- ☐ Period 2: 1 July – 30 June (Selection procedure to finish at least one month before transition)

5.3.3.2 The transition should happen in June and July for the one selected prior to IC and in December January for the one selected prior to IPM.

#### 5.3.4 Internal Auditor selection

5.3.4.1 Step 1. Application package AIESEC International, after receiving input from the Legal Subcommittee and the current internal auditors, should open the application process by releasing the application package that consists of an application questionnaire and a case study that needs to be solved. In addition to completing the questionnaire and solving the case study, each candidate should submit a video summary of their application as well as at least 2 recommendation letters out of which one should be from an individual that the candidate worked with who is external to AIESEC. Application deadline is latest by 1st of May or 1st of November each year. In case, there are no candidates a second round application process should be opened.

5.3.4.2 Step 2 Review Panel Legal Subcommittee should review the candidates in the course of two weeks after the application deadline has passed and provide a recommendation to the Global Plenary that outlines strengths and weaknesses of each candidate for the position.

5.3.4.3 Virtual selection of the Internal Auditor will be conducted by the Legal Subcommittee with recommendation of the FB.

#### 5.3.5 Confidentiality of Data

5.3.5.1 Each internal auditor is required to sign at the beginning of his/her term a confidentiality agreement in correspondence to the code of conduct stated in the Global Compendium Supporting Document, the template of which shall be provided by AIESEC International.

#### 5.3.6 Internal Auditor Code of Conduct

5.3.6.1 Internal auditors are expected to apply and uphold the following principles:

##### Integrity:

The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgment.

##### *Internal auditors:*

- ☐ Shall perform their work with honesty, diligence, and responsibility.
- ☐ Shall observe the law and make disclosures expected by the law and the profession.
- ☐ Shall not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organization.
- ☐ Shall respect and contribute to the legitimate and ethical objectives of the organization.

##### Objectivity:

Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced

assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.

*Internal auditors:*

- ☐ Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization.
- ☐ Shall not accept anything that may impair or be presumed to impair their professional judgment.
- ☐ Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

Confidentiality

Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

*Internal auditors:*

- ☐ Shall be prudent in the use and protection of information acquired in the course of their duties.
- ☐ Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization.

Competency

Internal auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

*Internal auditors:*

- ☐ Shall engage only in those services for which they have the necessary knowledge, skills, and experience.
- ☐ Shall continually improve their proficiency and the effectiveness and quality of their services.

## 5.4 Supervisory Group

### 5.4.1 Composition

**5.4.1.1** The AI SG will consist of up to twelve people (excluding: ex-officio PAI, President AAI, PPC Chair).

**5.4.1.2** The SG aims to be a balanced group with diverse representation of gender, geographic background, experience and previous interaction with AIESEC to ensure it can advise the organization to respond to the challenges and opportunities it faces.

**5.4.1.3** SG members should have the following profiles:

**5.4.1.3.1** Current/retired executives or managers with a strong understanding of, and commitment to AIESEC and AI;

**5.4.1.3.2** Former AI members and other alumni;

**5.4.1.3.3** The former president of AI, for a one-year term (Jan – Dec).

**5.4.1.4** The SG as a collective should have representation/expertise in the following areas of expertise:

**5.4.1.4.1** Strategic Leadership;

**5.4.1.4.2** Business Management;

**5.4.1.4.3** Marketing and sales;

**5.4.1.4.4** Finance;

**5.4.1.4.5** Legal;

**5.4.1.4.6** Human resources and diversity;

**5.4.1.4.7** Higher Education;

**5.4.1.4.8** Non-Governmental sector or social business sector.

**5.3.2** Before the April SG meeting (or more frequently if required), the Chair of the SG, PAI and VPF will revisit the current SG membership and determine what (if any) profiles and knowledge areas are missing from the SG.

**5.3.3** Communication will then be released to the Global Plenary informing them of areas of SG membership to be improved. Members of the Global Plenary will then be invited to propose new individuals. The process of selecting new SG members (as described below) will begin.

## 6. MEMBERSHIP SUBCOMMITTEE (MSC)

### 6.1 Role and responsibilities

**6.1.1** Membership Subcommittee is responsible for managing the global membership criteria and application, and review process of Entity membership.

#### 6.1.2 Responsibilities

**6.1.2.1** The Membership Subcommittee is responsible for reviewing membership criteria at every membership checkpoint before ILM.

**6.1.2.2** The Membership Subcommittee will be responsible for membership criteria education of the Global Plenary.

**6.1.2.3** The Membership Subcommittee should review compendium and membership criteria at least once (1) per year to assure the criteria is still relevant to the current context.

**6.1.2.4** The Membership Subcommittee should report to the global plenary twenty (20) days before ILM.

**6.1.3** The Chair of the Membership Subcommittee will be responsible for the selection of the team and the structure of the subcommittee. Recommendations are for the subcommittee to be structured either regionally or by membership status.

**6.1.3.1** Each MSC member should have a maximum of 10 entities to review, unless they voluntarily accept to be responsible for more than 10 Entities and provide written confirmation of their acceptance to the Chair of the MSC, and MSC team.