

# Annex 03

## Membership Criteria

### AIESEC in Spain

### National compendium

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## ANNEX 03. MEMBERSHIP CRITERIA

### 1. Local Committee Membership Criteria

Membership criteria will be measured in the following types:

- Representation Criteria
- Information Criteria
- Financial Criteria
- Legal Criteria
- Organizational Development Model Criteria

#### 1.1. Representation Criteria:

The criteria contained in this category are those necessary for the representation of the entity, knowledge and decision making and include:

- Representation at the meeting of the Board of Presidents and Presidents: For meetings where a legislative meeting is held, the presence of the president of each entity will be required throughout the duration of the same (applies to ordinary and extraordinary assemblies whether physical or virtual). In the event that a Local Committee has the right to vote but, due to any of the exceptions described below, does not have representation in the Legislative, the chair (LCP) of that Local Committee must send his/her vote telematically to the Legislation Subcommittee Chair (LSC) at least 12 hours before the start of the Legislative. In addition, in the event that a local committee has a chair-elect, the presence of both chairs shall be required.
- Full board participation in Conferences: For conferences, full board participation per entity will be required on all days of the conference.
  - *Exception:* A member resigns less than 30 days prior to the legislative assembly. In the case of LCP, the meeting of the Board of Presidents and Presiding Officers shall also be considered.
  - *Exception II:* In case of exam, death in the family up to third degree of consanguinity, health problem or impossibility due to work during the dates of the conference, including one day before and after the conference, which can be proved with an official document from the University, Hospital or Company. The document must be sent at least two weeks before the legislative in case of exam or work and signed by the person directly responsible both at work and at the study center. In the case of a health problem or death in the family, a justification will be accepted if it arrives before the legislative, justification via telematic, being able to justify in writing within a week.

- *Exception III:* In the event that absence from classes taking place during the days of the conference would be a serious and unavoidable detriment to the grade of a subject, as well as an inherent risk of failing the subject. This case will be taken into consideration provided that prior contact with the lecturer responsible for the subject can be demonstrated at least one month in advance.
- *Exception IV:* In case of specific situations such as notable family events or others, as long as discussion is brought two weeks in advance and approved by 2/3 of the Board of Presidents and Presidents. Proxies will not be accepted for LCP sessions on conference days.

VPs that cannot be present will require the assignment of a proxy that meets the following criteria:

- In the case of a VP Operations, you must bring a proxy who holds a position directly below the VP and is an attendee at the conference.
  - In the case of Back Office should bring a proxy who holds a position directly one grade below the VP who is attending the conference, and if there is not the same procedure would proceed from an operations area.
  - Preferably a member with at least 3 months in the organization.
  - Have prior knowledge of or be close to the area to be represented.
  - The network manager will monitor the proxy in the sessions.
- Representation at Day 0 sessions for Presidents: For Day 0 of the conferences, all Presidents of the entity will be required to attend.
    - The applicable Exceptions will be the same as in the previous point (Exception I, II, III and IV).
  - The official composition of the board of directors includes Local Committee Chair (LCP), Vice President of Finance and Legal (VP F&L), Vice President of Human Resources (VP MXP), Vice President of Marketing (VP MKT) and a minimum of one Vice President (VP) of Product (oGX). In case the LC has several Outgoing products, it must have at least as many VPs of product as the CM establishes. If the LC has one or more Incoming products, it must have at least as many VPs of product as the MC establishes. A document with the composition of all board members must be submitted. Full name, position and email address must be included.
  - The local presidents and presidents must attend 80% of the BoP calls that are held during the corresponding Quarter, the exception of sending a proxy is not allowed. In the case that does not happen, the right to vote will be lost for not fulfilling the criteria of representation, except if they can justifiably demonstrate to the MC, MCP and MC F&L, that these absences were due to causes beyond their control to maintain their right to

vote. The absences will be justified with a document sent 24/48h before.

- *Exception:* BoP calls may be allowed as justified by the university's teaching timetable and will not be taken into account when losing the right to vote.
  - Exceptions I, II, III and IV are also justifications for this regulation.
- Local Vice Presidents must attend 50% of the meetings of their department during the corresponding Quarter. Failure to do so will result in the loss of voting rights for not meeting the criteria for representation, unless they can justifiably demonstrate to the MC, MCP and MC F&L that these absences were due to causes beyond their control in order to maintain their voting rights.
  - *Exception:* BoVP calls may be allowed as excused due to the university's school schedule and will not be taken into account when it comes to losing voting rights.
  - Exceptions I, II, III and IV are also justifications for this regulation.

## 1.2. Information Criteria

The criteria contained in this category are those that refer to the association's internal analysis and information and include:

- Finance SONA: this will be a biweekly SONA (State of National Association) that needs to be filled by the 15th and the 1st day of every month at 23:59 hrs (Spain time zone), the criteria will be established by the finance and legal department head. For the local entity to get the criteria it needs to have all the information by the end of the month as maximum.

The person of the member committee responsible for the SONA will review and approve the form. In case of any error, the local committee chairperson will be informed up to 24 working hours after the submission of the form. The local committee will have 24h from the notification to correct the notified errors. In case of not correcting the errors the SONA will be counted as invalid. There can be a situation where the member committee decides not to carry out the compliance of the SONA in a given week under express notification.

- Month SONA: In addition, the monthly SONA must be sent with the template sent by the Member Committee on the 1st of the first month of the following Month - (The content of the monthly SONA will include questions that cover network questions and can be measured. SONAs sent at the end of each quarter must include network questions and additional questions where we measure operational numbers).

No Monthly SONA can be missed, submitted late, or corrected within a year. The Member Committee person responsible for the SONA will review and approve the SONA Submission.

In case of any errors, the Local Committee Chair will be notified within 24 working hours after the submission deadline. Within 24 hours after notification by the Local Committee must correct the reported errors. If errors are not corrected, the SONA will be deemed invalid.

- **GFB Financial Consolidated Report:** The Consolidated Report must be completed and submitted based on the global template sent by the member committee by 23:59h on the 3rd of each month. This report will count as the Balance Sheet and Budget submission for the particular month.
- **Infrastructure:** All local committees must submit a certificate signed and stamped by the Dean's Office or the Student Delegation of their respective university (or faculty) stating that the committee is recognized by the university and that it is active according to its statutes. If required by the member committee, it must be sent physically.
- **Planning and Budget:** The planning and budget documents sent from the MC must be completed and submitted. Deadlines for submission will be January 31st and July 31st respectively, this DDL may be extended under permission of the member committee for special situations. Failure to do so will result in the loss of voting rights for the entire semester corresponding to the semester of submission of these criteria.

### 1.3. Financial Criteria

The criteria contained in this category are those that refer to the accounting and fiscal part of the entity required at the local level:

- Local accounting: Each entity must keep an accounting record according to the General Accounting Plan in force. The accounting must be carried out using Wave accounting software. The documents to be sent are:
  - A balance sheet (annual)
  - A profit and loss account (annual)
  - A trial balance (quarterly)
  - A journal (quarterly)
  - A general ledger (quarterly)
  - A book of invoices issued and received (quarterly)
  - A book of corrective invoices issued and received (quarterly).
  - Invoices issued and received (quarterly)
  - Corrective invoices issued and received (quarterly)
  - A voucher for each bank movement: invoice, ticket, budget, ... (quarterly)

For an invoice to be considered valid it will be necessary to have the following information: name of the receiver, address, identification document, date, concept, amount to be paid and the invoice number.

- Regional accounting: Those regions where there is more than one LC and they are registered jointly, must present all the financial criteria (balance sheet, profit and loss account, trial balance, journal, general ledger according to the official format, book of invoices issued and received).

As a specificity they must present two books of invoices issued and received: One for the invoices issued/received under the joint VAT number, and another with the compilation of invoices issued/received with the individual VAT numbers of each LC, to facilitate the payment of taxes in the future.

- Electronic certificate: You must have a valid electronic certificate in the name of the association in order to be able to carry out the obligatory electronic procedures (VAT, IS, Third Party Declaration...). It must be sent annually to the MCVP F&L together with the keys and expiry date of the certificate.
- Bank transactions: Official local and regional bank transactions stamped by the bank of the account(s) held by the local committee must be submitted. This information must correspond with the relationship of the bank account of the accounting information submitted.
- Payment of VAT: You must send the declaration of the VAT Model 303 (quarterly) and 390 (annual). Or, in the case of being exempt, a document from the Treasury proving the Exemption.
- Declaration of operations with third parties: All those local committees that have carried out business or professional activities with clients, suppliers or creditors whose volume during the corresponding calendar year has exceeded 3,005.06 Euros, must send the declaration Form 347.
- Debt payment plan: In the case that a local committee has debts with another AIESEC entity in Spain, it must agree on a payment plan and send it as proof. Payment plans may be proposed by both the VPs F&L and the MCVP F&L, but will ultimately be approved by the MCVP F&L, and must have established amounts and dates. If there are no debts with other entities, stipulate that there are no debts and follow the established template.

When a local committee's debt exceeds two and a half years and the local committee is not meeting the established debt plan the National Committee may control expenditures for the next



quarter or subsequent quarters until the previously established debt plan is met.

- LC fee payment: The fee established according to the financing and distribution model must be paid into the bank account that the member committee establishes in the invoice. In the concept, the name of the Local Committee must be included. The LC fee shall be paid within 10 days of receipt of the invoice. Proof of payment must also be sent within this period.
- AIESEC Bank Account (local and regional): Proof that a bank account exists in the name of AIESEC (local and regional), and that it is managed by the LCP and/or LCVP F&L must be submitted. Any type of document provided by the bank that proves this information will be accepted.

In cases where the LC's financial situation does not allow them to cover the expenses associated with maintaining a bank account, the MCVP F&L may decide to close the account. In such instances, the LC will automatically fulfill this requirement by default. As well as the requirements related to this one.

The budget has to be approved before the term/peak and be checked quarterly.

- Corporate Income Tax: The Form 200 return must be sent, even if no activity has been carried out during the financial year.
- Executive Board Report: A report on the status of the local entity during the quarter should be prepared and submitted. The MC will provide the template.

In the event that an LC fails to pay the required taxes for a given quarter, these tax payment criteria will be re-evaluated in subsequent quarters until they are properly met.

#### 1.4. Legal criteria

The criteria contained in this category are those that refer to the external legal part of the entity required at the local level.

- Legal Registration: Two documents must be sent:
  - Send a letter confirming that the current board is registered in the Register of Associations. It is important that it is the current board at the time the criteria are met, and old boards will not be accepted.
  - Send proof that the current directive is registered with the tax authorities (form 036). It is important that it is the directive that corresponds to the moment of fulfilling the criteria, and old directives will not be accepted.

- At least the LCP, VP F&L and VP TM should be listed as representatives.
- Local and Regional Compendium: The entity must send the internal regulations.
- Internal Bylaws: These must be up to date with the last board of directors.
- Legislative records (local and/or regional): All local and/or regional legislative records for the period under review should be submitted. These legislative records should be no more than three months old.
- Audit Criteria: The audit will be conducted by the Entity Control Board (ECB) and under the supervision of the MCVP F&L following the process and timeline set out in Annex S. The documents set out in Annex S of this compendium will be audited. To be considered compliant with this criterion, an average score of more than 85% must be achieved in both oGX and iCX audits.
- Data Protection Act: The modification of the data of the association's legal representative in the General Data Protection Register (RGPD) must be made annually and must be communicated to the Spanish Data Protection Agency (AEPD). For the modification is necessary the letter confirming that the current directive is registered in the Register of Associations.
- Accident Insurance: Accident and Civil Liability insurance must be taken out directly derived from the exercise of the activity carried out by the volunteers in the association. It will be compulsory for the members of the Executive Board.

### **1.5. Organizational Development Model Criteria**

To pass this criterion, according to the organisational model, an LC must be within groups 1, 2 and 3 in the last update of the model prior to the criteria review. Failure to pass this criterion will result in a status of "On Probation".

### **2. Cases of exchange quality**

In the event that an AIESEC Local Committee in Spain loses an ICB or ECB case it will affect the review of the membership criteria as follows:

- The loss of a BCI case will result in a downgrade of the Local Committee's status. This change will affect the next two status change reviews. So, the Local Committee will not be able to move up in status until the fifth review after losing the case.
- The loss of an ECB case will result in a downgrade of the Local Committee's status. This change will





affect the next status change review. So, the Local Committee will not be able to move up in status until the second review after losing the case.

Taking these criteria into account, they will be distributed as follows for the conferences:

The criteria to be completed at the fall assembly (October) are:

- Representation Criteria:
  - Composition of the Board of Directors Q3
  - Board participation (current and elected LCPs) at the fall conference
- Information Criteria:
  - Monthly and weekly SONAs for Q3
  - Q3 GFBs
- Financial Criteria:
  - Local and regional accounting Q3
  - Local and regional bank movements Q3
  - VAT payment Q3
  - Debt repayment plan Q3
  - Payment LC Fee Q3
  - Q3 Board Report
- Legal Criteria:
  - To have a minimum of 65% in the internal audit.
  - Last local and regional legislative act
- Organizational Development Model Criteria.

The criteria to be fulfilled at the winter assembly (January) are:

- Representation Criteria:
  - Composition of the Board of Directors Q4
  - Board participation in the winter conference
- Information Criteria:
  - SONA Q4
  - Q4 GFBs
  - Planning and budgeting
- Financial Criteria:
  - Local and regional accounting Q4
  - Local and regional bank movements Q4
  - VAT payment Q4
  - Annual VAT payment
  - Form 036
  - Debt repayment plan Q4



- Local and regional bank account
  - Payment LC Fee Q4
  - Q4 Board Report
- Legal Criteria:
  - Have a minimum of 65% in internal audit
  - Last local and regional legislative act
- Organizational Development Model Criteria.

The criteria to be completed at the spring assembly (April) are:

- Representation Criteria:
  - Board composition Q1
  - Board participation at the Spring Conference
- Information Criteria:
  - SONAs of Q1
  - Q1 GFBs
- Financial Criteria:
  - Local and regional accounting Q1
  - Local and regional bank movements Q1
  - VAT payment Q1
  - Executive Board Report Report Q1
  - Debt repayment plan Q1
  - Local and regional bank account
  - Payment LC Fee Q1
- Legal Criteria:
  - Have a minimum of 65% in internal audit
  - Last local and regional legislative act
- Organizational Development Model Criteria.

The criteria to be completed at the summer assembly (July) are:

- Representation Criteria:
  - Composition of the Board of Directors Q4
  - Board participation in the winter conference
- Information Criteria:
  - SONA Q4
  - Q4 GFBs
  - Planning and budgeting
- Financial Criteria:
  - Local and regional accounting Q4
  - Local and regional bank movements Q4



- VAT payment Q4
  - Payment of Corporate Tax
  - Form 036
  - Debt repayment plan Q4
  - Local and regional bank account
  - Payment LC Fee Q4
  - Electronic certificate
  - Q4 Board Report
- Legal Criteria:
  - Have a minimum of 65% in internal audit
  - Last local and regional legislative act
- Organizational Development Model Criteria.

The change of status will take place in the assemblies held in the different conferences.

The criteria to be completed in Annual Standards are:

- Information Criteria:
  - Infrastructure
  - Planning and budgeting
- Financial Criteria:
  - Local and regional accounting
  - VAT payment Q4
  - Electronic certificate
  - Declaration of transactions with third parties
- Legal Criteria:
  - Legal Registration
  - Local and Regional Compendium
  - Internal Regime Statutes
  - Data Protection Act
  - Board of Directors Insurance

### **3. Membership statuses of a Local Committee. State changes.**

#### **3.1 States of membership: rights and obligations**

The four states contained in this category are the membership states that a local committee may adopt.

- Local Voting Committee: a local committee that meets all applicable membership criteria and exchange criteria.



- Rights: full rights, i.e. the right to speak and vote.
  - Duties: The local committee shall present a report to the assembly reflecting the previous quarter's data.
- Non-voting Local Committee: A local committee that does not meet the applicable membership criteria.
  - Rights: right of voice.
  - Duties: The local committee shall present a report to the assembly reflecting the previous quarter's data.
- Probationary Local Committee: a local committee that meets all applicable membership criteria but does not meet the criteria of the organizational development model.
  - Rights: right of voice.
  - Obligations: The local committee on probation shall submit a report to the assembly reflecting the previous quarter's data. In the event that the local committee accumulates two continuous quarters with this membership status, it will be voted to close or continue its activity as an Expansion at the next assembly.
- Local Committee in debt: local committee that has failed to pay the LC Fee either for two consecutive quarters or for two quarters in the same LCP term.
  - Rights:
    - Voice rights
    - Personalized debt plan.
    - Deferment of payments upon approval of the member committee.
    - All debts older than five years will be forgiven.
  - Obligations:
    - The bank account will be frozen and will be controlled by the member committee. It will be in charge of reviewing any bank movement to be made, being totally necessary its approval to carry out such operation.
    - You will need to meet the appropriate membership criteria.
    - All profits generated by your products will go entirely to the debt owed to the member committee.
    - You will be required to present the report of the board of directors' report at the winter, spring, summer or fall assembly.
- Committee in losses: Local Committee that regardless of meeting the membership criteria, accumulates a quarter of losses, ie 3 consecutive months with losses, will acquire this status.

Rights: Retain voting rights.



Duties: The committee shall be subject to expenditure control to be carried out by the MCVP F&L, with the assistance of his appropriate staff. During the state of loss, the MCVP F&L may call extraordinary meetings to exercise expenditure control.

The expenditure control will be based on two reports, one by the local committee subject to this control and the other by the MCVP F&L. The first one will justify the expenditure forecast based on sustainability and the second one will justify the expenditure control, control proposal and the corresponding measures.

Finally, the control of expenditure will be adopted by simple majority at the same assembly.

- **Committee on Expense:** If the MsC detects that an LC has spent more than 50% of what it planned in its budget or when the MCVP F&L detects that expenses are made that are not related to the activities given in the committee or that have a background of self-enrichment and individual enrichment of the executive board members, the FsC Chair and MCVP F&L will be convened to analyze the reason and make a decision on the membership status of that committee member. This shall occur within 5 days of the criteria resolution, with a final decision to be made by the end of the month at the latest.

The analysis of the situation will consist of the submission of an expense report justified by the LCP.

Rights: Right to voice

Obligations: On the part of the Local Committee: Justification of the expenses to the member committee.

On the part of the MVCP F&L: Will take control of the bank account for the next 6 months.

If a committee remains on committee for two quarters in a term, the LCP may be placed on probation for a period of one month and an extraordinary assembly shall be called to vote by simple majority on whether to pass the probationary period.

### Simultaneity of membership statuses

A Local Committee may assume more than one membership status, if the requirements of both apply. The consequences (obligations) of both states will be grouped together.

If voting rights are retained in one of the states and not in the other(s), the final consequence will be the loss of voting rights.

### **3.2 Change of states.**

Local committees may be upgraded or downgraded in status. The change of status shall occur at the meetings held at the various conferences, unless the change of status is upward in nature, in



which case it shall occur at the next succeeding legislative session if the situation that caused the downward change of status is remedied. The Membership Subcommittee is responsible for the review and correction of all corresponding documents.

This includes the following situations:

- To become a Full Voting Local Committee of AIESEC in Spain, a Non-Voting or Probationary Committee must meet all membership criteria.
- To become a Full Voting Local Committee of AIESEC in Spain, a Local Committee in debt must meet all membership criteria, comply with the debt plan, and have paid the LC Fee for two consecutive quarters.
- To exit committee status on probation, the Organizational Development criteria must be met.
- To exit loss status, when LC is in profit at the end of a quarter.
- To exit the state of waste, after 6 months of control of the bank account if the waste situation does not persist.

#### **4. Submission, review and revision of Membership Criteria. Exceptions.**

##### **4.1. Submission of membership criteria:**

All documents must be submitted in digital format only. Local Committees will have the option to submit the criteria 8 days prior to the deadline to be notified of errors. Local Committees must incorporate these changes into their accounting records.

##### Location:

All criteria involving the submission of documentation must be uploaded to the Google Drive space provided by the Membership Sub-Committee members. The folder for uploading the corresponding criteria can be found at the following link: [http://bit.ly/LCP\\_MsC](http://bit.ly/LCP_MsC)

##### Time:

The deadline for each delivery will always be 23.59h Madrid time, Spain.

##### Dates:

The quarterly criteria must be submitted on the 15th day of the beginning of each quarter, except for the last quarter, which must be submitted on the 25th of January. The quarters are April, July, October and January, in order.



The delivery of the annual criteria must be done the first 25 days of February. See exceptions in point 3.3 of this section.

Quarterly criteria:

- 15 April
- July 15th
- 15 October
- January 25th

Annual Standards: February 25

The quarterly and annual deliverables for the membership criteria are listed in the table below:

Quarter	Period	Deadline for delivery
1st quarter	January 1 to March 31	15 April
2nd quarter	April 1 to June 30	July 15th
3rd quarter	July 1st to September 30th	15 October
4th quarter	1 October to 31 December	January 25th
Annual	January 1 to December 31	25 February
*The accounting documents shall contain the annual information from January 1 to December 31.		

#### 4.2. Review of Membership Criteria:

For both submissions, the local committees have a review of the corresponding criteria by the MSC team, which will provide feedback no later than two days before the submission deadline, but the final responsible person is the MCVP F&L. This consists of checking that all the criteria are sent, on the established dates, in the required formats and with the templates provided.

The due dates for this review are as follows.

Quarterly criteria:

- 7 April
- July 7th
- October 7th
- January 12th



Annual Standards: February 12

The time and place detailed above for this pre-delivery remains the same.

In the event that there is a criterion whose validity is subject to interpretation, the MsC will have the power to decide whether or not to pass it with prior consultation with CCM and MCVP F&L, being its decision irrevocable.

At the end of this procedure the MsC will update the national plenary with the status obtained with a review report, in good time before the conference at which the change of status becomes effective.

#### **4.3 Modification of Membership Criteria**

##### Minimum Criteria:

Modification of the minimum membership criteria to be submitted requires a 2/3 majority vote.

##### Dates:

The modification of the deadline for submission of the annual membership criteria may be altered in the following special situations. The Member Committee and the MSC Chair must be notified and the final decision is at their discretion.

The cases in which a new delivery date may be set are as follows:

- No Local Committee Chairperson elected after January 2
- There is no Executive Board elected after January 15.
- State of emergency, alert or siege

Likewise, and in relation to the annual criteria, due to delays by the public or university administration, the deadline for the delivery of the following membership criteria may be modified to the ordinary delivery of the annual criteria as long as the initiation of this process of change is justified before January 1st.

##### Directly involved criteria:

- For tardiness in the public administration: Change of Registration
- For tardiness in university administration: Infrastructure Criteria

##### Indirectly involved criteria:

For late Change of Registration:

- Digital Certificate
- Declaration of payments to third parties
- Change of bank account holder





The modification of this date leads to the extension of these criteria to a new delivery, dated March 25th. It will be decisive the demonstration that this or these criteria (change of register, infrastructure criteria or both) have been requested before January 1, uploading a document that supports it to the delivery folder of the criterion.

In this situation, the criteria will be corrected on March 25, and the resolution of the total correction of the annual membership criteria of the local committee in question will be pending until that date.