

National Compendium

AIESEC in Pakistan

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I – CONSTITUTION

1. Name

- 1.1. The name of the organization shall be AIESEC.
- 1.2. AIESEC is a global, independent, non-political, not-for-profit youth-run organization.
- 1.3. AIESEC does not discriminate on the basis of gender, sexual orientation, disability, creed, religion, national, ethnic, or social origin.
- 1.4. **Global** - AIESEC is present in all continents of the world. We have a global network that takes ownership to make the world a better place.
- 1.5. **Non-political**- AIESEC does not have a pre-defined or officially accepted political tendency or subscription.
- 1.6. **Independent** - AIESEC is not a subsidiary or dependent entity of any other bodies in its work, sustainability or decision-making. As an organization we are free to set our own goals and pursue them.
- 1.7. **Not-for-profit** - AIESEC's bottom-line is to develop leadership for young people to have a positive impact in the world. We use our resources sustainably to generate more impact rather than making a profit for shareholders.
- 1.8. **Youth-run** - AIESEC is completely run by young people - the majority of whom are students and recent graduates.

2. The AIESEC Way

- 2.1. The why of AIESEC:** AIESEC strives to achieve Peace and fulfillment of humankind's potential.

2.2. How do we achieve our why:

- 2.2.1. We place our confidence in youth as the key to unlock a better future.
- 2.2.2. We place our confidence in youth because they represent the passion, dynamism and entrepreneurial spirit that are needed to shape the future of the world. They have the responsibility to impact tomorrow by choosing who they will be today.
- 2.2.3. We believe that leadership is the fundamental solution and it can be developed by anyone.
- 2.2.4. AIESEC is a platform for young people to explore and develop their leadership potential. After going through an experience with AIESEC, young people are better prepared to make a positive impact in any sphere they would choose.

2.3. Our Unique Leadership Development Model

- 2.3.1. AIESEC's leadership development model seeks to prepare youth to take a stand on what they care about and become capable of making a difference through their everyday actions. That is why our answer is to develop the characteristics below:

- 2.3.1.1. World Citizen
- 2.3.1.2. Self-aware
- 2.3.1.3. Empower others
- 2.3.1.4. Solution oriented

- 2.3.2. This is the leadership that we believe in and develop.

2.4. What do we offer:

- 2.4.1. We enable young people to develop their leadership through learning from practical experiences in challenging environments. We do this through cross-cultural exchanges and by creating and managing these opportunities.

2.5. Cross Cultural Exchange

2.5.1. AIESEC provides an opportunity for young people to work or volunteer abroad in non-familiar environments. This allows them to step outside their comfort zone and expand their worldview, while contributing to the community through the work they are doing. Living such experiences enables people to build a better understanding of how to communicate and capitalize on diversity in our increasingly connected world.

2.6. Team Experiences

2.6.1. AIESEC members create and manage these cross-cultural exchange experiences. This provides an opportunity for our members to live powerful team experiences and develop their own leadership potential.

2.7. Inner and Outer Journey

2.7.1. 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.

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

2.9. Our Values:

2.9.1. Activating Leadership

2.9.1.1. We lead by example and inspire leadership through actions and results. We take full responsibility for developing the potential of others.

2.9.2. Enjoying Participation

2.9.2.1. We create dynamic and welcoming environments through active and enthusiastic participation of individuals. We enjoy being involved in AIESEC.

2.9.3. Striving for Excellence

2.9.3.1. We seek to continuously improve through creativity and innovation. We aim to deliver the highest quality performance in everything we do.

2.9.4. Living Diversity

2.9.4.1. 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.

2.9.5. Acting Sustainable

2.9.5.1. We act in a sustainable way for our organization and society. Our decisions take into account the needs of future generations.

2.9.6. Demonstrating Integrity

2.9.6.1. We are consistent and transparent in our decisions and actions. We fulfill our commitments and conduct ourselves in a way that is aligned with our vision.

2.10. English is the sole official language of the foundation

2.11. The logo approved and used in the latest AIESEC Blue Brand Book will be used in all matters.

2.12. In matters of conflict, the global compendium will weigh more than the national compendium and so on and so forth.

2.13. The MCP will interpret the national compendium in matters of doubt by taking into account the SG's opinion as and when needed.

2.14. All the clauses of the National Compendium including its subdocuments are completely binding on all the LCs and MC of AIESEC in Pakistan, unless otherwise stated.

II- MEMBERSHIP

1. AIESEC in Pakistan Membership

- 1.1. There will be 4 kinds of membership statuses for a Local Committee:
 - 1.1.1. Full Member Local Committee (3 Votes)
 - 1.1.2. Local Committee on Alert with Voting Rights (1 Vote)
 - 1.1.3. Local Committee on Alert without Voting Rights (0 Votes)
 - 1.1.4. LC in Debt
- 1.2. The following are the Local Committees of AIESEC in Pakistan
 - 1.2.1. AIESEC in Faisalabad
 - 1.2.2. AIESEC in GIKI
 - 1.2.3. AIESEC in Hyderabad
 - 1.2.4. AIESEC in IBA
 - 1.2.5. AIESEC in Islamabad
 - 1.2.6. AIESEC in Karachi
 - 1.2.7. AIESEC in Lahore
 - 1.2.8. AIESEC in Multan
 - 1.2.9. AIESEC in NUST
 - 1.2.10. AIESEC in LUMS
 - 1.2.11. AIESEC in Karachi South
- 1.3. The following are the Full Voting Members of AIESEC in Pakistan:
 - 1.3.1. AIESEC in GIKI
 - 1.3.2. AIESEC in Islamabad
 - 1.3.3. AIESEC in Hyderabad
 - 1.3.4. AIESEC in Faisalabad
 - 1.3.5. AIESEC in LUMS
 - 1.3.6. AIESEC in Karachi
- 1.4. Following are the LC on Alert without voting rights of AIESEC in Pakistan
 - 1.4.1. AIESEC in Multan
 - 1.4.2. AIESEC in NUST
 - 1.4.3. AIESEC in Lahore
 - 1.4.4. AIESEC in IBA
 - 1.4.5. AIESEC in Karachi South

2. Local Committees:

- 2.1. The following criteria must be met for Local Committees to be considered as full members of AIESEC in Pakistan:
 - 2.1.1. **Exchange**
 - 2.1.1.1. 7 Approvals. 5 Realizations. To be checked for the previous 12 months at each membership check.
 - 2.1.1.2. Clear 80% of the quarterly audits conducted by ECB.
 - 2.1.1.3. In case of LC not clearing the Quarterly Audit , the following implications will be imposed:
 - 2.1.1.3.1. Audit clearance less than 65% - Direct loss of Membership
 - 2.1.1.3.2. Audit clearance more than 65 % and less than 80 % - LC will be downgraded to MIA with 1 voting right.
 - 2.1.2. **Finance**

2.1.2.1. General Compliance

- 2.1.2.1.1. No LC Dues to the MC.
- 2.1.2.1.2. Have 3 months of cash reserves.
 - 2.1.2.1.2.1. This reserve will be calculated by the following formula:
Months of Cash Reserves = Current Cash/Average cost
of the previous 12 months.
- 2.1.2.1.3. Not have more than PKR 100,000 as Cash in Hand. All
monetary assets are deposited in one of the bank
accounts legally associated with AIESEC in Pakistan.

2.1.2.2. Governance

- 2.1.2.2.1. All Local Committees are required to present their budget
before the beginning of their LC term & get it ratified by
the general body of the local committee on the First GBM
of the Term, not late than 12th February.
- 2.1.2.2.1.1. In case an extension is required , an official email
will be sent to the MCP and MCVF Finance, the
maximum allowed extension will have to fall in
February. Change or further extension can be
allowed by MCVF FnL and MCP.
- 2.1.2.2.2. The budget should be prepared as per the chart of
accounts defined by MCVF Finance.
- 2.1.2.2.2.1. The budget should be shared via email with the
general body members with MCVF Finance in the CC.
- 2.1.2.2.3. Not have more than two violations of the Financial &
Legal Sub-Documents apart from the above mentioned
finance criteria points.
- 2.1.2.2.4. To have a bank account. LCs need to submit an account
maintenance certificate within the month of December
each year. In case of missing documentation from the
Member Committee necessary to open a bank account,
the criterion stays void.

2.1.2.3. Reporting and Accounting

- 2.1.2.3.1. Share a financial report with the General Body
Members each quarter. The report should
- 2.1.2.3.2. include an independent evaluation of the
Financial Performance by the MCVF Finance and
the EFB.
 - 2.1.2.3.2.1. The Financial Report should include all
the information outlined in clause 15.2 in
the Finance and Legal Sub-Document.
- 2.1.2.3.3. To submit the Global Finance Survey by the 6th day of
each month. An early Bird Check will happen at the 4th
of each month, response must be given by the 5th of
each Month. The timeline may be adjusted by the MCVF
Finance as required.
 - 2.1.2.3.3.1. The GFB Survey Penalty chart will be the following:

Severity	Condition	Penalty Implementation
High	Missing one GFB Survey in 6-months	Mandate Fine PKR 35,000
High	Submitting GFB Survey late (not more than 24 hours)	Mandate Fine 10,000 PKR
Highest	More than 1 GFB Survey late or missed	Loss of Membership on a National Level

- 2.1.2.3.4. Update all accounting entries over the accounting software by 6th of each month and have bank account reconciliation done within the same month.

2.1.2.4. Audit

- 2.1.2.4.1. To clear audit checks conducted by the MCVP Finance & EFB on a monthly basis.
- 2.1.2.4.1.1. LCs will be required to submit their monthly audit documentation virtually to the MCVP Finance & EFB by the 9th of every month.
 - 2.1.2.4.1.2. LCs will be required to justify 95% of their transactions (excluding the ones with MC) by submitting all proofs alongwith the monthly report.
- 2.1.2.4.2. Get all physical financial documentation required for audit delivered to the MCVP Finance or EFB within 14 days after a financial quarter has concluded.
- 2.1.2.4.3. These documents include all OGX contracts, OP contracts, MoUs, Physical Receipts, Financial Statements, Quarterly Audit Submissions, and Vouchers

2.1.3. Governance

- 2.1.3.1. To have a Local Board of Advisers with at least 2 members.
- 2.1.3.1.1. An annual agreement signed with each LBoA member.
 - 2.1.3.1.2. Have a quarterly meeting with the Local Board of Advisers, the minutes and the report presented at the meeting should be shared with the MCP with all the LBoA members in CC at the end of each quarter by the current LCP. The last date to submit the required submissions is maximum 15 days after the end of quarter.
 - 2.1.3.1.3. The report should include but not be limited to the following:

- 2.1.3.1.4. Financial Statements (Income Statement, Balance Sheet)
 - 2.1.3.1.5. Activities in the past quarter.
 - 2.1.3.1.6. Activities planned in the next quarter.
 - 2.1.3.1.7. Achievements
 - 2.1.3.1.8. Challenges faced.
 - 2.1.3.2. To submit the quarterly State of the National Association by the due dates.
 - 2.1.3.3. To have all local executive board (LCP and LCVP) election/confidencing timelines approved by MCP and any subsequent changes to the timeline must also be approved by the MCP.
 - 2.1.3.4. To have an executive board structure accepted by MCVP OD responsible.
 - 2.1.3.5. To have less than two mandate fines.
 - 2.1.3.6. To have the representation of the LCP or proxy at each National Legislative Meeting.
 - 2.1.3.7. To have an MoU signed with at least one university. A waiver may be granted by the MCP in an extraordinary scenario.
3. That the membership review will happen two times in a calendar year. Once on 30th June to review the membership criteria from January 1st to June 31st . The second at 31st December to review the membership criteria from 1st July till the 31st December.
4. If the criterion in 2.1. is not met by the end of the membership cycle, Local Committees membership status will be downgraded at the subsequent membership review based on the requirements left unfulfilled as described below.
- 4.1. In the event where one or more criteria from (2.1.1.1), (2.1.2.1.1) and (2.1.2.1.2) are not fulfilled, a Local Committee's membership status will be downgraded to a Local Committee on Alert with Voting Rights.
 - 4.2. In the event where one or more criteria other than the ones mentioned in 4.1 are not fulfilled a Local Committee's membership status will be downgraded to a Local Committee on Alert without Voting Rights.
 - 4.3. For the LC on Alert with Voting Rights or LC on Alert without Voting Rights, mandate fines can be imposed but not payable if the sum of cash and bank is less than the minimum bank balance after deduction of the mandate fine(s)
 - 4.4. For an LC on alert, irrespective of with or without voting rights, The LC must present a plan to regain membership status and submit a quarterly progress to the membership ad-hoc.
 - 4.5. If an LC with Member on Alert without Voting Rights status fails to meet the membership criteria in three subsequent membership checks, an automatic motion will be put to disband the LC for a vote at every subsequent legislation following the membership review session until the criteria is met.
5. Upon membership-review, in the event that an LC fails to clear MC dues at the specified date, the following corrective procedure shall be enforced:
- 5.1. The LC will submit a payment plan within ten days of the announcement of the membership review results.
 - 5.2. The dates for clearing MC dues shall be mutually decided between the LC and the MC.

In the event that the payment plan is not followed as agreed, all financial decisions thereafter will be approved by the MC. Once the MC dues are cleared and the LC has minimum bank balance as per the membership criteria, the LC regains the right to make all financial decisions.

- 5.3. A quarterly membership review shall be held to review 2.1.2., wherein, membership can be upgraded upon fulfillment, and downgraded if the criterion has not been met. This membership review should take place at all National Legislative Meetings.
- 5.4. Four compendium violations will lead to a mandate fine, except for clauses directly subject to mandate fine.

6. Procedure for Membership Review

- 6.1. The membership review will be conducted by the Membership Subcommittee and the MC.
- 6.2. The Membership Subcommittee shall communicate with all the LCs regarding the collection of all relevant documents around the Membership Criteria preferably 2 months before it's due and at the very least 1 month before it.
- 6.3. The Membership Subcommittee shall communicate an early bird deadline for the membership criteria as well to provide feedback and support LCs in the fulfillment of the membership criteria.
- 6.4. A member of the MSC cannot conduct the membership review for their own LC.
- 6.5. The results of the membership review will be announced by 1st January and 1st July each year.
- 6.6. Non-compliance to any of the above mentioned membership criteria would be considered a violation of the membership criteria and will lead to the reduction in membership status as mentioned in clause 4 above, unless otherwise stated.

7. Provision for Waiver:

- 7.1. In the case of extraordinary circumstances, the MCP can propose a motion to waive a certain clause in the aforementioned membership criteria of maintaining full membership for a LC.
- 7.2. If the proposed motion for waiver is passed by 80% of the voting members, then the specified clause in the motion would stand waived.

8. LC in Debt

- 8.1. If any member is in debt towards the MC / another LC for more than 6 months, they will be liable to the implications of LC in Debt.
- 8.2. In return "LC in Debt" will get an added service, where MC VP F & LC Coach will get in touch with the LC and will be coming up with a concrete monthly repayment model along with the action steps for the same. The situation will be visited twice a year.
- 8.3. The LC in Debt should report monthly progress on the Repayment plan to the MCVF Finance and/ or LC Coach.
- 8.4. Any payment made by the LC in Debt to the MC will be in the order of current liability first, then followed by the outstanding debt from the repayment plan.
- 8.5. MCVF Finance is responsible for assessing the liability of the LC in Debt. MCVF Finance further reports to the national plenary of the current status and should propose a repayment/ development plan.

- 8.6. A LC with status of LC in Debt must submit a report as mandated by the MCVP Finance and MCVP OD, at the time of annual Membership check.
- 8.7. If an LC with status of LC in Debt Fails to achieve 60% of the debt repayment plan consecutively for 3 cycles or fails to submit Finance audits during the same period will be liable to disbandment.
- 8.8. An LC in Debt can exist for a maximum of 3 years. Post which they are liable to be disbanded.
- 8.9. MCVP Finance and MCVP OD after assessment can provide a recommendation to the national plenary in case an LC is not able to meet its debt repayment plan. The options include but are not limited to:
 - 8.9.1. Propose to disband the Entity in Debt (in which case the debt will be divided by all the LCs equally over an extended period of 2 quarters)
 - 8.9.2. Propose to continue the Entity in Debt with a renewed development plan
- 8.10. **Implications on consecutive defaults for all Entities in Debt:**
 - 8.10.1. Defaulting 1st Year of Debt Clearance Plan:** Any collective transaction above PKR 30,000 through LC's bank accounts needs to be approved by the MC VP Finance and/or Member Committee President. If an LC's fails to do so, the MC VP Finance and/or Member Committee President has the authority to freeze the bank account.
 - 8.10.2. Defaulting 2nd Year of Debt Clearance Plan:** MCVP Finance will make necessary cuts to the budget and approve all major transactions.
 - 8.10.3. Defaulting 3rd Year of Debt Clearance Plan:** At the end of the 3rd year, the LC is liable to disbandment.

9. Local Committee on Alert with/without Voting Rights

- 9.1. If a Local Committee fails to fulfill membership requirements outlined in clause 2.3.1 at the time of Membership Review the Members status will be changed to Local Committee on Alert with/without Voting Rights.
- 9.2. For all Local Committee on Alert with Voting Rights the following must occur:
 - 9.2.1. If a Local Committee fails to fulfill the Membership Criteria the LCP shall email a Member on Alert Report to the MCP and cc MSC within 14 days after the last membership announcement at each membership review. Failure to submit the Member on Alert Report within the due time shall result in a mandated fine of PKR 5,000. The Member on Alert Report template can be found under the annexure of the Membership Sub-Document. Click [here](#) to access the template.
 - 9.2.2. If a Local Committee on Alert fails to regain full membership requirements within three membership checks, an automatic motion will be brought for the disbandment of the local committee in the subsequent legislative meeting and put to vote.
 - 9.2.3. A Local Committee on Alert, failing to fulfil exchange criteria, with the input of the MCVP OD and OPS will create an LC development plan (to re-gain Full Membership) within 1 month after each Legislative meeting. The development plan will outline the responsibilities of all parties.
 - 9.2.4. **Voting Rights:**
 - 9.2.4.1. A Local Committee on Alert with Voting Rights has only 1 vote in

- all legislative meetings
- 9.2.4.2. A Local Committee on Alert without Voting Rights has 0 votes in all legislative meetings.

III - Governance & Legislative Meetings

(For Detail Refer to *Governance & Legislative Meetings Subdocument*)

1. National Legislation:

1.1. Concept and Purpose

- 1.1.1. National Legislative meeting is the gathering of representatives of local and national executive teams to discuss changes to the national compendium.
- 1.1.2. The attendees of National Legislative Meetings shall consist, but not limited to:
 - 1.1.2.1. National Legislation Chair
 - 1.1.2.2. The MCP or a proxy
 - 1.1.2.3. Minimum two MCV
 - 1.1.2.4. The LCP (or an LCVP as a proxy), LCVP FnL and one other LCVP or any member as their proxy
 - 1.1.2.5. National Legislation shall be presided over by a Chairperson who manages the flow of National Legislation and who has to be neutral when expressing themselves.

1.1.3. Quorum

- 1.1.3.1. The quorum for National Legislative Meetings shall be two-thirds (2/3) of the voting right entity. It is the duty of the Chair to ascertain that a quorum is present. If there is no quorum, the plenary is adjourned until a quorum is achieved.

2. LCP Subcommittees

- 2.1. The purpose of LCP subcommittees would be ensuring good governance and aid in decision making for the organization.
- 2.2. The following subcommittees will assist in the governance of AIESEC in Pakistan:
 - 2.2.1. Governance and Legislation Subcommittee
 - 2.2.2. Finance Subcommittee
 - 2.2.3. Ethics Subcommittee
 - 2.2.4. Membership Subcommittee

3. Reporting at Legislative Meetings

- 3.1.1. The reporting of shall be done for
 - 3.1.1.1. Mandates
 - 3.1.1.2. ECB Chair
 - 3.1.1.3. EFB Chair
 - 3.1.1.4. Subcommittees
- 3.1.2. The report shall cover their progress as well as their future plans.
- 3.1.3. The reporting shall be done twice a year at JLC and NLC respectively.

4. Types of Legislation

- 4.1. There will be two types of legislation
 - 4.1.1. **Physical Legislation:** To be held two times a year at NLC and JLC.
 - 4.1.2. **Virtual Legislation:** Can be called by the MCP or by an LC as explained in the process in Clause 4.2.2 *Legislative Meetings*

Subdocument.

5. Voting Rights of LCs During Legislative Meetings.

- 5.1. The voting structure in the legislation will be defined in the same way for all meetings such as physical and virtual legislations and MCP elections in line with the defined membership criteria for LCs.
- 5.2. If the post of LCVP Finance is left vacant for more than two months, the voting rights of the LC will be suspended till the position is filled.

6. Member Committee and its Voting Right

- 6.1. The member committee will also have 3 votes during the legislation
- 6.2. The MC in order to retain its voting rights during legislative procedures will have to ensure the following during a calendar year (1st January - 31st December):
 - 6.2.1. Get legal registration of AIESEC in Pakistan renewed.
 - 6.2.2. Have an unqualified external audit.
 - 6.2.3. Get bank account signatories changed.
 - 6.2.4. Apply for a tax exemption certificate.
 - 6.2.5. Quarterly publish financial statements endorsed by the EFB and Finance Subcommittee.
- 6.3. Proofs of fulfillment of the above mentioned criteria will be uploaded on to a drive and shared with the LCP Commission by the MC latest by 31st December of each year.
 - 6.3.1. In case of non-fulfillment, the MC's voting rights will be suspended till it fulfills the required things mentioned above.
 - 6.3.2. In an extraordinary situation, the SG may exempt the MC from fulfilling any of the above mentioned criteria.

7. MC Reporting to the National Plenary:

- 7.1. Member Committee of AIESEC in Pakistan shall e-mail quarterly performance reports to the MCP; MCP is liable to send the reports to the National Plenary; the report will be
- 7.2. based on the following things :
 - 7.2.1. Goals vs. Achieved Analysis
 - 7.2.2. Key successes
 - 7.2.3. Key failures
 - 7.2.4. Recommendations for the network
 - 7.2.5. Recommendations for themselves
 - 7.2.6. All resources developed, archived, and shared on a drive
 - 7.2.7. Strategical fulfillment of Goals
 - 7.2.8. QnA open form
- 7.3. The reports have to be sent in the last 10 days of the Quarter every time , in case there is a delay in the reports , the MCVPs will have to take their respective commissions into confidence via a formal e-mail
- 7.4. Failure to send the reports altogether will result in a mandate fine of PKR 5,000 on the Member Committee , the money will be used in the AIESEC Travel Support Fund.
- 7.5. Reports are only going to be shared with the LCVPs and LCPs of the network .
- 7.6. Reports will be separately E-mailed to the SG as well
- 7.7. EFB , ECB and other National Boards will also have to send their reports in the last 10-days of the Quarter.

8. The Member Committee of AIESEC in Pakistan shall follow the listed bare minimum working protocols
 - 8.1. All MCVPs are supposed to conduct monthly commission calls at least once a month; in case of any event or other things coinciding, the MCVPs are supposed to take permission & extension from the MCP via Email formally.
 - 8.2. All MCVPs are supposed to conduct Commission 020s at least twice a quarter.in case of any event or other things coinciding, the MCVPs are supposed to take permission & extension from the MCP via Email formally.
 - 8.3. All the commission groups shall have an anonymous feedback collection system in place; responses will be protected and will not be shared with anyone except the MCP.
 - 8.4. All MCVPs are supposed to respond to any query asked by the Commission within 48 hours of asking.
 - 8.5. All MCVPs shall conduct at least 1 National Support Team meeting a month. in case of any event or other things coinciding, the MCVPs are supposed to take permission & extension from the MCP via Email formally.
 - 8.6. All MCVPs shall collect anonymous feedback from NSTs at least once a semester
 - 8.7. All MCVPs are required to attend National Legislations; in case anyone cannot join, they
 - 8.8. have to e-mail their reason to the MCP and the Chair of the GLSC at least 12 hours prior to the meeting. They can only miss the meeting if the approval is given by the MCP on e-mail keeping GLSC Chair in the loop.
 - 8.9. All MC members are supposed to attend at least one LCP Commission Call in a quarter.

IV - Finance & Legal

(For Detail Refer to Finance & Legal Subdocument)

1. The revenue of the society shall consist of membership fees, sponsorships, advertisements, traineeship fees, project income, bank interest and other sources the society may decide.
2. The Societies Registration Act of 1860's financial responsibility shall be limited to assets and members shall not be liable personally.
3. The use of funds and the bookkeeping of the MC shall be governed by the The Societies Registration Act of 1860's financial regulations and global policies defined by AI and GFB.
4. The use of these funds may be amended by a two-thirds majority vote at a legislative meeting. Bookkeeping should always adhere to the regulations of the The Societies Registration Act of 1860 and guidelines by AI and GFB.
5. **HR:** There is no minimum qualification required for MCVP Finance or LCVP Finance.

6. Financial Distribution Model Definition

- 6.1. A financial distribution model explains the methodology of the collection of affiliation fees which is charged from the Local Committees to maintain their membership status. It includes the division of the exchange revenues coming in between the Member Committee & Local Committees and the distribution of fixed affiliation fees among the Local Committees.

7. AIESEC in Pakistan's Financial Distribution Model

- 7.1. AIESEC in Pakistan's financial distribution model is a hybrid model which is a merger of royalty fee model & fixed affiliation fee model.
- 7.2. Fixed Affiliation Fee Model: Following are the critical costs that are to be covered through the fixed affiliation fee:
 - 7.2.1. Legal/Trademark Registration Cost of entity
 - 7.2.2. Audit Cost of entity
 - 7.2.3. MCP Salary
 - 7.2.4. MCVP Finance Salary
 - 7.2.5. MCVP Membership Experience Salary
 - 7.2.6. AI Fee
 - 7.2.7. Registered Office Cost
- 7.3. The amount of above mentioned costs shall be ratified in a legislative meeting before the month of July every year.
- 7.4. The account heads associated with the critical costs can be reduced in case the MCVP Finance assesses that the year, under consideration had no favourable cash inflows.
- 7.5. The metrics to distribute the LC affiliation fee among the LCs are mentioned below:
 - 7.5.1. If LCs total earning of the previous year is greater than the defined critical cost, the following metrics for distribution will be used:
 - 7.5.1.1. 75% Profit (Exchange + BD)
 - 7.5.1.2. 25% Equity
 - 7.5.2. If LCs total earning of the previous year is less than the defined critical cost, the following metrics for distribution will be used:

7.5.2.1. 25% Profit (Exchange + BD)

7.5.2.2. 75% Equity

7.6. Royalty Fee Affiliation:

7.6.1. Following is the royalty fee defined for OGV:

7.6.1.1. 40% Royalty fee to MC for exchanges from 1- 30 i.e. 9,600 PKR

7.6.1.2. 45% Royalty fee to MC for exchanges from 31- 80 i.e. 10,800 PKR

7.6.1.3. 50% Royalty fee to MC for exchanges from 81-200 i.e. 12,000 PKR

7.6.1.4. 55% Royalty fee to MC for exchanges from 201 to infinity i.e. 13,200 PKR

7.6.2. Following is the royalty fee defined for OGTA/e:

7.6.2.1. 40% Royalty fee to MC for exchanges from 1- 10 i.e. 12,000 PKR

Short Term, 16,000 Mid-Term, 20,000 PKR

7.6.2.2. 45% Royalty fee to MC for exchanges from 11- 25 i.e. 13,500 PKR for Short Term, 18,000 PKR for Mid-Term, 22,500 PKR for Long Term

7.6.2.3. 50% Royalty fee to MC for exchanges from 26-50 i.e. 26-50 i.e. 15,000 PKR for Short Term, 20,000 PKR for Mid-Term, 25,000 for Long Term

7.6.2.4. 55% Royalty fee to MC for exchanges from 51 to infinity i.e. 16,500 PKR for Short Term, 22,000 PKR for Mid-Term, 27,500 PKR for Long-Term

7.6.3. Following is the royalty fee defined for IGTa/e:

7.6.3.1. MC will charge a 10,000 PKR royalty fee for all incoming short term opportunities

7.6.3.2. MC will charge a 20,000 PKR royalty fee for all incoming mid-long term opportunities.

7.6.4. Following is the royalty fee defined for Incoming ICX:

7.6.4.1. PKR: 10,000 Royalty Fee to MC for short term opportunity.

7.6.4.2. PKR: 20,000 Royalty Fee for Medium and Long term opportunity.

- 8.** In case of any amendments to the affiliation model review, the amendments shall be discussed with Supervisory Group (SG) & SG's approval will be required before it is ratified in the legislative meeting.

9. Product Pricing

9.1. Incoming Exchange: The Administrative fee for the Incoming Exchange Program, per traineeship, are fixed as follows:

9.1.1. Global Talent/ Teacher Mid-Long Term Opportunities:

9.1.1.1. Rs.40,000 at the time of realization of Exchange Participant.

9.1.2. Global Talent/ Teacher Short Term Opportunities:

9.1.2.1. The administrative fee for short term incoming opportunities is RS.20,000 at the time of realization.

9.2. Outgoing Exchange

9.2.1. Global Talent

9.2.1.1. Rs. 30,000 on approving the EP for short term opportunity

9.2.1.2. Rs. 40,000 on approving the EP for mid term opportunity

9.2.1.3. Rs. 50,000 on approving the EP for long term opportunity

9.2.2. Global Teacher

9.2.2.1. Rs. 30,000 on approving the EP for short term opportunity

9.2.2.2. Rs. 40,000 on approving the EP for mid term opportunity

9.2.2.3. Rs. 50,000 on approving the EP for long term opportunity

9.2.3. Global Volunteer

9.2.3.1. Rs. 24,000 on approving the EP

9.3. Any member who has held a leadership position within the organization for a period or one year shall pay only 50% of the Outgoing Exchange Fee. Any member who has been on the AIESEC in Pakistan Member Committee or on an Executive Board member of one of the committees or official expansions under AIESEC in Pakistan and has successfully been discharged from the same shall pay no Outgoing Exchange Fee.

10. Accounting

- 10.1.** All Local Committees are required to follow the accrual basis of accounting as the standard accounting method.
- 10.2.** All Local Committees are required to follow the same accounting software downscaled by the MC.
- 10.3.** Maintenance of the accounting entries on our financial software (Wave) is required for the LCs at least on a monthly basis.
- 10.4.** Entity Finance Board will be responsible to supervise the LC wave accounts and have the right to inquire about any account transaction mentioned in their wave.
- 10.5.** All LCs are required to follow the standard chart of accounts downscaled by the GFB.
- 10.6.** LCs can have custom/sub account heads only if advised by the MCVF Finance.

11. Budget Control**11.1. LC Budget**

- 11.1.1.** Local Committees are required to use the standard budgeting tool downscaled to them by the MCVF Finance.
- 11.1.2.** Local Committees are required to submit their budget to the MCVF Finance & EFB before the beginning of an LC term.
- 11.1.3.** Local Committees are required to get their budget ratified by the MC and resolve any issues present before the beginning of their LC term
- 11.1.4.** All Local Committees are required to present their budget before the beginning of their LC term & get it ratified by the general body of the local committee.
- 11.1.5.** The maximum allowed variance from the costs budget is 10%.
 - 11.1.5.1.** In case an LC requires an amount which may surpass the maximum allowed variance, the LCVP Finance will notify the MCVF Finance upon which the request will be either granted or rejected.
- 11.1.6.** For any bank or cash transaction above 150,000, the LCVP Finance

would be required to notify the MCVP Finance via email.

11.2. MC Budget

- 11.2.1.** Member Committee is required to submit & ratify their budget by the SG before the beginning of an MC term.
- 11.2.2.** The ratification email from the SG will be sent to the national plenary before the budget is presented in front of the national plenary in a legislative meeting
- 11.2.3.** The Member Committee is required to submit & ratify their budget by the National Plenary before the beginning of an MC term.
- 11.2.4.** In case the Supervisory Group does not ratify the budget, the MC is required to present a second budget within a span of ten days which should be ratified again by the SG before the term begins.
- 11.2.5.** In case the National Plenary does not ratify the budget, the MC is required to present a second budget within a span of ten days which should be ratified again by the National Plenary within the first fourteen days of the beginning of the MC term.
- 11.2.6.** If the budget is not presented by the end of July, The MCP will email the national plenary and inform them about the delay in the budget
- 11.2.7.** The Finance Sub-committee Chair will present the budget in synergy with MCVP FnL
- 11.2.8.** If by August, the budget is not presented due to any delays, a mandate will be charged to the Member Committee
- 11.2.9.** The MCP can call extraordinary legislation for Budget Ratification by giving 5 Day's notice instead of 10 as stated otherwise
- 11.2.10.** The maximum allowed variance for the MC is 10%
- 11.2.11.** If an MC requires more funds which may surpass the allowed variance, it has to request the SG to approve the funds.

12. Entity Finance Board (EFB)

- 12.1. Definition of EFB:** Entity Finance Board (a.k.a EFB) is an entity body with the purpose of supporting the Member Committees in institutionalizing financial processes and training of more and better Financiers across the National Networks. EFB is responsible for the consistency, accuracy, transparency, completeness, accountability & efficiency of the Financial Processes inside the entity.

12.2. EFB Structure

12.2.1. Generalities

- 12.2.1.1. The number of team members and structure inside the EFB team are defined by the EFB Chair for each upcoming term, taking in consideration the recommendations of the GFB team in place, the MCP or MC EFB Responsible for its term.

12.2.2. EFB Chair

- 12.2.2.1. EFB Chair is the final responsible of the board direction and implementation in the Entity.

- 12.2.2.2. EFB Chair represents the board in national legislation meetings by reporting the progress of the board and contributing to discussions related to the purpose of EFB.
- 12.2.2.3. EFB Chair role term position should last preferably 12 months, following the MC timeline - with a minimum duration of 6 months.
- 12.2.2.4. The EFB Chair cannot have another role in any LC and or MC during the term.
- 12.2.2.5. The EFB Chair will be a Facilitator of all national conferences with the MC and will be responsible for delivering sessions regarding EFB reports, education and internal control to the

12.2.3. EFB members

- 12.2.3.1. The profile of team members shall include current and or former AIESEC members.
- 12.2.3.2. EFB members can have other roles in AIESEC, except current MC, GFB, ECB and ICB roles.

13. Internal Audit policies for MC and LCs**13.1. MC Audit:**

- 13.1.1.1. MCVF Finance is required to submit MC's financial data on quarterly basis to the Entity Finance Board.
- 13.1.1.2. The financial data will be audited by the EFB Chair and an independent report will be shared every quarter with the national plenary on the transparency & accuracy of financial data by the EFB Chair and Finance Subcommittee Chair.

13.1.2. LC Audit:

- 13.1.2.1. LCs are required to submit their financial data every month to the MCVF F & EFB.
- 13.1.2.2. The MCVF along with EFB can inquire any kind of financial information which is relevant to the audit of the LC.
- 13.1.2.3. The LCs will be required to pass the audit every month which will be conducted by the EFB.
- 13.1.2.4. The deadline to submit the audit documents will be the 9th of every month.
- 13.1.2.5. The EFB will conclude the audit for every LC within the remaining days of the month and report it back to the LC & MCVF Finance.
- 13.1.2.6. In case an LC fails to submit the audit documents on time, the LC will be given seven more days to submit the audit documents.
- 13.1.2.7. In case of an LC still not submitting the audit, a fine of 25,000 PKR will be levied on the LC and the amount shall be added in Funds.
- 13.1.2.8. In case an LC fails to submit two audit submissions, the MC will have the right to freeze the assets of the LC.

- 13.1.2.9. An LC will have to justify at least 95% of its transactions to pass the audit. Failure to do so may lead to a fine of 10,000 PKR.
- 13.1.2.10. If an LC feels that the EFB has not conducted the audit fairly, it can submit a complaint to the MC upon which MCVP Finance will be reviewing the case of the LC.
- 13.1.2.11. The Entity Finance Board will also look out for but will not be limited to the following proofs for the respective operations:
 - 13.1.2.11.1. Exchange:
 - 13.1.2.11.1.1. Customer Invoice
 - 13.1.2.11.1.2. Transactional Proof
 - 13.1.2.11.1.3. Royalty Invoice
 - 13.1.2.11.2. Business Development:
 - 13.1.2.11.2.1. MoUs with respective partners
 - 13.1.2.11.2.2. Transactional Proof
 - 13.1.2.11.3. Expense Transactions:
 - 13.1.2.11.3.1. Invoice or Receipt with a proper header
 - 13.1.2.11.3.2. Payment/transaction proof
 - 13.1.2.11.3.3. Cash voucher for cash payments

14. Legal Documents Maintenance

- 14.1. The MCVP FnL will be responsible for reviewing and updating all legal documents on a semester basis which include but are not limited to Outgoing Global Exchange contracts, Incoming exchange contracts, memorandum of understanding contracts, all membership contracts, which include member contracts, executive board contracts and the member committee contracts.
- 14.2. The MCVP FnL will be required to attest the above-mentioned documents by the organisational lawyer on a semesterly basis and shared with the national plenary.
- 14.3. The LCs will be responsible for using only the updated documents, and if found using documents which are before the last update will result in direct violation.

15. Investment Policies:

- 15.1. The entity (LCs and MC) will be required to maintain two respective funds that are restrictive and unrestrictive funds from their respective equity.
- 15.2. A **restricted fund** is a reserve fund that acts as the financial reserves of the LCs and MC.
- 15.3. Unrestricted Funds are the funds that the LCs and the MC can use on their operations.
- 15.4. **Reserve Creation**
 - 15.4.1.** All LCs and the MC must allocate 10% of their equity towards their respective reserve (restrictive) funds.
 - 15.4.2.** The allocation of the reserve(restrictive) fund of the LCs and the MC must reflect in their respective accounting books.
 - 15.4.3.** The allocation of the reserve will be aligned with the chart of accounts as downscaled by the MCVP FnL. An example of the chart of accounts applicable for reserve allocation are:
 - 15.4.3.1. For the LC: LC | Long-Term Assets (Reserves)
 - 15.4.3.2. For the MC: MCI Long-Term Assets (Reserves)

- 15.4.4.** The LCs and the MC will be responsible for allocating a portion of their monthly revenue towards the reserve (unrestricted) fund.
- 15.4.5.** The allocation of revenue will be as follows:
- 15.4.5.1. All LCs will start by allocating 10% of their equity towards their reserves.
 - 2.5.2. The monthly revenue allocation will start at 8% of their monthly revenue.
 - 2.5.3. The percentage of revenue allocation will increase by 1.5% on an annual basis.
 - 15.4.5.2. For example, if an LC is allocating 8% of their monthly revenue in the year 20NX, then they will be responsible for allocating 9.5% of their monthly revenue in the year 20NX+1 and so forth.
 - 15.4.5.3. The monthly revenue allocation will only increase up to 15% of the monthly revenue. At that limit, the monthly revenue allocation will remain constant in the following years to come.
 - 15.4.5.4. The revenue allocation must be reflected in the LCs and the MC's accounting books.
 - 15.4.5.5. The Entity Finance Board will be responsible for cross-verification of the reserve maintenance in the accounting books of the LC and the MC.
- 15.5. Restrictive Fund Utilization:**
- 15.5.1.** All LCs will be required to get approval for the utilisation of their reserve (restrictive) funds from the MCVF FnL.
- 15.5.2.** For the MC, the MCVF FnL will be required to get approval from the supervisory group for the utilisation of the reserve(restrictive) fund and must share the respective approval with the national plenary.
- 15.5.3.** The LCs and the MC are required to maintain reserve(restrictive) funds worth 8 MoCR (months of cash reserves) before they can make investments from the fund.
- 15.5.4.** For LCs and the MC making the investments will be required to create an executive committee which will be responsible for:
- 15.5.5.** Research and analysis of the general trends of investment being made.
- 15.5.5.1. Creation of the investment plan.
 - 15.5.5.2. Creation of the risk report on the investment.
 - 15.5.5.3. Creation of the ROI plan for the investment.
 - 15.5.5.4. Presentation of the investment proposal.
 - 15.5.5.5. Maintenance and regular check and balance of the investment providing monthly updates on the investment.
- 15.5.6.** For the Executive committee created by the MC, the investment updates must be shared with the national plenary and the supervisory group.
- 15.6.** The investments will be in accordance with the guidelines of the government of Pakistan with respect to the limitations on investments that NPOs (not-for-profit organisations) can make.

16. External Audit policies

- 16.1. The external audit for any fiscal year will be required to be done within two

- months after the ending of that fiscal year.
- 16.2. Failure to do so may automatically lead to cancellation of LLC of the MCVF Finance.
- 16.3. In case an extension is required, the MCVF Finance will be required to submit a request to the SG which may either be approved or rejected and will keep the national plenary in loop throughout the process.

17. Reserve policies

- 17.1. Type of reserves:** AIESEC in Pakistan will maintain reserves for unexpected and uncertain outcomes which will be filled on a priority basis in the following order:
 - 17.1.1. Emergency Reserve:** This reserve is specifically for unexpected and uncertain events that may occur such as natural disasters or any other matters of unprecedented nature.
 - 17.1.2. Research and Development Reserve:** This reserve is for any special projects or internal organizational infrastructure developments that the voting members agree on that it requires spending.

18. Cash Management Policies

- 18.1. All Local Committees shall be required to keep no more than 100,000 PKR at any time as cash in hand.
- 18.2. All cash assets of the Local Committees' will be kept in the official AIESEC bank accounts.
- 18.3. The LC can submit a request to the MCVF Finance in case more cash in hand is required for any LC related expense.
- 18.4. Local Committees will be required to collect all exchange fee in the AIESEC bank accounts unless otherwise directed by the MCVF Finance. All LCs will be responsible for bank account reconciliation in the first week of every month.
- 18.5. LCVF Finance & LCP are responsible for managing the cash in hand. No other person in the LC shall be allowed to keep LC's cash in their possession unless otherwise agreed by taking MCVF Finance in loop.
- 18.6. Respective signatories of AIESEC bank accounts shall be responsible for the safekeeping of cheque books and ensuring that all counterfoils of cheques are filled in case any cheque is used.

19. AIESEC in Pakistan legal registration policies

- 19.1. AIESEC in Pakistan's legal registration will initiate as soon as AIESEC in Pakistan's external audit will be completed.

20. Board of Governors role

- 20.1. The Governing Body of the Organisation shall be called the Board of Governors. The ultimate executive authority of the organisation shall vest in the Board. The Board may set up committees or working groups consisting of one or more members and staff of the organisation as may be considered appropriate.
- 20.2. The Board of Governors shall be changed every year right after the MCP is done with the selection process of the MC.
- 20.3. The Board of Governors shall be ratified every year in a national legislation which will be either physical or called by the MCP in case of a virtual legislative

meeting

- 20.4. The candidates for the Board of Governors positions shall be presented in the meeting and will be selected by a simple majority.
- 20.5. A Board of Governors shall have at least two MC members in order to facilitate the processes where Board of Governors are required on a short notice.

21. Financial Reporting

- 21.1. The LCs will be required to report their financial data to the MC every month as part of the GFB Survey defined in the membership criteria for LCs.
- 21.2. The LCs will publish quarterly financial statements as required by the membership criteria for LCs
- 21.3. The MC will be required to publish their quarterly financial statements.

V - Election and Selection Procedures

(For Detail Refer to *Election and Selection Procedure Subdocument*)

1. Member Committee President:

- 1.1. The MCP leads AIESEC in Pakistan nationally. Following is the job description of an MCP:
 - 1.1.1. Setting strategic direction
 - 1.1.2. MC team management
 - 1.1.3. Financial sustainability
 - 1.1.4. Ensure good governance and accountability.
 - 1.1.5. Ensure good network engagement and communication.
 - 1.1.6. Represent the organization externally.
 - 1.1.7. Conduct legislative meetings
 - 1.1.8. Actively participate in global and regional MCP forums
 - 1.1.9. Represent in sub-committees and steering teams.
 - 1.1.10. Ensure entity membership criteria fulfillment
 - 1.1.11. International relations management with exchange partners
 - 1.1.12. Contribute towards the well functioning of the organization nationally.
- 1.2. The MCP shall hold office for one year, from the date of ratification to the date of discharge.
 - 1.2.1. Duration of the MC term will be decided based on the recommended timeline by AIESEC International.
- 1.3. The Member Committee President will cease to hold office:
 - 1.3.1. By his/her death
 - 1.3.2. By his/her resignation
 - 1.3.3. Impeachment
 - 1.3.4. Because he/she applies for a temporary moratorium
 - 1.3.5. By the appointment of a guardian over him/her by the court
 - 1.3.6. By removal from office by the court in the cases provided for in the law
 - 1.3.7. At the end of his/her term
- 1.4. In the case an MCP prematurely ceases to hold office:
 - 1.4.1. The Chair of the SG after doing due diligence with the current MC team will appoint an interim MCP.
 - 1.4.2. The interim MCP within two weeks of appointment will either open up applications for the position of MCP or would have to get their appointment ratified by a simple majority of the voting members.
 - 1.4.3. If the interim MCP is unable to carry out the specified actions in Clause 1.4.2. In two weeks of being appointed, the Chair of the SG will plot and communicate a course of action which may include an extension of the two weeks duration, removal of the interim MCP or any other appropriate action that he/she deems fit.
- 1.5. **Impeachment**
 - 1.5.1. The MCP impeachment process will be as follows (For detail refer to subdocument):
 - 1.5.1.1. Complaint Filed.

- 1.5.1.2. Preliminary Investigation by SG
- 1.5.1.3. Recommendation by SG to the LCP Commission
- 1.5.1.4. Automatic Motion for Impeachment Hearing
- 1.5.1.5. Impeachment Hearing
- 1.5.1.6. Impeachment Vote

1.6. Member Committee President Elections

- 1.6.1. MCP Elections will be called in January unless recommended otherwise by AI.
- 1.6.2. Following are the stages of an application process:
 - 1.6.2.1. Intent Form Released by MCP
 - 1.6.2.2. Acceptance of MCP applicants based on the eligibility criteria defined below.
 - 1.6.2.3. Application booklet released to all accepted MCP Applicants.
 - 1.6.2.4. Acceptance of MCP Applications based on guidelines defined in the MCP Application Booklet.
 - 1.6.2.5. Releasing accepted MCP Applications to the national plenary.
 - 1.6.2.6. Confidencing interview by the SG.
 - 1.6.2.7. Election Day Protocol:
 - 1.6.2.7.1. Opening Speech (4 Minutes Maximum)
 - 1.6.2.7.2. Main Presentation (8 Minutes Maximum)
 - 1.6.2.7.3. QnA (20 Minutes)
 - 1.6.2.7.4. Presidential Debate.
 - 1.6.2.7.5. Closing Speech (3 Minutes Maximum)
 - 1.6.2.7.6. Vote Count
 - 1.6.2.7.7. Results Announcement
- 1.6.3. Elections will be held for the post of MCP only.

1.6.4. Eligibility

- 1.6.4.1. All MCP candidates must be full members of the LC at the time of their application and in the immediately preceding membership review period.
- 1.6.4.2. All MCP candidates must be either former EB members successfully discharged from their roles or must have done a national role for AIESEC in Pakistan before or were part of an MC abroad before they apply for the MC.
- 1.6.4.3. The SG may make an exception to the criteria mentioned above in an extraordinary scenario and allow a candidate to contest in the MCP elections.
- 1.6.4.4. All MCP Applicants need to complete a foundational course in finance as approved by the current MCVF Finance, MCP and the SG at the time of submitting their application.

2. Member Committee

- 2.1. The role of AIESEC in Pakistan MC is:

- 2.1.1. Govern & manage the national Association.
- 2.1.2. Governance
- 2.1.3. Legal Management

- 2.1.4. Financial Management
 - 2.1.5. Facilitate & Lead Operations, Communicate to members towards organisational purpose & Goals
 - 2.1.6. Represent & Act on behalf of the National Association
 - 2.1.7. Network operations Management
 - 2.1.8. Network Information Management
 - 2.1.9. National Brand Management
 - 2.1.10. National Sales & Partnership Management
 - 2.1.11. National Long term organisational development
 - 2.1.12. National Conference Management
 - 2.2. The MCP elect will be responsible for opening up the applications for the Member Committee in coordination with the current MCP.
 - 2.3. **MC Timeline:** will start from 1st July to 30th June every year unless otherwise recommended by AI.
 - 2.4. **MC Structure:** The SG will be part of a suggestive loop to recommend the structure for an MC term. The elected MCP will be responsible for taking the SG into confidence.
 - 2.5. **Eligibility**
 - 2.5.1. All MC candidates must be full members of the LC at the time of their application and in the immediately preceding membership review period.
 - 2.5.2. All MC candidates must be either former EB members successfully discharged from their roles or must have done a national role for AIESEC in Pakistan or were part of an MC abroad before applying for the MC.
 - 2.5.3. Former EB members can apply for the MC if they are still not discharged, but their selection will be contingent on their successful discharge from the EB role.
 - 2.5.4. The SG may make an exception to the above-mentioned criteria in an extraordinary scenario and allow a candidate to contest for the MC.
 - 2.6. **Selection Process:** The MC selection process will be as follows:
 - 2.6.1. Application Release
 - 2.6.2. SG Confidencing
 - 2.6.3. Voting Members Confidencing
 - 2.6.4. Functional Task
 - 2.6.5. Functional Interview
 - 2.6.6. Final Interview (Optional)
 - 2.6.7. Announcement
- ### 3. Local Committee President
- 3.1. Following is the Job Description for an LCP:
 - 3.1.1. EB Performance Management
 - 3.1.2. EB Team Meetings
 - 3.1.3. Local Board of Advisers Management
 - 3.1.4. University Relations
 - 3.1.5. LC Representation in Conferences

- 3.1.6. Representation at Legislative Meetings
- 3.1.7. Active Participation in LCP Commission
- 3.1.8. Representation in sub-committees and steering teams.
- 3.1.9. External Representation
- 3.1.10. LC Membership Criteria Fulfillment
- 3.1.11. Contribution towards the well functioning of the organization nationally.
- 3.2. The LCP shall hold office for a period of one year, from the date of ratification to the date of discharge.
- 3.3. The LCP cannot hold the same post continuously for more than two terms.
- 3.4. The Local Committee President will cease to hold office:
 - 3.4.1. By his/her death
 - 3.4.2. By his/her resignation
 - 3.4.3. Impeachment
 - 3.4.4. Because he/she applies for a temporary moratorium
 - 3.4.5. By the appointment of a guardian over him/her by the court
 - 3.4.6. By removal from office by the court in the cases provided for in the law
 - 3.4.7. At the end of his/her term
- 3.5. In the case an LCP ceases to hold office:
 - 3.5.1. The MCP after doing due diligence with the current EB team will appoint an interim LCP.
 - 3.5.2. The interim LCP within two weeks of appointment will either open up applications for the position of LCP or would have to get their appointment ratified by a simple majority of the voting members.
 - 3.5.3. If the interim LCP is unable to carry out the specified actions in Clause 3.5.2. in two weeks of being appointed, the LCP will plot and communicate a course of action which may include an extension of the two weeks duration, removal of the interim LCP or any other appropriate action that he/she deems fit.

3.6. Impeachment

- 3.6.1. In case a full member of an LC wants to impeach a current LCP, the following process will be followed:
 - 3.6.1.1. Complaint filed to MCP
 - 3.6.1.2. Preliminary investigation by MCP
 - 3.6.1.3. Recommendation given by MCP
 - 3.6.1.4. Motion to call impeachment
 - 3.6.1.5. Impeachment hearing

3.7. Local Committee President Elections

- 3.7.1. LCP Elections will be called as per the approved timeline by the MC.
- 3.7.2. Following are the stages of an application process:
 - 3.7.2.1. Intent Form Released Nationally
 - 3.7.2.2. Acceptance of LCP applicants based on the eligibility criteria defined below.
 - 3.7.2.3. Application booklet released to all accepted LCP Applicants.
 - 3.7.2.4. Acceptance of LCP Applications based on guidelines defined in the LCP Application Booklet.

- 3.7.2.4.1. An early bird deadline will be set to facilitate application submission, two days before the actual deadline.
 - 3.7.2.4.2. No Late or Incomplete Applications will be accepted even by a minute.
 - 3.7.2.5. Releasing accepted LCP Applications to the general body of members.
 - 3.7.2.6. Confidencing interviewing by the MC.
 - 3.7.2.6.1. Election Day Protocol:
 - 3.7.2.6.2. Opening Speech (4 Minutes Maximum)
 - 3.7.2.6.3. Main Presentation (8 Minutes Maximum)
 - 3.7.2.6.4. Presidential debate based on topics approved by the MC.
 - 3.7.2.6.5. Closing Speech (3 Minutes Maximum)
 - 3.7.2.6.6. Vote Count
 - 3.7.2.6.7. Results Announcement
 - 3.7.3. Elections will be held for the post of LCP only.
- 3.7.4. Eligibility**
- 3.7.4.1. All LCP candidates must be full members of the LC at the time of their application and in the immediately preceding membership review period.
 - 3.7.4.2. All LCP candidates must have completed at least 2 Team Leader terms including the current one and one term in an exchange portfolio at the time of application.
 - 3.7.4.3. The MC may make an exception to the above-mentioned criteria in an extraordinary scenario and allow a candidate to contest in the LCP elections.
- 3.7.4.4. (Only Applicable to AIESEC in LUMS) None of the EB members (LCVPs and LCP) can take up any executive council (top leadership) role in any of the LUMS societies or any member role at the LUMS student's council.**

4. Executive Board

- 4.1. The members of the EB of the LC shall be selected by the LCP.
 - 4.1.1. The members shall apply through an application process and present their plans to the GB which would give a vote of confidence to the EB Applicants.
 - 4.1.2. The LCP will select their EB from the confidenced pool of EB Applicants.
 - 4.1.3. In order to apply for the EB, you need to be a part of the organization for at least 6 months on the date of Application and have done at least one TL term before the next EB Term starts.
 - 4.1.3.1. If a member has not done a TL Term before applying for EB, they would be required to attach a letter of confidence from LCVP MXP which would state that the applicant is qualified and will be getting a TL position for the last quarter before the next term.
 - 4.1.3.2. The MC may make an exception to the criteria in an

extraordinary scenario.

- 4.2. The term of the members of the EB, except that of the EVP shall be the same as that of the LCP.
- 4.3. The LCP can expel the members from the EB. No prior notice has to be given to the GB. An explanation has to be given to the GB for the same within 3 days of the firing.
- 4.4. Any member of the EB may resign from the EB by submitting a resignation to the LCP. At the time of resignation, the member concerned should provide proof of no financial obligation to AIESEC.
- 4.5. The member ceases to be a member of the EB from the time of tendering of the resignation or removal by the LCP.
- 4.6. MCVF Finance and LCVP Finance will have to be two separate roles, the department of FnL cannot be merged with any other department/portfolio nor an LC can have the same person running FnL alongside any other portfolio under any circumstances. This does not include EBR/IM Responsibilities.
- 4.7. *(Only Applicable to AIESEC in LUMS) None of the EB members (LCVPs and LCP) can take up any executive council (top leadership) role in any of the LUMS societies or any member role at the LUMS student's council.***

VI- External Bodies

1. Supervisory Group

- 1.1. A Supervisory Group shall convene to give input and advice to AIESEC in Pakistan's MC and also to monitor their activities and finances, using their professional experience for the growth and development of the organisation. Its role will be:
 - 1.1.1. Monitoring main activities of the MC and assessing the performance of the MC based on stated targets for the year which are included in the MC year plan.
 - 1.1.2. Monitoring finances of the MC and approving major investments and exceptional expenditure
 - 1.1.3. Giving strategic advice based on their assessment of the MC's performance and results
 - 1.1.4. Overseeing legal and governance related issues and MC team structure
 - 1.1.5. Holding MC accountable to provision of defined MC Services;
 - 1.1.6. Reporting to National Plenary on the MC's performance and presenting recommendations
 - 1.1.7. Monitoring development and management of proposed alumni foundation and donations.
 - 1.1.8. Providing guidance, referrals, and recommendations in order to increase AIESEC's network in a sustainable way;
 - 1.1.9. Supporting and building networks to generate leads for BD purposes;

1.2. Composition

- 1.2.1. Each member of the Supervisory Group will serve a two-year term that can be renewed. This term can be extended by invitation of MC and the approval of the SG communicated by the Chair of the SG on the body's behalf.
- 1.2.2. 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.
- 1.2.3. The Supervisory Group will consist of up to twelve people, each representing themselves individually, with the following profiles:
 - 1.2.3.1. Successfully received discharge from AIESEC in Pakistan,
 - 1.2.3.2. Served in a leadership position at the MC level in the Organization,
 - 1.2.3.3. Bring diversity to the SG in terms of the industry they belong to or perspective they bring,
 - 1.2.3.4. 3-5 years of professional work experience post-AIESEC
 - 1.2.3.5. Shown commitment to fulfilling SG role.
 - 1.2.3.6. The former Member Committee President of AIESEC in Pakistan, for a one-year term, if the President has been discharged by

NYDS after his/her term.

- 1.2.3.7. After their 1-year SG term, the previous MCP will be discharged from the SG and can be brought back later once they fulfill the remaining criteria above.

1.3. **Chair of the SG**

1.3.1.1. Role

- 1.3.1.1.1. Ensure that all SG members can contribute at meetings.
- 1.3.1.1.2. Ensure the efficient conduct of business during SG meetings.
- 1.3.1.1.3. Provide feedback, coaching and performance appraisal to the MCP.
- 1.3.1.1.4. Ensure the appraisal of SG and individuals performance adheres to the Code of Ethics and the terms of reference.
- 1.3.1.1.5. Resolve potential conflicts of interest as they arise.

- 1.3.1.2. The Chair of the SG will serve a three-year term, except for when there is an extraordinary circumstance where the chair has to vacate the position early due to whatever reason.

1.3.1.3. **Chair Selection:**

- 1.3.1.3.1. The outgoing Chair of the SG in consultation with the MCP will appoint the Chair of the SG.

- 1.3.2. If the outgoing MCP is unable to fulfill the requirements of being a member of the Supervisory Group, then he/she should let the incoming MCP know by August 1st of the year of her/his term. By the same time, he/she should nominate someone from her/his team that fulfils the following criteria:

- 1.3.2.1. Availability to attend all Supervisory Group meetings
- 1.3.2.2. Experience with important agenda items of the organization
- 1.3.2.3. The outgoing MCP should also notify the current SG members of the reasons for not being able to be a member and also which person he/she is endorsing and why. The Supervisory Group should discuss the issue and give the final confirmation to the MC before the National Plenary ratifies the "new" member. The Member Committee is responsible to contact the recommended person. A decision should be made before NLC.

- 1.3.2.4. If the ex-MCP becomes unavailable during her/his SG term, then the above procedure is to be followed before the next LM.

- 1.3.3. The SG as a collective should have representation/expertise in the following areas of expertise:

- 1.3.3.1. Strategic Leadership;
- 1.3.3.2. Business Management;
- 1.3.3.3. Marketing and sales;
- 1.3.3.4. Finance;
- 1.3.3.5. Legal;
- 1.3.3.6. Human resources and diversity;
- 1.3.3.7. Higher Education;

1.3.3.8. Non-Governmental sector or social business sector

1.4. Reviewing SG Membership

1.4.1.1. Before the April SG meeting (or more frequently if required), the Chair of the SG and MCP will revisit the current SG membership and determine what (if any) profiles and knowledge areas are missing from the SG.

1.4.1.2. Communication will then be released to the National Plenary informing them of areas of SG membership to be improved. Members of the National Plenary will then be invited to propose new individuals. The process of selecting new SG members will begin.

1.4.1.3. Selection Process of SG Members

1.4.1.4. Due to the nature of this governance body, new members must be proposed through one of the following channels:

1.4.1.4.1. Recommended by a current SG member;

1.4.1.4.2. Recommended by a current MC ;

1.4.1.4.3. Recommended by a current LCP

1.4.1.5. Recommendations can be made at any time, however must be received in writing by the Chair of the SG and MCP and contain the following information:

1.4.1.5.1. Name

1.4.1.5.2. Current position and organization

1.4.1.5.3. Professional background (including areas of expertise and geographic location)

1.4.1.5.4. Past experience with AIESEC

1.4.1.5.5. The results of any conversation around availability and possible commitment level

1.4.1.6. The SG Chair will then discuss the recommendation with the SG and MCP to assess the recommendation considering:

1.4.1.6.1. Current available seats on the SG

1.4.1.6.2. Diversity goals

1.4.1.6.3. Potential conflicts of interest

1.4.1.7. The SG Chair and MCP will make the final decision on whether to pursue the recommendation or not.

1.4.1.8. If the recommendation is pursued, the SG Chair will:

- 1.4.1.8.1. Contact the person recommending the individual for an introduction
 - 1.4.1.8.2. Contact the potential SG member and work with the MCP to conduct an introduction to AIESEC.
 - 1.4.1.8.3. Ensure the potential SG member is clear on the expectations and commitment level of the role
 - 1.4.1.9. Invite the potential SG member to a trial SG meeting to experience the role
 - 1.4.1.10. If after the first meeting the potential SG member wishes to join the SG, and the SG and MC feels the addition would bring significant value to the SG, the SG Chair will formally invite the individual to join the SG.
 - 1.4.1.11. The Supervisory Group is composed of diverse individuals with the intention to provide guidance and support to the MC. 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 MCP immediately upon the initial trial meeting.
- 1.5. The Supervisory Group shall not have any decision-making power, or legal and financial responsibility for the operations of the Member Committee.

1.6. Meetings

- 1.6.1. The Supervisory Group will have a minimum of at least four meetings with the MC during their term.
- 1.6.2. The Incoming MC should present their plans to the SG before their term starts, an exception can be made at the discretion of the Chair of the SG.
- 1.6.3. The Outgoing MC should present a report over the fulfillment of their plans made at the start of the year.
- 1.6.4. The Report should include details about but not limited to:
 - 1.6.4.1. Executed Budget
 - 1.6.4.2. Balance Sheet compared to last year.
 - 1.6.4.3. Income Statement for the term
 - 1.6.4.4. Achievements and Non-achievements of every portfolio
 - 1.6.4.5. External Audit Report
 - 1.6.4.6. Global Membership Fulfillment
 - 1.6.4.7. National Internal Audit Report

1.7. MC Discharge Recommendation to the National Plenary

- 1.7.1. The Chair of the SG, on behalf of the whole SG will email the LCP Commission regarding their recommendations over the discharge of the outgoing MC as part of its performance evaluation.
- 1.7.2. The Chair of the SG, on behalf of the whole SG can also provide recommendations over individual discharges of MC Members.

- 1.7.3. The performance assessment should include but not limited to:
 - 1.7.3.1. SG evaluation of outgoing MC Team on the final performance and plan delivery

1.7.3.2. SG evaluation of MC's financial management

- 1.7.4. The MC cannot present a motion for discharge without the recommendation of the SG being emailed to the LCP Commission.

1.8. **Specific Responsibilities of the SG:**

- 1.8.1. The Supervisory Group shall have non-binding authority to approve financial decisions and proposals as defined below new initiatives would have to be approved by SG, in case they have an impact on the MC financial systems and the MC structure. These initiatives can be but are not limited to the following:
 - 1.8.1.1. Upgrading current initiatives
 - 1.8.1.2. Changes in the structure of the Member Committee
 - 1.8.1.3. Significant budget line item variances, above the amount of PKR 250,000 per service budget.
 - 1.8.1.4. In case the revenue is not meeting targets, the Supervisory Group will also propose measures of cost cutting or changes in the revenue generation strategy.
 - 1.8.1.5. A monthly update of the current year's exchange and money realized, budget, payables and receivables is mandatory to be sent to the SG. Recommendations should be given by the Supervisory Group, to which the Member Committee will be held accountable.
 - 1.8.1.6. The Vice President Finance or finance responsible of the Member Committee shall be the secretary of the Supervisory Group and ensure communication as outlined above is consistent.
- 1.8.2. **SG Reporting to the National Plenary:** The SG shall report to the National Plenary on the performance of the MC two times a year at the legislation, in terms of operational and financial situation. The report shall be presented by the Chairman of the SG or another SG member as proxy.
- 1.8.3. In August, the report should include a written assessment on
 - 1.8.3.1. SG evaluation of MC strategy and plan as set out
 - 1.8.3.2. SG evaluation of any challenges new MC team is taking over from previous team
 - 1.8.3.3. SG evaluation MC financial management
- 1.8.4. If the Chairman of the SG is not present at a NLM, another member of the SG shall present the report. If no member of the SG can attend the respective NLM, MC shall make the presentation on their behalf and one or several SG members will be connected by conference call.

1.9. **Performance and Attendance Standards Expected**

- 1.9.1. Commitment on behalf of the members of the Supervisory Group is of great importance in enabling the Supervisory Group to fulfil its role. The following outline the expectations of an SG Member:
 - 1.9.1.1. Uphold the values and objectives of the organisation
 - 1.9.1.2. Act with integrity, and avoid or declare personal conflicts of interest

- 1.9.1.3. Ensure compliance with the AIESEC Code of Ethics
- 1.9.1.4. Act reasonably at all times in the interests of the organisation and of its members (collectively and individually)
- 1.9.1.5. 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.
- 1.9.1.6. Act personally, and not as the representative of any group, organisation or company; regardless of how nominated.
- 1.9.1.7. Remain independent and not under the control of any external organisation or individual
- 1.9.1.8. Attend at minimum 3 Supervisory Group meetings per year.
- 1.9.1.9. Complete all necessary preparation prior to the Supervisory Group meetings including reading the SG report sent in advance.
- 1.9.1.10. Be available between SG meetings for advice, guidance and support for specific topics and areas.
- 1.9.1.11. Remain open and accountable, sharing information with the National Plenary as necessary, and ensure sensitive information remains confidential within the SG
- 1.9.1.12. Respect and support MC even if specific decisions are not in accordance with collective or individual SG advice.

1.10. Whistleblowing Policy

- 1.10.1. A direct email address must exist for any AIESEC in Pakistan member to contact the SG to report matters of concern such as risks to the organisation or mismanagement. The email address must be available to all members of AIESEC in Pakistan.

2. National Board of Advisors

- 2.1. The Board of Advisors shall be composed of prominent business and society leaders with a keen interest in the development of tomorrow's leaders. They are drawn from all sectors and areas of society except from those sectors disallowed by the International Compendium. Each BoA Member is appointed on the basis of their leadership, vision and set of values that closely align with those that AIESEC develops among the members. This group shall be convened to provide input and advise AIESEC in Pakistan, using their professional experience for the growth and development of the organisation.
- 2.2. The Member Committee nominates members to the National Board of Advisors. Nomination requires a simple majority vote by the existing National Board of Advisors members in favor of the new member's nomination. The role of the Board of Advisors would entail that of an advisory nature, financial nature and/or both.
- 2.3. Its role will be:
 - 2.3.1. To ensure a degree of accountability from AIESEC in Pakistan in delivering its objectives to the organisation and being financially sustainable;
 - 2.3.2. To serve as a think tank on various global and national trends and issues;
 - 2.3.3. To underwrite the salary of AIESEC in Pakistan's Member Committee;
 - 2.3.4. To provide AIESEC in Pakistan with increased continuity in building from one year to the next;
 - 2.3.5. To support AIESEC in Pakistan in planning, direction, and strategy.

3. Local Board of Advisors

- 3.1. This group shall be convened to provide input and advise AIESEC in an LC, using their professional experience for the growth and development of the organisation. Its role will be:
 - 3.1.1. To ensure a degree of accountability from AIESEC in an LC in delivering its objectives to the organisation and being financially sustainable;
 - 3.1.2. To serve as a think tank on various global, national and local trends and issues;
 - 3.1.3. To support AIESEC in an LC in long-term planning, direction, and strategy;
 - 3.1.4. To provide AIESEC in an LC with increased continuity in building from one year to the next.
 - 3.1.5. All Local Committees will have to get the contract mentioned in the annexure signed to have any BoA member on board
 - 3.1.6. Failure to sign the contract will result in automatic disqualification of the individual from the Board
 - 3.1.7. The Outgoing Local Committee President can be inducted in the Local Board of Advisors after one year from the date of their role fulfilment.
 - 3.1.8. The Outgoing LCP will also have to sign the BoA contract , the term for all Advisory Board members shall be 2 years , But in otherwise circumstances the LCP can consult the MCP.
 - 3.1.9. The term of the Outgoing discharged LCP in the Advisory board shall be of one year only.
 - 3.1.10. The LCP will be required to update National BoA List by February at the start of their term and July mid of their LCEB Term.

VII - Code of Ethics

(For Detail Refer to Code of Ethics Subdocument)

The principles of AIESEC's Code of Ethics consists of overall adherence to integrity, excellence, transparency, accountability, and respect for human dignity. This Code of Ethics will be applicable across the whole national network.

1. Independence

- 1.1.** We shall always be able to act in a manner consistent with our The AIESEC Way, without limitation from external pressures. Our membership should be involved in our major decision-making processes.
- 1.2.** Political interferences- We aim to be politically independent: no partnership shall commit us to a direct political agenda. We will not allow any political movements to influence or interfere with the political neutrality that is crucial to the nature of AIESEC. 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 one source that could compromise our AIESEC Way.
- 1.3.** "Political agenda has been defined as supporting a political agenda in a country. E.g. Being involved in party politics etc."

2. Partnerships and Ethical fund raising

- 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.
- 2.2.** 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.
- 2.3.** We shall not partner with organizations that negatively affect our image in the external environment. We recognize that organizational integrity extends to ensuring that our partners also meet the highest standards of organizations or persons involved in illegal or unethical practices. For example, companies engaged in the manufacture of tobacco and arms, as stated in AIESEC's international compendium.

3. Equity and Diversity

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

non-discrimination in all our activities, both internal and external.

4. Protection of User and Personnel Data

- 4.1.** Depending on your role in AIESEC, you may have access to information systems or tools that enable you to view certain information relating to users and other individuals (including your coworkers and other stakeholders), which would otherwise not be visible to you. These tools are important and necessary to enable you to perform your work effectively. However, it is of the utmost importance that this data access is treated with extreme sensitivity and caution.

5. Safe and healthy work environment

- 5.1.** At AIESEC we are committed to providing a safe and healthy workplace for all members, exchange participants and partners. All members are responsible for keeping safety and health top of mind, and should: Promptly report unsafe or hazardous conditions to EB or MC. They have a legal and professional responsibility to provide members with a workplace that is free from recognized hazards that cause or are likely to cause serious physical or mental injury or death, and to maintain working conditions **that** are safe and healthful for their members

6. Reporting

- 6.1.** MCVP MXP along with the ESC Chair must create a report and present it at the legislative meetings on NPS and NLC. A copy of the report should be sent to the SG as well.

7. Audit

- 7.1. Financial controls:** 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.

- 7.2. Evaluation:** 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.

- 7.3. Process:** Any LC failing to follow the auditing guidelines (iCX) set by the MC will be subject to a mandate fine along with an additional fine of PKR 2000 per unaudited form.

- 7.4. Penalty:** Any member of AIESEC in Pakistan engaging in the following activities shall be terminated from the organization after the National Ethics Committee has reviewed the whole case.

- 7.4.1.** Operations: Doing fake exchange, putting unaudited forms, Violating the XPP.

- 7.4.2.** Finance: Embezzlement of money, Tampering the data, forging the signatures.

- 7.4.3.** Membership: Violating HR subdocument, Violating Pakistani constitutional rights.

8. Private Activities

- 8.1.** 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 favours or improper benefits in private life.

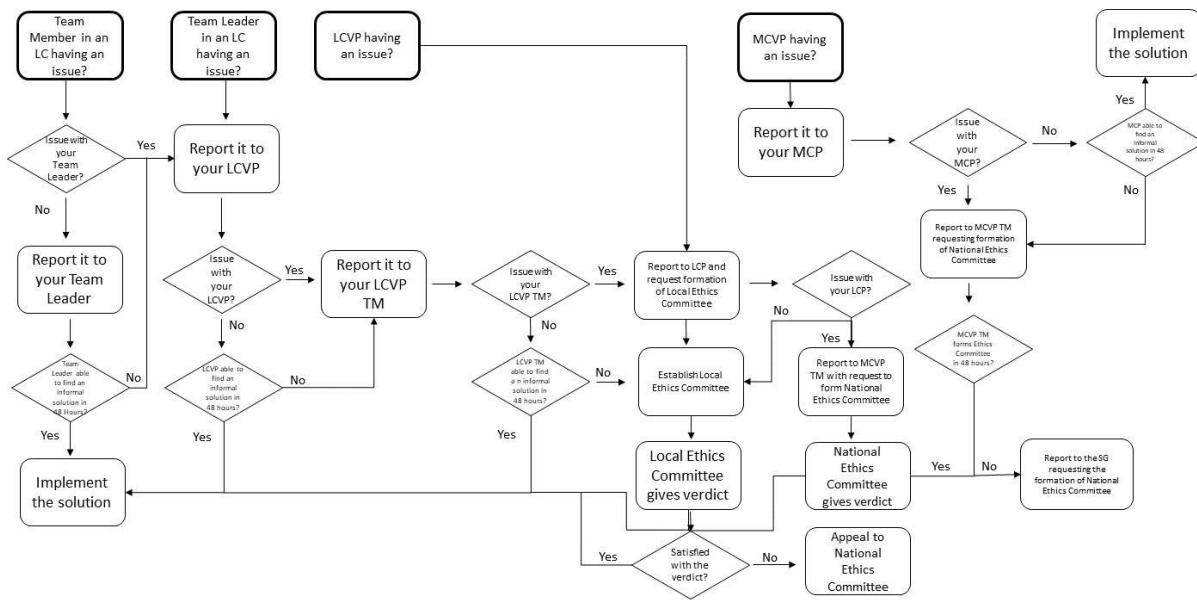
9. Market Breach

- 9.1.** Local Committees and Expansions cannot enter into market areas that are not allotted to them.
- 9.2.** If there is an issue of Outgoing Exchange Market Breach, the matter should be resolved between both the LCs and LCPs first, and try to reach a mutual agreement within 15 working days.
- 9.3.** If unable to find a mutual agreement, the LC which breached the market is liable to pay a mandate equal to the amount of the approval of that product, to the LC who's market was breached.
- 9.4.** In cases where a mutual agreement cannot be found, the case can be put forth to the National Ethics Committee to investigate and give a decision.

10. Whistleblowing Mechanism Introduction:

- 10.1.** The AIESEC Pakistan Whistleblowing Mechanism aims to clearly outline the principles and procedures related to the management of unethical activities across all the Local Committees of AIESEC in Pakistan.
- 10.2.** The National Ethics Committee is an independent body within the purview of AIESEC Pakistan and responsible for any cases filed by the whistleblowers.
- 10.3.** Whistleblowing Mechanism is a system that shall be monitored by a committee appointed by MCP, to audit and provide a verdict of a mutual consent of the National Ethics Committee on cases as specified in this document.
- 10.4.** All members of AIESEC Pakistan shall be enabled and encouraged to blow whistle and attract National Ethics Committee's attention to any wrongdoing by a single person or a group of individuals, towards activities that may not comply with the laws of the nation and/or the mission and commitments of AIESEC, including the provisions given under our Code of Ethics.

11. Case Solving Flow



CODE OF ETHICS – CASE SOLVING FLOW

12. Rights to Final Decision:

- 12.1. The final decision will be taken through a mutual consent of National Ethics Committee members.
- 12.2. The Committee shall ensure that the entire process of Whistleblowing is confidential, and no information shall be given out unless a final decision has been made.
- 12.3. The Committee shall manage and store all the cases on record for future reference, information and knowledge management.
- 12.4. The term of National Ethics sub committee Chair will be from January to December.

13. Anti Harassment and Violence Policy

13.1. Introduction

13.1.1 AIESEC has approved the present "Harassment and Violence Policy" with the commitment of preventing and tackling sexual harassment, sex or gender-related harassment and/or psychological harassment, as this type of conduct represents a threat to the dignity of persons, damages the workplace atmosphere and has negative effect on the health, moral, confidence and self-esteem of individuals.

13.1.2 With this in view, the present Protocol defines conducts to be avoided as well as specific measures aimed at prevention.

13.1.3 It also explains how to process charges or claims that may be presented by individuals who have been victims of the said type of conduct.

13.1.4 Consequently, an efficient and agile investigation procedure has been

established that will be implemented when the said type of conduct is reported. The said procedure should guarantee confidentiality and protect the identity of the individuals affected and of all those taking part in the process.

13.1.5 AIESEC aim to provide a safe environment for all our stakeholders to develop themselves in by providing an adequate working environment to ensure all our stakeholders are not being discriminated by race, colour, gender, sexual orientation, creed, and religion, national, ethnic and social origin, age, their life put at risk or where they would be harassed.

13.2. The detailed policy can be referred to in the Code of Ethics subdocument.

13.3. Wherever there is a confusion, the country law (Protection of Women Against Harassment At The Workplace Act of 2010) and global compendium will supersede and take more precedence over the National Compendium.

VIII - National Conferences

(For Detail Refer to National Conferences Subdocument)

1. Types of Conferences

1.1. There is only one National Conference to be held at the National level under the general management of the Member Committee of AIESEC in Pakistan. There may be functional summits in addition to this.

National Conferences

Functional Summits

1.2. The National Conferences

1.2.1. National Conferences shall take place four times a year.

1.2.1.1. The National Conference shall present a platform for the Executive Boards to come together and have conversations over the upcoming operational cycle alongside their local leadership in close coordination with the Member Committee on the national direction. Furthermore, the Member Committee will host capacity building spaces for the local leadership to be able to deliver in a more effective way over their duties.

1.2.1.2. These conferences shall also be the touchpoints for primary Legislative Meetings. See Subdocument Legislative Meetings.

1.2.2. There will be four legislative and alignment conferences in a year.

1.2.2.1. The conference in January will be called the National Leadership Conference on which MCP elections will be held.

1.2.2.2. The conference in April will be called the National Emerging Leader Seminar.

1.2.2.3. The conference in July will be called July Leadership

Conference.

- 1.2.2.4. The conference in November will be called National Youth Development Seminar.

1.3. Functional Summits

- 1.3.1. Functional Summits may be focused spaces for the EBs hosted by the MC to facilitate them in planning or capacity building.
- 1.3.2. These may include Operations Summit, LCP Summit, MXP, and Finance Summits.
- 1.3.3. There is no fixed timeline for these summits and may be decided based on the coordination between MC and LCs.
 - 1.3.3.1. Timelines for the conferences will be based on university timelines, the sensing of which should be ideally done two months before the conference and at least 1 month before the conference. Exceptions may be made based on external realities.

- 1.4. The timeline for National Conferences shall be decided by the Member Committee subject to the circumstances of the time.

1.5. Delegate Profile

- 1.5.1. The delegate profile for induction conferences will be new members and the executive boards of their respective LCs.
- 1.5.2. The delegate profile for legislative conferences will be elected EBs and current LCPs as a priority for NLC, Team Leaders may be invited based on financial and logistical capacity.
- 1.5.3. MC may choose to invite more people or uninvite someone based on their discretion.
- 1.5.4. All delegates will sign an indemnity form, anti-harassment and anti substance abuse forms at the time of registration. Refer to the Annexure for the template of these forms.

2. Bidding Process

- 2.1. The bidding process for any National Conference must begin at least 8 months prior to the execution of the conference.
- 2.2. An LC can only bid for conferences that are in its recommended list as specified by the MC.
 - 2.2.1. This recommended list will be prepared primarily on the basis of an LC's ability to sustain a conference, and the weather and logistical conditions they are subject to on the timeline.
- 2.3. The bidding process must constitute the following stages:
 - 2.3.1. Bidding Application
 - 2.3.2. Bid Evaluation
 - 2.3.3. Bid Presentation
 - 2.3.4. Voting on the Bid

3. Organising Committee

- 3.1. The Organising Committee must be made at least 4 and ideally 6 months before the execution of the conference.
- 3.2. The Organising Committee must consist of at least ONE Organising Committee President (OCP) and at least FIVE Organising Committee Vice Presidents (OCVPs) for the functions of Finance & Registrations, Marketing & Branding, Delegate Servicing, Partnership Development & Logistics as a minimum requirement.
- 3.3. The final structure of the Organising Committee is up to the discretion of the MC and must not exceed 10 members in total including the OCP.

4. OC Election & Selection Process

- 4.1. The election & selection process for the Organising Committee shall be divided into the following stages:
 - 4.1.1. The Election for Organising Committee President – OCP
 - 4.1.2. The OCP Application package must be released at least 10 days before the deadline of submission.
 - 4.1.3. The OCP Application package must be designed and structured by the EB Responsible from the Hosting LC in coordination with the MCVP BD/PD.
 - 4.1.4. The confirmation of acceptance of Applications must be sent to the Applicants within 3 working days after the submission deadline by the EB Responsible.

- 4.1.5. All full members in the General Body of the Hosting LC can apply for the position of an OCP.
- 4.1.6. The election process must take place in two stages – the Interview stage and the Presentation stage.
- 4.1.7. All OCP Applicants must appear for a preliminary interview. The interview shall be conducted by a panel including at least the EB Responsible, the Hosting LCP and the MCVP BD/PR.
- 4.1.8. The MCVP by BD/PR, on behalf of the Member Committee, shall cast their vote of confidence after the interview stage.
- 4.1.9. After the Interview stage, all OCP Applicants must appear for a presentation in front of the General Body of the Hosting LC.
- 4.1.10. The OCP shall be elected by the General Body of the Hosting LC on the basis of a simple majority. The voting shall commence after the Presentation stage.

4.2. The Selection for Organising Committee Vice Presidents – OCVPs

- 4.2.1. The OCVP Application package must be released at least 7 days before the deadline of submission.
- 4.2.2. The OCP Application package must be designed and structured by the EB Responsible from the Hosting LC in coordination with the MCVP BD/PD.
- 4.2.3. The confirmation of acceptance of Applications must be sent to the Applicants within 3 working days after the submission deadline by the EB Responsible.
- 4.2.4. All full members in the General Body of the Hosting LC can apply for the position of an OCVP.
- 4.2.5. The selection process for OCVPs shall take place in two stages – Application stage & Interview stage.
 - 4.2.5.1. The Application stage shall take place as aforementioned.
 - 4.2.5.2. All OCVP Applicants must appear for a preliminary interview. The interview shall be conducted by a panel including at least the OCP and the EB Responsible.
 - 4.2.5.3. The final decision of selection of OCVPs is to be made by the OCP in coordination with the EB and MC Responsible.

4.2.6. The initial transitioning of the Organising Committee will be done by the MCVP BD/PD based on a pre-decided transitioning toolkit.

5. Partnerships

5.1. The OC can only sell spaces in a conference agenda approved by the agenda manager on the MC.

5.1.1. The agenda manager may outline these spaces at least 2 months before the conference. Exceptions can be made based on external realities.

5.2. The OC shall create partnership packages and value propositions for the Conference in coordination with the MCVP PD & PR and the conference manager.

5.2.1. The partnership packages and value propositions must be clearly outlined before the raising process for the Conference begins in coordination with the MCVP PD & PR.

5.3. All partnership agreements/MoUs must be pre-approved by the MCVP PD & PR or MC Responsible.

5.3.1. All partnership agreements/MoUs must also be compiled for the financial audits of the OC.

5.4. A partner servicing tracker should be made at least 2 days before the conference outlining all the deliverables promised to the partners.

5.4.1. The OC shall be held accountable for all deliverables promised to partners.

5.4.2. The fulfillment of deliverables must be included as part of the discharge report of the OC.

5.5. The OCVP responsible for partner servicing would update the tracker at the end of each day in coordination with the MC Responsible.

5.6. The impact report of the partnership would be sent to the partners within a week after the conference ends.

5.6.1. Any delays in the impact report must be communicated to the MC Responsible with valid reason

6. Audit & Accountability

6.1. The Organising Committee will be held accountable for the entirety of the Conference including all the aforementioned responsibilities and deliverables. The general accountability framework will be created and implemented by the MCVP BD/PD or the MC Responsible for the Conference.

6.2. The financial accountability shall be carried out in terms of a financial audit as follows:

6.2.1. The Conference shall be audited by the MC.

- 6.2.2. The financial audit reports must be submitted by the OC team within a month after the Conference ends.
 - 6.2.3. An extension on submission of the audit report shall be granted only on the approval of the MCVP Finance & Legal.
 - 6.2.4. The extension granted for the audit of expenses cannot exceed 1 month, while an extension for audit of revenues cannot exceed more than 2 months.
 - 6.2.5. In case of failure to send the report before the extended deadline, a fine of PKR 5000 will be levied on the hosting LC.
 - 6.2.6. In case of failure to send the report after 30 days of the extended deadline, a fine of PKR 75,000 will be levied on hosting LC.
 - 6.2.7. In case of failure to send the report after the last deadline, the LC would be classified as having failed the audit and will be levied a fine of additional PKR 75,000.
- 6.3. For the financial accountability, the basic books of accounts to be maintained and submitted must include:
- 6.3.1. Receipts and Payments vouchers with documentary proof of bills in the case of payment vouchers.
 - 6.3.2. Ledger accounts of all accounts maintained.
 - 6.3.3. OC Stall Stocks and daily sales records.
- ## **7. Discharge for the Organising Committee**
- 7.1. The discharge for the Organising Committee shall be held at the Legislative Meeting of the next National Conference.
 - 7.2. The discharge shall include the following documents for it to be considered:
 - 7.2.1. Internal & External Audit Reports
 - 7.2.2. Recommendation from the MCVP BD/PD or MC Responsible
 - 7.2.3. All Impact Reports for partners structured and made for the Conference
 - 7.3. In case any of the above documents are not presented, the OC as a team will automatically stand not discharged and motions for individual discharge of OC members will be tabled.

7.4. The OC's performance will be evaluated based on the following criteria:

7.4.1. Financial Sustainability (35%)

7.4.2. Audit (25%)

7.4.3. Partner Experience (20%)

7.4.4. Delegate Experience (20%)

7.5. The delegate experience will be mapped through daily feedback forms sent to the delegates during the conference. The feedback form should include but not limited to feedback over:

7.5.1. Satisfaction with transportation arrangement

7.5.2. Satisfaction with quality of food

7.5.3. Satisfaction with rooms

7.5.4. Satisfaction with OC support for problems.

7.6. The collective discharge of the OC shall pass on account of a simple majority voting.

7.7. In case an OC team is not discharged, the LCVP MXP may individually review the membership status of each OC member.

7.8. In case a National Conference is not discharged, a mandate fine of PKR 5,000 will be levied on the hosting LC.

IX- Branding Regulations

(For Detail Refer to Branding Regulations Subdocument)

- 1. Branding Regulations:** All brand regulations defined here are an extension of what would already be defined as global brand regulations by AIESEC International in any latest version of the Blue Book provided as an annexure to the National Compendium. Wherever there is a confusion the Blue Book or the Global Compendium will supersede these guidelines
- 2. Reference to LCs:**
 - 2.1.** AIESEC is a single organisation operating around the globe, headquartered at Montreal, Canada Accordingly, an officially recognised operating unit of AIESEC in Pakistan (a local committee) is allowed to be referred to an official LC of AIESEC in Pakistan.
 - 2.2.** An LC can be referred to ONLY as AIESEC in <City/University/
Officially Recognised Region of Operation.
 - 2.3.** AIESEC is currently operating in over 122 countries and territories. Given the existence of several delicate diplomatic issues, we never only refer to "Countries" or "Nations", as this will indirectly imply AIESEC taking a political stand in such cases. This is a very sensitive topic, so attention needs to be paid while making these references in both internal and external capacities.
- 3. Channels of Communication**
 - 3.1.** All descriptions, categories, definitions, call-to-action (www.aiesec.org link), about field, etc. must be the same as the AIESEC in Pakistan page or must hold the most authentic information according to historical records.
 - 3.2.** Only the national association, AIESEC in Pakistan is allowed to create and manage affiliated brands' independent channels.
 - 3.3.** Auditing of each and every online channel pertaining to LCs will take place monthly by MCVP Marketing/PR or whoever is assigned responsible and a report consisting of recommendations, bottlenecks, and violations will be presented to respective LCs before auditing of the succeeding month.
 - 3.4.** There will be two forms of communication channels:
 - 3.4.1.** External Communication (For Youth & Partners)
 - 3.4.2.** Internal Communication (For Members & Alumni)
- 4. Channel Regulations:**
 - 4.1.** No new channels of communication can be established without prior permission from the MC.
- 5. Email Signature Format:**
 - 5.1.** Email signatures can contain only the updated version of the AIESEC logo in a suitable size
- 6. Website / Landing Pages Mandate**
 - 6.1.** No LC is allowed to have a website/landing page/blog that is discoverable

by a search engine.

- 6.2.** www.aiesec.org is the only Call to Action to be used by each LC for product registrations/product promotion

- 7. On-ground Channels:** This pertains to all communication channels towards an external audience (Youth & Partners), this includes exchange and recruitment marketing along with branding for EwAs and National Conferences.

7.1. Apparels & Merchandise:

- 7.1.1.** Apparels and merchandise must adhere to the logo and visual guidelines.

7.2. Banners & Logo Spaces

- 7.2.1.** Banners and logo spaces of an LC or those in association with stakeholders must contain the right version of the AIESEC logo, without mention of the name of the LC as text around the logo.

7.3. Appearances:

- 7.3.1.** Outdoor media appearances such as flexes or hoardings must carry the right version of the AIESEC logo without mentions of the name of the LC as text around the logo.

- 7.3.2.** Media appearances such as print or paper ads must carry the right version of the AIESEC logo without mentions of the name of the entity as text around the logo.

8. AIESEC Logo

- 8.1.** The AIESEC logo with the mention of the LC name around it can only be used for internal communication.

- 8.2.** The MC may make an exception to this rule in an extraordinary scenario.

9. Communication Etiquettes

- 9.1.** AIESEC must always be typed out or written in uppercase.

9.2. Pertaining to Social Decorum

- 9.2.1.** A member is not allowed to post any pictures while smoking / drinking / narcotics consumption activities in AIESEC t-shirts or anything that identifies with the organization.

- 9.2.2.** Content encouraging/ publicizing/ showing AIESECers drinking and smoking while wearing AIESEC merchandise should not be uploaded or published through both personal and official channels.

- 9.2.3.** Content which is sexually explicit, abusive or violent should not be uploaded or published through both personal and official channels.

9.3. Hashtagging

- 9.3.1.** #AIESEC must be used exclusively while communicating the organization through posts, moments and tweets. It is recommended that #AIESEC is in uppercase even if #s are case-sensitive.

- 9.3.2.** #AIESEC cannot be associated with other explicit content, any form of profanity, and words that pose a threat to the image of the brand.

9.4. Pertaining to Affiliated Brands

- 9.4.1.** Affiliated brands need to be powered by AIESEC, in the formatting conveyed the most recent global brand-kit.

9.5. Media Communication

9.5.1. Radio, TV and other sources of audio appearances must pronounce AIESEC as 'eye-sek.'

9.5.2. Appearances like articles, news snippets and public interviews must have AIESEC written in uppercase.

9.6. Template Standardisation

9.6.1.1. MC to suggest Email Signature and Visiting Card templates to the LCs

9.6.1.2. If any LC wants to use a template other than the MC suggested template, they must get an approval from the MCVP Marketing prior to its usage.

10. Case Solving Flow for Violations:

10.1. Not adhering to the regulations of the Brand Booklet, sub-document of the AIESEC Pakistan Compendium along with the reference of the AIESEC Blue Book Brand Toolkit is identified as a violation to the brand in its market, purpose, internal and external representation of any kind.

10.2. In case of any seeming issue that cannot be placed directly under a ruling provision such as the Compendium, MCVP Marketing will supervise and take a decision.

10.3. An LC making a brand violation will be notified by MCVP Marketing through email and WhatsApp. The concerned LC's LCP, LCVP FnL and LCVP Marketing will be kept in the communication loop through the mediums mentioned above and that LC must remove the content / act upon it in 24 hours from the time of notification over email.

10.4. Failure to do so will result in a fine of PKR 5000, followed by a mandate fine of another PKR 5000 after the content staying for a further 12 hours after the completion of the first 24 hours warning.

10.5. If the post is still not taken down after 36 hours, the LC will be charged a fine of PKR 2,000 for every additional hour the content is up.

10.6. MCVP Marketing can make an exception to the above in an extraordinary scenario.

10.7. If there is no action taken after 72 hours, MC may reserve the right to close the channel.

X - Information Management

1. To introduce an Information management system in AIESEC in Pakistan:

1. All databases which are property of AIESEC in Pakistan's Member Committee shall be locked, and access can be requested to the MCVP IM responsible
2. 1.3 The National Contact sheet will be updated in January each year by MCVP IM; the viewing access shall only be with the Executive Boards for AIESEC in Pakistan
3. Under GDPR , sharing of details without consent is strictly prohibited
4. For mass emails, the following situations can be used:
 - 4.1. Notification of Legislations
 - 4.2. Meetings initiated by the Member Committee
 - 4.3. Conference Announcements (i.e. Date sensing or others)
 - 4.4. National Newsletters
 - 4.5. National Updates
5. In case any Local Committee requires to mass email the network regarding anything else, they need to put a request to the MCVP IM Responsible, to which he/she is liable to respond within 48 hours
6. Emails or notifications sent otherwise will be liable for action against the individual which includes suspension as well
7. Sharing of Emails, text messages and Private conversations is strictly prohibited unless required by a decision-making body to solve a complex situation
8. The organization strictly condemns misusing private information for any purpose
9. Sensitive information shall not be disclosed or shared with any individual under any circumstances, such information includes but is not limited to the following:
 - **Vote count in OCP / LCP / EB Elections**
 - **Voters Identity**
 - **Information shared in legislative meetings unless its a general update**
 - **Voters identity in legislative meetings**
 - **Information shared with members under de-facto confidant trustee**
 - **Official Information barred by the MC to be shared with anyone**
 - **Matters which are irrelevant to any other stakeholder apart from concerned parties**
 - **Exchange Participant Information**
11. 1.12 Avoid sharing sensitive information with Members or TLs in informal capacity , preserve the prestige of your position
12. 1.13 Do not publicly share anyone or anyone's feedback which has been given in feedback forms or SONA Surveys unless they give you the consent to do so , try arranging a private one to one meeting to solve the issue at hand
13. 1.14 Recording videos on Conferences , Jives or punishments is strictly prohibited. The MC in coordination with the Chair of the Conference is Liable to announce the disclaimer before the commencement of the conference , anyone found doing so will be penalized with an official warning by the LCP, and the MC , violation again will result in a suspension by the LCP , which shall be update to the MC

14. 1.15 Recording videos on GBMs/Portfolio Meets , Jives or punishments is strictly prohibited. The LCP in coordination with the Executive Board of the LC is Liable to announce the disclaimer before the commencement of the Official meeting, anyone found doing so will be penalized with an official warning first , second time they will be handed a suspension , the period of which will be decided by the LCP
15. 1.16 You cannot take a picture or record a video of someone without their permission , if they don't feel comfortable , then there are no questions asked and there is no margin left for any discussion
16. 1.17 AIESEC in Pakistan, in aid with the legal representative / SG Representative / Organizational Lawyer, can utilise the forum of Cyber Crime if things are done otherwise

XI - Entity Control Board

(For Detail Refer to Entity Control Board Subdocument)

1. **ECB:** ECB is an entity controlling the body working and arbitrating cases of exchange standards and is responsible for the implementation of AIESEC Internal Product Policies and AIESEC Exchange Program Policies.
2. **Powers of ECB:** Entity Control Board (ECB) is the last decision-making body on the national level regarding the Exchange policies in consultation with Member Committee. A division working directly under its MC and ICB to ensure that the best Standard and Customer Experience is delivered to every customer and stakeholder in each entity. The purpose of ECB is to make the entity more customer-centric and ensure leadership development by fulfilling standards in every AIESEC product.
3. **Applicable documents for case arbitration:** AIESEC Portfolio Internal Policies (APIP), AIESEC Exchange Program Policies (AEPP) and the National Compendium
4. **Additional duties of the ECB:**
 - 4.1. Provide half yearly reports to entity plenary at national conferences (NLC and JLC) with recommendations on issues related to the exchange participants as well as brief updates on activities of the body.
 - 4.2. Offer consultancy upon request on the interpretation of AIESEC Portfolio Internal Policies (APIP) to all local committees and AIESEC Exchange Program Policies (AEPP) to Exchange Participants.
 - 4.3. Conduct physical or virtual audit of local committees to ensure all operations are run in accordance with the APIP and its annexes.
5. **Structure of the ECB:** The ECB must always have an incumbent Chair who would be responsible for governing the Board.
 - 5.1. The ECB Chair position must never be vacant at any point of the year. The number of team members and structure would be determined by the ECB Chair according to entity reality taking into consideration MC recommendations and approval.
 - 5.2. **Term duration:** Entity Control Board (ECB) is the last decision-making body on the national level regarding the Exchange policies and Governance of Internal Policies. The Chair position would be of 12 months and the term will begin with the Member Committee i.e. 1st Aug –31st July. The ECB Team Members can be rotated by the Chair every 6 months (peak to peak).
 - 5.3. **Profile of ECB Chair:** The ECB Chair must not be associated with any LC or MC after the assumption of the ECB office (i.e.: 1st August). The only profiles eligible for the position are Outgoing EBs, National Support Team, Team Leaders, Team Members and Alumni who have left the organization not more than 1 year ago and submit proof of LLC status.
 - 5.4. **Selection of ECB Team:**
 - 5.4.1. The ECB Chair will be confidenced by the voting members in the National Plenary. Final interviews of all the confidenced pool of applicants will be taken by the MC Responsible and Chair will be appointed. The ECB Members will be selected by the ECB Chair and their interviews will also be taken by the ECB

Chair – MCR advice can be taken into consideration.

- 5.5. Resignation:** The ECB Chair resignation must be handled by the Member Committee President and the Member Committee Responsible. Internal resignations in the ECB team are to be handled by the ECB Chair and vacancies need to be filled if the members resign. At any point if the working members in the ECB are less than three, the MC needs to be reported to about the situation.

6. Audits

- 6.1. Risk Assessment:** The ECB is responsible for conducting risk assessment to analyze the areas of possible violations which are not mentioned in the Compliance Matrix and ECB Audit Check. ECB will audit the violations of Compliance Matrix, ECB Audit Check and the additional areas mapped out by the risk assessment
- 6.2. Virtual Audit:**
- 6.2.1. ECB will have the right to request documents from the LC.
 - 6.2.2. The ECB Audit will be done according to the virtual auditing framework and guidelines presented by the ECB to the national leadership bodies. ECB will virtually audit all the violations mentioned in the Compliance Matrix, ECB Audit check document and the LC Audit Tracker for the period informed by the ECB.
 - 6.2.3. The ECB will conduct quarterly virtual auditing of the following, but not limited to these exchange standards for oGX:
 - 6.2.3.1. Visa and Work Permit
 - 6.2.3.2. Health Insurance
 - 6.2.3.3. Outgoing Preparation Seminar
 - 6.2.3.4. Debrief with AIESEC standards of the Outgoing Exchange Participants
 - 6.2.4. The ECB will conduct quarterly audits of the following, but not limited to these exchange standards for iCX:
 - 6.2.4.1. Accommodation
 - 6.2.4.2. Job Description
 - 6.2.4.3. Incoming Preparatory Seminar of the Incoming Exchange Participants
 - 6.2.5. ECB will present the guidelines of submission of respective documents to prove the fulfillment of the standard and compliance to APIP to the national plenary at NLC & JLC each year.
 - 6.2.6. The ECB will also set a percentage for materiality for every LC to decide the portion of exchange documentation that they want to audit based on their respective analysis of how effective are the LC's Internal Control System.
 - 6.2.7. The results of the virtual audits will be communicated to the MC every quarter.
 - 6.2.8. In case of non-compliance, the ECB may waive off a certain percentage of non-audited documents as per the set materiality.
 - 6.2.9. In a scenario where the amount of unsubmitted documentation exceeds the set materiality, the MC could levy a mandate fine on the LC and the respective sanctions related to each violation proposed in the ECB Audit

- Check would be imposed.
- 6.2.10. The ECB Virtual Audit will be conducted every quarter for all the documents and violations mentioned in the ECB Audit check and compliance matrix of APIP.
 - 6.2.11. In order to pass the ECB Audit successfully, LCs need to have at least 80% of the submitted documents cleared without any violation of exchange standards, guidelines in APIP and its annexes.
 - 6.2.12. The ECB audit will be conducted following the guidelines in Auditing education booklet, APIP and its relevant annexes. The audit will also evaluate the violations mentioned in Compliance Matrix (annex 4 of APIP) and ECB after approval from MC, will put the relevant sanctions on LCs for each violation according to the risk level associated to it.

6.3. Physical Audit:

- 6.3.1. Physical Audit must only be conducted by the ECB in terms of extraordinary circumstances where an entity is non-compliant to the virtual audit and the status of quality is drastically deteriorating.
- 6.3.2. **Modes of conducting Audit:** ECB can conduct the Audit through following ways, depending on the nature of documents being audited and the proofs required for its verification.
 - 6.3.2.1. Interviews with EPs, OPs and Entities
 - 6.3.2.2. Surveys
 - 6.3.2.3. ECB Visits

7. ECB Discharge

- 7.1. The ECB should present a discharge report at the next regularly scheduled physical legislative fair following the Chair's term, which would be ratified by majority voting members.

- 7.2. The report should include the following things other than what the MC may require:

- 7.2.1. Number of Cases throughout the year
- 7.2.2. Status of each case reported to the ECB
- 7.2.3. Status of Auditing framework with regard to Entities
- 7.2.4. Initiatives taken to strengthen the ECB in the entity
- 7.2.5. Areas of Improvements for the ECB
- 7.2.6. Recommendations for the next term.
- 7.2.7. Recommendations for changes in the XPP

- 7.3. The ECB Chair will be discharged by the National Plenary through a simple majority vote. In case of not being discharged, the ECB Chair will not be a full member of the organization, a status he/she could regain in a semester while working for their Home LC if they are an active member of the organization.

XII - Expansion Policy

1. Introduction: The Expansion Policy and Regulations aim to outline when AIESEC in Pakistan should expand, what principles it should adhere to while deciding to choose a new market and outline evaluation and reporting requirements for expansion initiatives.

2. Types of Expansion

2.1. Splitting an existing market:

2.1.1. An existing market may be split further into the following two scenarios:

2.1.1.1. Geographical segmentation within an existing market.

2.1.1.2. Creation of a university-based LC within an existing market.

2.1.1.2.1. To create a university-based LC, a prior agreement between AIESEC and the university administration is to be submitted stating that the university will facilitate all AIESEC related activities.

2.1.2. The approval for splitting an existing market will be given by the MC after it has consulted the LC having that market.

2.1.3. **Voting Rights:** The new LC made under this provision will start off as an LC on Alert without voting rights.

2.2. Expanding into a new market: Before expanding into a new market, AIESEC in Pakistan's existing organisational health should be strong enough to take up more load for itself. AIESEC in Pakistan will not expand into a new market in the form of a new LC till the following benchmarks are met:

2.2.1. There could be two types of expansions in a new market:

2.2.1.1. University Based LC

2.2.1.2. City Based LC

2.2.2. Eligibility to be met:

2.2.2.1. AIESEC in Pakistan is legally registered under the law of Pakistan.

2.2.2.2. 80% of the LCs are full members of AIESEC in Pakistan under the defined membership criteria.

2.2.2.3. The MC has a dedicated resource to work on the expansion initiative.

2.2.2.4. At least PKR 100,000 has been arranged as the starting capital for the expansion initiative.

2.2.2.4.1. The finances could be arranged through any of the following modes:

2.2.2.4.1.1. Financing by MC

2.2.2.4.1.2. Financing by LC

2.2.2.4.1.3. Financing through a fund

2.2.2.4.1.4. Any other available mode of financing

2.2.3. Decision-Making Factors

2.2.3.1. The following factors should be taken into consideration while deciding on whether or not to expand:

2.2.3.1.1. Universities: How many universities does the market have in total? How many business, social sciences and IT schools are there in the market?

2.2.3.1.2. Connectivity within Pakistan: Does the geographical location has a stable internet connection? Is the location physically accessible conveniently? What sort of inter-city travel services are accessible for them?

2.2.4. Approval to Expand

2.2.4.1. Any LC or the MC can propose an expansion provided that the aforementioned eligibility criteria mentioned in 2.2.1. is met.

2.2.4.1.1. An exception can be made by the SG through written approval of the request over email.

2.2.4.2. If the eligibility criteria mentioned in 2.2.1. is met, the proposer would have to prepare and present a report to the national plenary.

2.2.4.2.1. The report's content should include details mentioned in the decision-making factors of clause 2.3 of this subdocument.

2.2.4.3. After due diligence and dialogue have taken place over the presented report, a simple majority vote will be required by the national plenary to approve the proposal to expand into the new market.

3. Expansion Development Roadmap: This roadmap will be followed after the proposal to expand into a new market has been approved by the national plenary.

3.1. Voting Rights: An expansion will be an LC on Alert with no voting rights.

3.2. Timeline: Ideally, operations for an expansion should begin with the beginning of an EB Term, i.e. 1st February and hence, all the activities defined in the roadmap below should start at least four months before.

3.3. Nomination of Expansion Manager: The MC will either open applications for an expansion manager or assign someone the responsibility from the MC team.

3.4. Member Recruitment: The expansion manager will conduct the recruitment by coordinating and communicating with not more than three universities within that standards market. A minimum of 10 members are to be recruited before operations can be formally initiated, which would include EB Members and an LCP.

3.4.1. For the first year, LCP and the EB will be selected by the expansion manager in synergy with the MC.

3.5. Member on-boarding: The Expansion Manager will be responsible for carrying out the onboarding process for the recruited members in synergy with MCVP MXP.

3.6. Expansion Planning: The expansion manager will facilitate and finalise the planning for the new expansion with the newly recruited members.

3.6.1. The expansion plan should include but not be limited to:

- 3.6.1.1. Operational Plan (Exchange, BD, EwAs, Marketing)
- 3.6.1.2. Talent Plan (HR requirement, Capacity Building, Team Standards Implementation)
- 3.6.1.3. Compliance Plan (Roadmap to fulfilment of the membership criteria for LCs)
- 3.6.1.4. Stakeholder Management Plan (Universities, Parents etc.)
- 3.6.2. The final plan is to be shared with the MC, LCP Commission and the SG for feedback.

3.7. Mid Year Review

- 3.7.1. The expansion manager, along with the LCP for the expansion, will be responsible for presenting a progress report to the national plenary at JLC, which will outline the progress made over the earlier plan submitted as defined in 3.6.1.

3.8. One Year Review

- 3.8.1. The expansion manager, along with the LCP for the expansion, will be responsible for presenting a progress report to the national plenary at NLC, which will outline the progress made over the earlier plan submitted as defined in 3.6.1.
- 3.8.2. In case the expansion is still an LC on alert without voting rights after one year, a motion for disbandment would have to be presented at the legislative meeting of NLC.
 - 3.8.2.1. A simple majority would be required for the motion to pass. If the motion passes, the expansion will no longer continue its operations.

3.8.2.2. After each membership check, the disbandment motion will be presented until the expansion has fulfilled the complete membership criteria defined for LCs

XII – ER Principles

(For Detail Refer to ER Principles Subdocument)

1. Principles for Partnership:

- 1.1. We AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters must not partner with any organization that directly or indirectly promotes war or violence.
- 1.2. We AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters must not partner with any Organization that discriminate on the basis of race, color, sex, sexual orientation, creed, and Religion, national or ethnic origin.
- 1.3. AIESEC in Pakistan's and AIESEC in Pakistan affiliated Local Chapter's partner companies or organizations should not affect AIESEC in Pakistan's and AIESEC in Pakistan affiliated Local Chapter's ability to act independently as defined in the sub-clause 1.3.1 in the clause 1.3 The AIESEC Way.
- 1.4. AIESEC in Pakistan's and AIESEC in Pakistan affiliated Local Chapter's partner companies or organizations should not commit AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters to a direct political agenda as defined in the sub-clause 1.3.2 in the clause 1.3 The AIESEC Way.
- 1.5. AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters are recommended to partner with organizations and companies that can help AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters in developing characteristics in individuals that are believed to be critical in creating change agents.
- 1.6. AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters cannot partner with companies which are illegal as per the Law of land.

2. Guidelines:

- 2.1. We AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters expect partner organizations and companies to take into consideration the needs of future generations.
- 2.2. AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters are allowed to partner with private, public, nongovernmental and governmental organizations. AIESEC in Pakistan affiliated Local Chapters must take prior permissions through mode of e-mail from the Member Committee Vice President Finance and Legal and Member Committee Vice President Business Development before initiating contact with governmental organizations for partnerships.
- 2.3. AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters are recommended to partner with organizations and companies that are quality conscious towards their stakeholders.
- 2.4. AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters are recommended to partner with organizations and companies that help AIESEC to explore as many opportunities for stakeholders' involvement.
- 2.5. AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters are recommended to move into only and only those partnerships that have

- mutual benefits for AIESEC and the company or organization.
- 2.6. AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters are recommended to partner with organizations and companies that understand the dynamics of AIESEC and the AIESEC way mentioned in clause 1.3 The AIESEC Way.
 - 2.7. AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters are recommended to partner with organizations and companies that are transparent, honest, legal and engage in just and fair activities.
 - 2.8. AIESEC in Pakistan and AIESEC in Pakistan affiliated Local Chapters are recommended to partner with organizations and companies that follow strict labor law of the government of Pakistan and align partially or completely with the AIESEC values.

3. AIESEC Pakistan MC List Guidelines

- 3.1. **Annexure 1:** Member Committee core list and Annexure 3: National Partners List, any decision with regards to opening any company to any AIESEC in Pakistan affiliated Local Committee is solely a decision of AIESEC in Pakistan MCVB/PD. The decision is final & binding.
- 3.2. **The Annexure 1:** Member Committee core list and Annexure 3: National Partners List should not be used with an intention to increase your funding amounts/sponsorship covers. The Annexure 1: Member Committee core list and Annexure 3: National Partners List should be utilized to work with companies in a format, which increases the AIESEC in Pakistan affiliated Local Chapter's credibility, which in turn would result in smoother way of fund raising in the local market.
- 3.3. **The Annexure 1:** Member Committee core list and Annexure 3: National Partners List is NOT RELEASED for the local chapters. Details can be found in the ER Principles Subdocument [Clause 3.1](#) and onwards

4. ER Policies:

- 4.1. LCs are allowed to sell local recruitment, local annual reports, Youth to Business forums and national conferences that they have won via bids.
- 4.2. LCs are not allowed to sell national awards, national partner lunches/dinners, national website or national annual reports without permission from the MC.
- 4.3. In the event of an LC selling a national partnership under the permission and agreement of MC, the LC will get 30% of revenue share.
- 4.4. LCs may not sell any products which are not approved by the MCVB ER.
- 4.5. In case an LC approaches an MC company with permission, the MC is entitled up-to 30% of the Raise revenue from that national partner approached by the LC, however, in case of a national conference the MC list should be open for those LCs who are hosting a national conference without any sharing of the raise revenue. Also, MC retains the right of partnership in the future unless permitted otherwise by the MC.
- 4.6. If an entity MC/LC has multiple companies from the same sector of business, then having an annual contract with one automatically opens all other companies of the

same sector for other entities without any sharing. This clause remains void in case the MC has signed an exclusivity contract with the said company.

- 4.7. All entities within AIESEC Pakistan (MC and all LCs) are required to update their company lists on a monthly basis and publish on EXPA and/or be sent to the Business Development responsible in each of the entities within AIESEC Pakistan.
- 4.8. Any LC (LC A) must get permission in writing from LC B's/MC VP ER before approaching a company on another LC's (LC B)/MC company list for financial or in-kind sponsorship. If an LC approaches another LC/MC for Company request, then the receiving LC/MC should accept or reject within a period of 02 working days of communication. In case of no reply it will be considered as an acceptance.
- 4.9. In case permission is granted and a financial raise occurs, the LC that gave the company from their list (LC B) is entitled to 10% of the revenue from the monetary raise only if the amount is more than Rs. 50,000. LC A is also required to provide LC B with contact information and transition their point of contact for possible further partnerships to LC B, with no monetary obligations attached. (In order to foster cooperation between all three LCs). If the raised amount is less than Rs. 50,000 no amount will be shared with LC B.
- 4.10. In case permission is granted and an in-kind raise occurs, the LC that gave the company from their list (LC B) is entitled to Rs.1500 in compensation. LC A is also required to provide LC B with contact information and transition their point of contact for possible further partnerships to LC B, with no monetary obligations attached. (in order to fester cooperation between all three LCs)
- 4.11. In case permission is not granted by LC B's VP MnC/ER but LC A still feels that they have a very strong contact, then the MC can be involved to decide the matter. The strength of the contact can be decided upon by factors such as the designation of the contact for e.g. the Director or CEO of a company would be a strong contact or the scope of partnership and sustainability of the partnership, etc
- 4.12. In case permission is not granted but LC A approaches a company on LC B's list; If a financial raise occurs, LC A is entitled to give LC B 80% of the revenue raised from the partnership and a mandate fine of Rs. 5000.
- 4.13. In case permission is not granted but LC A approaches a company on LC B's list; If an in-kind raise occurs, LC A is entitled to give LC B 80% of the in-kind products they are being given and a mandate fine of Rs. 5000.
- 4.14. In case permission is not granted, LC A still approaches LC B's company, but no raise occurs: LC A should be mandate fined an amount of Rs.5000.

5. Partnership Contracts:

- 5.1. It is compulsory for LCs to submit partnership contracts to MC after signing the contract and the major deliverables should be defined clearly in it. It is compulsory for an LC to submit partnership report after the execution of each major deliverable. If this hasn't been delivered, MC has the right to propose the change of contract to the company. The LC should submit the MoU to the MC within 5 Days of signing.

6. National Conferences:

The AIESEC in Pakistan Member Committee holds the complete rights for any national conference sales.

- 6.1.** The MC list of companies may be opened to AIESEC in Pakistan affiliated Local Chapters to approach without prior approval of the MCVP PD/BD. However, MCVP PD/BD must be kept in all forms of communication with the respective partner.
- 6.2.** AIESEC in Pakistan Member Committee holds the right to evolve national conference sales. AIESEC in Pakistan affiliated Local Chapters are allowed to sell national conference naming rights and/or agenda time upon the AIESEC in Pakistan's Member Committee Vice President's Business Development/ External Relation discretion only.
- 6.3.** The slots would be allotted only if they adhere to the following conditions:
 - 6.3.1.** The AIESEC in Pakistan Member Committee holds the complete rights for any national conference sales.
 - 6.3.2.** The sponsorship and/or partnership cheque should be in the name of "AIESEC" and NOT in the name of the national conference hosting Local Committee.
 - 6.3.3.** The Local Committee will pay for all the partners to travel to and fro from the nearest pickup place and the venue.
 - 6.3.4.** AIESEC in Pakistan Member Committee holds the right to open sales for national conferences to Local Committee partner companies or organizations and the companies mentioned in Annexure 1, Annexure 2, Annexure 3 and Annexure 4.

XIV – LC Governance and Routines

(For Detail Refer to LC Governance and Routines Subdocument)

1. **Introduction:** LC Governance and Routines Subdocument aims to classify governance and routines in LCs to give a better sense of direction and guidance over where they stand and what they should strive for. It is important to mention that the contents of this document are not binding unless otherwise stated and only serve to provide direction to LCs.
2. **Ratings of Governance and Routines:** Good governance will be evaluated and classified into the following three categories with AAA Rating being the best:
 - 2.1. A Rated Governance
 - 2.2. AA Rated Governance
 - 2.3. AAA Rated GovernanceDetails for the Governance Ratings can be found in the LC Governance and Routines Subdocument [Clause 3](#) and onwards

XV – HR Policy

(For Detail Refer to HR Policy Subdocument)

1. Introduction

1.1. Aim

The AIESEC Pakistan Human Resource Policy document aims to clearly outline the principles and procedures related to the management of members in all kinds of roles, across all Local Committees of AIESEC in Pakistan.

1.2. Membership Criteria

- 1.2.1. An individual fulfilling the following criteria will be called a 'Member' of AIESEC in Pakistan.
 - 1.2.1.1. He/she was/has been recruited into a Local Committee of AIESEC through a Recruitment Drive, or through Exchange Participant Re-integration Process.
 - 1.2.1.2. He/she has signed the Member Undertaking with the recruiting Local Committee
 - 1.2.1.3. He/she is a part of a team in the Local Committee
 - 1.2.1.4. He/she has a Job Role to fulfill in the Local Committee

2. Recruitment and Selection

2.1. Recruitment Campaigns

- 2.1.1. In addition to aligning to the two major Recruitment Campaigns run nationally, Local Committees can choose to run 'Pocket Recruitment Campaigns' in a case of HR deficit with the approval of MCVP MXP.

2.2. Marketing Principles to be followed

- 2.2.1. Online or on-ground recruitment campaigns can no longer be used to market any membership products or programs like Global Leader, Team Member Program or Team Leader Program.

2.3. Selection Principles to be followed

- 2.3.1. Any person between the ages of 16 and 29 can be a part of the Selection process provided that he/she is either a student or a recent graduate.
- 2.3.2. Throughout the Selection Process, the Selection team shall be unbiased towards all applicants.
- 2.3.3. No Local Committee member shall discriminate against any applicant on the basis of color, gender, sexual orientation, race, disabilities, religion, or ethnicity.
- 2.3.4. In case of rejection of an applicant, the Local Committee shall give the applicant feedback, either through email, or call, or physical meeting.
- 2.3.5. Upon Selection, the applicant shall sign the Member Undertaking with the Local Committee within one week from the day of induction.
- 2.3.6. Final decision making power regarding member selection lies with the LCVP MXP and LCP of the concerned LC.

2.4. Membership Agreement

- 2.4.1. Each member after being recruited will have to sign a member agreement as approved and provided by MCVP FnL.

3. Life-Long Connection - Alumni Status

3.1. Alumnus Status

- 3.1.1. An individual fulfilling the following criteria shall be rewarded a Local LLC status as part of their departure as an active member of any Local Committee of AIESEC in

Pakistan:

- 3.1.1.1. Completion of an Executive Board term of 1 year
 - 3.1.1.2. Completion of an AIESEC Membership term of at least 6 months.
 - 3.1.1.3. Fulfillment of all steps mentioned in the Resignation process under Clause 6.2 of Subdocument E_HR Policy.
 - 3.1.1.4. Must be a full member at the time of resignation, fulfillment of full member criteria specified under Clause 4.1.1. of Subdocument E_HR Policy.
 - 3.1.1.5. No proven ethics cases against them.
- 3.2. An individual fulfilling the following criteria will be awarded a National LLC status as part of their departure as an active member of any National Body of AIESEC in Pakistan:
- 3.2.1. Completion of their MC term of 1 year.
 - 3.2.2. Successful discharge
 - 3.2.3. No proven ethics cases against them.
- 3.3. The LLC status can be revoked if the alumni indulges in behavior divergent from the values and principles of AIESEC. The revocation of the LLC status is up to the discretion of the MCV PR & MCV MXP in coordination with the LCVPs for MXP & PR.

4. AIESEC Alumni Pakistan

- 4.1. Any former member of AIESEC in Pakistan with an LLC as specified in Clause 2 is eligible to be part of the AIESEC Alumni Pakistan.
- 4.2. To be recognised as part of the AIESEC Alumni Pakistan, the individual must undergo the following steps:
 - 4.2.1. A formal email must be written to the President of the AIESEC Alumni Pakistan and the MC Responsible of the Association for addition to the relevant channels.
- 4.3. The President of the AIESEC Alumni Pakistan must be an AIESEC Alumni and cannot be a current member of AIESEC in Pakistan.
- 4.4. All matters of the AIESEC Alumni Pakistan shall be governed and managed by the alumni of AIESEC in Pakistan in coordination with an MC Responsible.

5. Alumni Rights

- 5.1. An Alumnus of any Local Committee of AIESEC Pakistan shall have the following rights:
 - 5.1.1. Right to attend Alumni forums for AIESEC Alumni.
 - 5.1.2. Right to sign up for Exchange programs at subsidized costs, as per the Local Committee's discretion.
 - 5.1.3. Right to avail all AIESEC International opportunities available for AIESEC Alumni

6. MC Discharge

- 6.1. The Voting Fair to determine the discharge status of the Member Committee (MC) shall be conducted no later than the 30th day of November each calendar year.
 - 6.1.1. The discharge of the MC shall be provisional and contingent upon the outcome of the external audit report. The MC shall be deemed either "discharged" or "not discharged" based on the results of the Voting Fair, pending the submission and review of the external audit report.
 - 6.1.2. The external audit report must be submitted no later than six (6) months following the date on which the Voting Fair is held.
 - 6.1.3. The final discharge status of the MC shall be confirmed or revised, as applicable, upon the results of the external audit report.
- 6.2. The following documents will be pre-requisite for the MC's discharge to happen:
 - 6.2.1. Annual Report (For External Audiences)
 - 6.2.2. Internal Report (For Knowledge Management, should include a report over plan achievement)
 - 6.2.3. SG's Recommendation
 - 6.2.4. Internal Audit Board Reports
 - 6.2.5. External Audit Report
- 6.3. In case any of the above documents are not presented, MC as a team will automatically stand not discharged and motions for individual discharge of MC members will be tabled.
- 6.4. MC Discharge meeting will be held on legislation fair with at least 2 hours time which may be flexibly extendable as needed.
- 6.5. The Discharge Package (including Presentation and Links to all the Trackers shall be Emailed with the Legislation Fair Email by GLSC).

7. EB Discharge:

- 7.1. The outgoing EB's discharge will be conducted between the 31st of January and 8th of March each year, with the possibility of asking the MCP for an extension via Email in the case of an extraordinary circumstance.
 - 7.1.1. The following documents will be a pre-requisite for the EB's discharge to happen. The Discharge Package should be sent to the voting body 3 days prior to the discharge meeting and it should include the following:
 - 7.1.1.1. Each EB Member's Presentation to be presented on the day, which should include links of all relevant trackers/material that they utilized in their term
 - 7.1.1.2. Feedback from the MC on the following metrics:
 - 7.1.1.2.1. Attendance on Commission Calls
 - 7.1.1.2.2. Attendance on O2Os
 - 7.1.1.2.3. National Representation
 - 7.1.1.3. This feedback can be collected via a form by the outgoing LCP where the respective MC member associated with the EB member can rate them on a scale of 1-10 over the metrics above. Only the form's responses would have to be shared with the voting body by the outgoing LCP. The MC will not directly

communicate with the GB.

- 7.1.2. The following will be the procedure for the EB's discharge meeting:
 - 7.1.2.1. A Chair and RO must be there to manage the meeting.
 - 7.1.2.2. 2/3rds of the GB's voting members must be present for the quorum of the meeting to be met.
 - 7.1.2.3. The outgoing LCP will present first on the EB Team's overall performance and then on their own performance.
 - 7.1.2.4. The LCVPs will then present their individual performance presentations one by one to the GB.
 - 7.1.2.5. Each EB Member will have 10 minutes to present with an extension of up to 5 minutes allowed.
 - 7.1.2.6. Each EB Member will be given 10 minutes with an extension of up to 10 minutes for Q/A right after their own presentation.
 - 7.1.2.7. After all the presentations, the voting members of the GB will give their vote of confidence/no confidence to each EB member.
 - 7.1.2.8. The discharge process shall be carried out through a secret ballot format (ballot pattern attached in the annexure)
 - 7.1.2.9. In case the meeting is held virtually, the voting will be carried out through a google form which's access will only be with the Chair and RO.
 - 7.1.2.10. Since the Virtual Voting should be anonymous, with a complete number of voting members voting the voting process in a virtual meeting should be carried out in the following manner:
 - 7.1.2.10.1. The General Body present through the Virtual Platform will vote collectively in one meeting using anonymous google form based ballot paper
 - 7.1.2.10.2. A Google Form based Ballot Paper will be created: based upon each EB Member's name a separate question is required to be made with options being "confidence", "no confidence" and "abstain".
 - 7.1.2.10.3. The Groups would have access to the Google Form only during the time of voting. No Group is allowed to have access to the Google Form before their designated time.
 - 7.1.2.10.4. The Chair and RO are required to then collect votes in a single Google Sheet.
 - 7.1.2.11. EB Members will stand discharged if they receive a simple majority of votes of confidence.
 - 7.1.2.12. If an EB Member does not show up to the discharge meeting either physically or virtually, they will stand not discharged.
 - 7.1.2.13. The Chair and RO will count the votes along with a GB member randomly picked by the Chair and announce the results to the GB at the end of the discharge meeting.
 - 7.1.2.14. All those who have cleared 6 months of probation shall be

allowed to vote for the EB discharge.

- 7.1.2.15. The Chair of the Annual Discharge Meeting will be required to Email Individual LLC allotment to the discharged LCVPs and LCP (Outgoing) as well as the non-discharged members within 2 days of the discharge meet

7.1.3. Chair and RO Eligibility for EB's Discharge Meeting:

- 7.1.3.1. Both should have no prior working or personal relationship between each other, which specifically includes but is not limited to:

- 7.1.3.1.1. Chair and RO cannot be siblings.
- 7.1.3.1.2. Chair and RO should not have worked in the same team which includes EB and OC experience.
- 7.1.3.1.3. Chair and RO should not be involved in an intimate relationship with each other which also includes marriage.
- 7.1.3.1.4. The names of the Chair and RO should be emailed to the MC with a mention of all the significant roles that both have held within AIESEC.
- 7.1.3.1.5. The Chair & ROs can only be appointed after the LC receives the acknowledgement of no objection from the MC.

7.1.4. Role of Incoming EB in Discharge Meeting:

- 7.1.4.1. The notification of discharge Meeting, the location, and the timings shall be emailed to the GB by the succeeding LCVP Finance & legal. Similarly, the details of Chair & RO approval shall also be emailed by the LCVP Finance & Legal of the succeeding terms to the MC keeping the LCP in the loop
- 7.1.4.2. In case of non availability or other concerns pertaining to LCVP Fnl and their presence, the LCP of the succeeding term can appoint an election manager after discussing with the MC.

Annexure Ballot Paper

Voting Status	Confidenced	No Confidenced	Abstain
EB Member 1 (Name & Role)			
EB Member 2 (Name & Role)			
EB Member 3 (Name & Role)			

8. Each ballot papers shall be signed by the Chair & RO
9. EB Members presenting their discharges cannot vote at all (which also means they cannot vote for themselves)

10. Transitioning

- 10.1. The predecessor and successor should sign the handing over document. The document

- should include the contents from the transition plan and needs to be approved by the respective MC member. In case of MC, the document shall be approved by the SG.
- 10.2. 2. If the predecessor fails to comply by Clause 1, then he/she will have to face the following:
- 10.2.1. Removed from all formal and informal groups of the LC/MC
 - 10.2.2. Banned from Local and National conferences
- 10.2.3. Banned from Local and National events
- 10.3. In case of breach of clause 7.2, it would be considered as a compendium violation, leading to a mandate fine amounting to up to PKR 5, 000/-

XVI – General Data Protection Protection

1. Data Protection

1.1. Basic Definitions

1.11.1. Personal data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

1.1.2. Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

1.1.3. Sensitive personal data includes personal data about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric, physical or mental health condition, sexual orientation or sexual life. It can also include data about criminal offences or convictions. Sensitive personal data can only be processed under strict conditions, including with the consent of the individual.

1.1.4. The terms mentioned above and any other expressions must respect the definitions given by the General Data Protection Regulation and the appropriate local/national laws.

1.2. Considerations

1.2.1. AIESEC in Pakistan processes personal data about members/employees, volunteers, applicants, alumni and customers, being committed to protecting and respecting the privacy of every stakeholder.

1.2.2. Personal data must be processed lawfully and appropriately and must be respected by AIESEC in Pakistan

1.3. Data Protection Officer

1.3.1. AIESEC in Pakistan must have a responsible for data protection, which shall be appointed at the start of every term.

1.3.2. The data protection responsible must be selected within the National office

and in the Local executive boards as well.

1.3.2. The selection of the responsible for data protection must take into consideration the following criteria:

- 1.3.2.1. His/Her duties must be compatible with the duties of a Data Protection Officer;
- 1.3.2.2. His/Her duties must not lead to a conflict of interests;
- 1.3.2.3. He/She shall be designated on the basis of professional qualities and, in particular, expert knowledge of data protection law and practices and the ability to fulfil the tasks: this should be proportionate to the type of processing carried out by the entity.

1.3.3. *The duties of the Data Protection Officer are:*

- 1.3.3.1. To inform and advise the entity and the members/employees who carry out the processing of their obligations pursuant to the General Data Protection Regulation and to other data protection laws;
 - 1.3.3.2. To monitor compliance with the General Data Protection Regulation, with other data protection laws and with the policies of the entity in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits;
 - 1.3.3.3. To provide advice where requested as regards the data protection impact assessment and monitor its performance;
 - 1.3.3.4. To cooperate with the supervisory authority;
 - 1.3.3.5. To act as the contact point for the supervisory authority on issues relating to processing, including the prior consultation referred to in the Article 36 of the General Data Protection Regulation, and to consult, where appropriate, with regard to any other matter.
- 1.3.4. The Data Protection Officer shall be bound by secrecy or confidentiality concerning the performance of his/her tasks.
- 1.3.5. The contact details of the Data Protection Officer should be published, shared with the relevant supervisory authority and communicated to individuals.
- 1.3.6. The responsible for data protection can be a member of the staff of AIESEC in Pakistan. AIESEC in Pakistan may also contract out the role of Data Protection Officer externally.

1.4. *Data Protection Principles*

- 1.4.1. Personal data must be:

X.4.1.1. processed lawfully, fairly and in a transparent manner in relation to the data subject;

1.4.1.2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;

1.4.1.3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

1.4.1.4. accurate, and where necessary, kept up-to-date;

1.4.1.5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;

1.4.1.6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

1.4.2. AIESEC in Pakistan must make reasonable steps so as to guarantee the principles mentioned in "X.4.1.", including setting retention policies and internal procedures for deletion of data.

1.4.3. Whenever consent is the lawful basis for processing, it must be AIESEC in Pakistan must:

1.4.3.1. make sure that it was granted in a free, specific, unambiguous, explicit and informed manner. The request for consent shall be presented in a manner which is clearly distinguishable from the other matters, in an intelligible and easily accessible form, using clear and plain language;

1.4.3.2. be able to demonstrate that the data subject has consented to the processing of his/her personal data;

1.4.3.3. guarantee that the data subject will have the right to withdraw his/her consent at any time without affecting the lawfulness of processing based on consent before its withdrawal. Prior to giving consent, the data subject must be informed thereof. AIESEC in Pakistan must also guarantee that it is as easy to withdraw as to give consent.

1.5. *Information to Individuals*

1.5.1. Whenever personal data relating to an individual is collected, AIESEC in Pakistan must inform the individual about:

1.5.1.1. The purpose or purposes for which AIESEC in Pakistan intends to process that personal data, as well as the legal basis for the processing;

- 1.5.1.2. Where AIESEC in Pakistan relies upon the legitimate interests of the business to process personal data, the legitimate interests pursued;
- 1.5.1.3. The recipients or categories of recipients of the personal data, if any;
- 1.5.1.4. The fact that AIESEC in Pakistan intends to transfer personal data to a non-EU/EEA country or international organisation and the appropriate and suitable safeguards in place;
- 1.5.1.5. The existence of each of the rights of the data subject and an explanation about each of them, paying special attention to the right to request from AIESEC in Pakistan (*considering that it is the "data controller") access to and rectification or erasure of personal data or restriction of processing as well as the right to object to processing and the right to data portability.
- 1.5.1.6. Information about the period that the information will be stored or the criteria used to determine that period;
- 1.5.1.7. The right to withdraw consent at any time (if consent was given) without affecting the lawfulness of the processing before the consent was withdrawn;
- 1.5.1.8. The right to lodge a complaint with the appropriate supervisory authority;
- 1.5.1.9. The existence of automated decision-making (including profiling) and meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the individual;
- 1.5.1.10. The identity and contact details of AIESEC in Pakistan (*considering that it is the controller), of its Data Protection Officer and, where applicable, of its representative.

1.5.2. In case the information was collected directly from the individual, he/she must be informed about the points mentioned in "X.5.1." at the time when personal data is obtained. Besides, he/she must also be provided with the following:

- 1.5.2.1. Whether the provision of the personal data is a statutory or contractual requirement/obligation, or a requirement necessary to enter into a contract, as well as whether the individual is obliged to provide the personal data and any possible consequences of failing to provide the data.

1.5.3. In case the information was collected from a third party, the individual must be informed about the points mentioned in "X.5.1." as soon as possible, but at the latest within one month of obtaining it. He/She must also be provided with:

- 1.5.3.1. The types or categories of personal data which are to be processed;
- 1.5.3.2. The source the personal data originates from and whether it came from publicly accessible sources.

1.6. *Rights of the Individuals*

1.6.1. AIESEC in Pakistan must process all personal data based on the rights of the individuals, including

- 1.6.1.1. Right to be informed about the processing activities;
- 1.6.1.2. Right to access his/her personal data;
- 1.6.1.3. Right to rectification;
- 1.6.1.4. Right to object to (part of) the processing, including for direct marketing purposes;
- 1.6.1.5. Right to erasure ("right to be forgotten");
- 1.6.1.6. Right to restriction of processing;
- 1.6.1.7. Right to data portability;
- 1.6.1.8. Right to not to be subject to automated decision-making (including profiling) in certain circumstances. In case it happens, the individual shall have the right to be informed, to express his/her point of view, to challenge the decision and to obtain human intervention;
- 1.6.1.9. Right to liability/compensation in case of violation of privacy rights, as well as to lodge a complaint with the appropriate supervisory authority.

1.6.2. AIESEC in Pakistan must set communication channel(s) and procedures so that the individual can enforce his/her rights within one month of the original request.

1.7. *Data Security*

1.7.1. AIESEC in Pakistan must take appropriate security measures against unlawful or unauthorised processing of personal data and against the accidental or unlawful destruction, damage, loss, alteration, or unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

1.7.2. Procedures and technologies must be in place to maintain the security of all personal data.

1.7.3. Personal data shall only be transferred to a data processor if there is a contract and if it agrees to comply with the procedures and policies and/or puts in place adequate measures itself.

1.7.4. AIESEC in Pakistan must maintain data security by protecting the confidentiality, integrity and availability of personal data, including, if possible, measures such as pseudonymisation.

1.8. *Disclosure and Sharing of Personal Data*

1.8.1. AIESEC in Pakistan may share personal data internally.

1.8.2. Personal data shall not be sold to externals nor handled by individuals outside AIESEC in Pakistan.

1.8.3. Personal data shall not be transferred to people or organisations situated in countries without adequate protection and without firstly having advised the individual. Transfers of data to other countries shall be subject to the requirements of the General Data Protection Regulation.

1.9. *Documentation*

1.9.1. AIESEC in Pakistan must keep records of the activities, being able to demonstrate compliance upon request.

1.9.2. AIESEC in Pakistan must follow the internal Data Protection Policy, the provisions of the General Data Protection Policy and the national/local laws regarding data protection.

1.9.3. The local entities of AIESEC in Pakistan are subject to the clauses focused on data protection and must abide by these rules,

XVI – SUPPORTING DOCUMENTS

1. The AIESEC Pakistan Compendium also has various Sub – Documents to support the content of the AIESEC Pakistan Compendium,
2. Following are the supporting documents of the national compendium:
 - 2.1. I_Governance and Legislative Meetings Subdocument
 - 2.2. II_Finance and Legal Subdocument
 - 2.3. III_Election and Selection Procedures
 - 2.4. IV_Code of Ethics
 - 2.5. V_National Conferences Subdocument
 - 2.6. VI_Branding Regulations
 - 2.7. VII_ER Principles
 - 2.8. VIII_LC Governance and Routines Subdocument
 - 2.9. IX_HR Policy
 - 2.10. X_Blue Book