



# AIESEC in Carleton

AIESEC at Carleton University

Constitution and By-Laws

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# Constitution

**Preamble** As a youth with the express aim to develop leadership in youth around the world, we establish this constitution for the governance of this organization and promote the fulfillment of humankind's potential.

## Article I: Name

**1.1** The name of this organization shall be "AIESEC in Carleton."

**1.2** The title "AIESEC" is the understood French acronym for "Association Internationale des Étudiantes en Sciences Economiques et Commerciales." In English, "International Association of Students [interested] in Economics and Commerce."

**1.3** The French acronym as stated in Article 1 Section 2 is no longer in use and no longer characterizes the nature of the organization.

**1.4** AIESEC in Carleton represents a Local Committee Member of AIESEC Canada. AIESEC in Carleton represents AIESEC operations in all campuses and affiliates of Carleton University. **1.5** "AIESEC Canada" shall mean AIESEC Canada, Inc. and the Member Committee, the governing body of all AIESEC activities in Canada and a member of AIESEC International.

**1.6** "AIESEC International" shall mean the governing body of all AIESEC activities globally.

**1.7** The executives of AIESEC in Carleton shall make up the "Executive Board."

**1.8** The advisors of AIESEC in Carleton shall make up the "Board of Advisors."

## Article II: Purpose

**2.1** Our Vision shall be:

**2.1.1** Peace and Fulfillment of Humankind's Potential.

**2.2** Our Scope shall be:

**2.2.1** AIESEC is a global, non-political, independent, not-for-profit organization run by students and recent graduates of institutions of higher education. Its members are interested in world issues, leadership and management. AIESEC does not discriminate on the basis of race, color, gender, sexual orientation, creed, religion, national, ethnic or social origin.

**2.3** Our Impact aims to be:

**2.3.1** An international platform enabling young people to discover and develop their potential to provide leadership for a positive impact on society.

**2.4** Our Core Beliefs shall be:

**2.4.1** We strive to achieve peace and fulfillment of humankind's potential.

**2.4.2** We place our confidence in youth as the key to unlock a better future.

**2.4.3** We believe that leadership is the fundamental solution and it can be developed by

anyone. **2.5** Our Core Values shall be:

**2.5.1 Activating Leadership:** We lead by example and inspire leadership through action and results. We take full responsibility for our role in developing the potential of people.

**2.5.2 Demonstrating Integrity:** We are consistent and transparent in our decisions and actions. We fulfill our commitments and conduct ourselves in a way that is true to our identity. **2.5.3**

**Living Diversity:** We seek to learn from the different ways of life and opinions represented in our multicultural environment. We respect and actively encourage the contribution of every individual. **2.5.4 Enjoying Participation:** We create a dynamic environment by active and enthusiastic participation of individuals. We enjoy being involved in AIESEC.

**2.5.5 Striving for Excellence:** We aim to deliver the highest quality performance in everything we do. Through creativity and innovation we seek to continuously improve.

**2.5.6 Acting Sustainably:** We act in a way that is sustainable for our organization and society. Our decisions take into account the needs of future generations.

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### 2.6 Our Approach shall be:

**2.6.1** 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 these opportunities.

### 2.7 Our Approach shall be achieved under the framework of the Leadership Development Model:

**2.7.1 Self-Aware:** The leaders we develop understand and live personal values. They focus on strengths over weaknesses and explore one's passion.

**2.7.2 World Citizen:** The leaders we develop believe in their ability to make a difference in the world, are interested in world issues and enjoy taking responsibility for improving the world.

**2.7.3 Empowering Others:** The leaders we develop communicate effectively in diverse environments and develop and empower other people. They engage with others to achieve a bigger purpose.

**2.7.4 Solution Oriented:** The leaders we develop adapt and show resilience in the face of challenges and transmit positivity to move forward throughout uncertainty. They take risks when it's needed.

### 2.8 Our Core Work shall consist of:

**2.8.1** The facilitation of global exchange programs in three categories.

**2.8.1a Global Volunteer Program:** A cross-cultural volunteer experience aligned towards the fulfillment of the United Nations' Sustainable Development Goals for young people who seek to develop themselves and the world.

**2.8.1b Global Talent Program:** A global internship opportunity for young people who seek to develop themselves and their careers.

**2.8.1c Global Teacher Program:** A global internship opportunity for young people who seek to develop their leadership while boosting their career prospects by working as a teacher abroad.

**2.8.2** The development of leadership in members of AIESEC through challenging experiences and leadership opportunities. This is complemented by leadership conferences throughout the year in Canada and in the world.

**2.8.3** Hosting events alone and in collaboration with organizations involved with the youth at Carleton University to raise awareness of our vision and engage in dialogue and action surrounding our vision.

## Article III: Membership

### 3.1 The Complete Membership of this organization shall comprise of:

**3.1.1** General Members, defined as non-active members in the ongoing operations of AIESEC in Carleton who receive newsletters and information on AIESEC in Carleton's upcoming events for the main purpose of increasing students' engagement with AIESEC and creating a funnel for recruitment.

**3.1.2** Core Members, defined as active members in the ongoing operations of AIESEC in Carleton.

**3.1.3** Executive Members, defined as Core Members who are elected or appointed to govern AIESEC in Carleton and form the Executive Board.

**3.2** Alumni shall be defined as past members of AIESEC, living or deceased. It shall be interpreted as a past member of AIESEC globally unless otherwise specified.

### 3.3 Additional affiliation to this organization shall comprise of:

**3.3.1** A Board of Advisors, defined as a selection of at least four (4) AIESEC Alumni, one (1) of whom sits as the Board Chair, who act to advise on governing matters of AIESEC in Carleton.

**3.4** This organization shall comprise exclusively of General Members and Core Members.

**3.5** As the organization is a member of AIESEC Canada, all Core Members are also affiliated with AIESEC Canada and are eligible for all benefits thereof.

**3.6** Core Members must sign the [Volunteer Agreement Contract](#) stipulating the terms regarding their duties and termination of these duties.

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### Article IV: Meetings & Procedures

**4.1** Local Committee Meetings shall be defined as a meeting of all Core Members and shall occur at a minimum of seven (7) times in a calendar year, traditionally once a month during the academic year.

**4.2** Executive Board Meetings shall be defined as a meeting of Executive Members to define operations and governance of the organization and shall occur at least one (1) time a week, excepting extraordinary circumstances.

**4.3** Portfolio Meetings shall be defined as a meeting of Core Members who comprise a portfolio and shall occur at minimum one (1) time a month, excepting extraordinary circumstances. **4.4** Decisions regarding the governance and operation of AIESEC in Carleton shall accord to the following:

**4.4.1** All decisions shall be bound by the financial and policy decisions of AIESEC Canada, except in cases of conflict or disagreements, as determined by the Executive Board of AIESEC in Carleton.

**4.4.2** All decisions shall be bound by any and all policies set forth by Carleton University and the Carleton University Student Association.

**4.4.3** All decisions are to be made with an informed decision of the majority of the Executive Board, with the Local Committee President presiding over a veto vote.

### Article V: Rules of Office

**5.1** The organization shall have the following positions that comprise the Executive Board: **5.1.1**

A Local Committee President is defined as an elected Core Member who is the primary leader of the organization.

**5.1.2** A Finance Accountable defined as a Core Member who is the primary manager of the organization's finances. This may or may not be designated as a Vice President of Finance. The individual holding this position may not also hold the position of Local Committee President. **5.1.3** A Vice President of Incoming Exchange defined as a Core Member who manages at least one component of Incoming Exchange operations.

**5.1.3a** Variations include, but are not limited to Incoming Global Talent, Corporate Relations, Account Delivery, Incoming Global Volunteer.

**5.1.3b** A Vice President of Incoming Exchange can only preside over operations at Carleton University.

**5.1.4** A Vice President of Outgoing Exchange defined as a Core Member who manages at least one component of Outgoing Exchange operations.

**5.1.4a** Variations include, but are not limited to, Outgoing Global Volunteer, Outgoing Global Talent, Outgoing Global Teacher.

**5.1.4b** A Vice President of Outgoing Exchange can only preside over operations at Carleton University.

**5.1.5** A Vice President of Talent Management defined as a Core Member who manages management of human resources and talent allocation and development.

**5.1.6** A Vice President of Business to Customer defined as a Core Member who manages public relations and marketing of the organization.

**5.2** The Executive Board is not limited to the positions set forth by Article 5 Section 1. **5.3** A Core Member is not limited to one position set forth by Article 5 Section 1, unless otherwise specified. **5.4** Positions on the Executive Board are bound by a term of one (1) year beginning on the first day of the calendar year and ending on the last day of the calendar year.

**5.3** Any **voluntary resignation** of a position on the Executive Board must be preceded by a two week's notice and be followed with the necessary appointment and transition of duties to a succeeding Executive Member.

**5.4 Proxies/Vacated positions,**

**5.4.1 Local Committee President**

**5.4.1a** At the beginning of every year the Local Committee President will appoint a Local

Committee President Proxy. In the event that the LCP is indisposed, unavailable or has not been in contact with their EB or MC for a period longer than 1 month without prior warning, the proxy will carry out the President duties and act as the primary

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representative of our Local Committee. Proxies should always have a general idea of the state of the Local Committee and have as many necessary documents as possible in the event they are called upon to represent the Local Committee.

**5.4.1b** In the event that the Local Committee president wishes to take a break from the position, they must inform all necessary parties: EB members, General Membership, BOA Chair, and the Membership Committee of Canada. If the break is longer than 3 weeks a proxy must be appointed in the interim until their return.

**5.4.1c** Proxies are not Local Committee Presidents. They are “proxies”, an immediate solution, and the position of the elected Local Committee President must be respected. This includes: allowing for the return (if they have not formally yet resigned), and for National and Board Oversight of the proxy. Proxies must act under the supervision of the BoA and National Level.

### **5.4.2 Executive Board Members**

5.4.2a At the beginning of their terms, all EB members will be paired with another EB Member who will serve as proxy in the event that the VP needs a break, leaves, resigns. The proxies, known as “buddies” will meet once/quarter to discuss the current states of their portfolios. The VP proxies should have access to the portfolio's resources.

5.4.2b VP Proxies will hold the secondary position of VP proxy for no longer than a period of 4 weeks. During this time, a permanent replacement will be selected by the Local Committee President.

**5.5** Executive Members, except for the Local Committee President, may be subject to impeachment (removal from their position) by unanimous decision of the Executive Board or at the discretion of the Local Committee President. Grounds for impeachment include violations of the AIESEC in Carleton By-Laws and Constitution, Carleton's Rights and Responsibilities, as well as failure to fulfill their expected duties as executives. Any executive can initiate an impeachment request, which must be submitted to the president. The president will carefully assess the provided reasoning and evidence before making a decision, with input from the rest of the executive board.

**5.5.1** An Executive Member may not be impeached until the necessary transitions are implemented in accordance with Article 5 Section 4 Subsection 1.

**5.6** Members may be removed from the Local Committee at the discretion of the Local Committee President with consultation of the Executive Board.

**5.6.1** Ground for removal includes but are not limited to: unethical/hostile behavior, not meeting the minimum requirements of their Job Description and portfolio, non responsiveness/inability of LC to reach the individual for a period longer than 1 month. **5.6.2** Proper procedure as outlined by the Local Committee President and Talent

Management must be followed before releasing an individual from their position. This includes: providing warnings, making several attempts to help the individual modify their actions, and providing the individual the chance to speak and explain on their behalf.

**5.6.3** As a leadership youth organization, our aim is never to “fire” or “release” individuals. We as an Executive body will attempt to coach and support any individual who has been brought to our attention.

**5.7** The Local Committee President may be impeached by the unanimous decision of the Executive Board.

**5.7.1** The Local Committee President may not be impeached until the necessary transitions are implemented in accordance with Article 5 Section 4 Subsection 1.

## **Article VI: Elections & Appointments**

**6.1** The Local Committee President is an elected position, elected by the Complete Membership in accordance with By-law T3.

**6.1.1** The Local Committee President must be elected by November 15 of the year preceding their term.

**6.1.2** The Executive Board reserves the right to relieve the Local Committee President of their position at any time, requiring the formal unanimous decision by the Executive Board exempting the Local Committee President.

**6.2** Positions set forth by Article 5 Section 1 with the exception of the Local Committee President are appointed as per the decision of the Local Committee President.

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**6.2.1** The Executive Board must be appointed by December 15 of the year preceding their term.

**6.2.2** The Executive Board must be transitioned by December 15 of the year preceding their term.

**6.2.3** The Local Committee President reserves the right to relieve an Executive Member of their position at any time.

## **Article VII: Portfolios**

**7.1** A Vice President may preside over a portfolio to conduct operations for which they are responsible. **7.2** A portfolio must consist of a minimum of two (2) Core Members in addition to the presiding Vice President.

**7.3** Team Leaders may be appointed by the presiding Vice President with the approval of the Executive Board to assist in managing a portfolio.

**7.3.1** Team Leaders shall be defined as a Core Member reporting to a Vice President and belonging to a portfolio. Team Leaders are to manage a minimum of two (2) Core Members belonging to the same portfolio as the Team Leader.

**7.3.2** Team Leaders shall be bound by a term of at least one academic semester i.e. January 1 to April 30, May 1 to August 31, September 1 to December 31.

**7.3.2a** They are recommended to be bound by a term of one (1) year beginning on the first day of the calendar year and ending on the last day of the calendar year.

**7.3.3** Team Leaders must be appointed by the presiding Vice President at least one (1) week before the start of their term.

**7.3.4** Team Leaders must be transitioned and trained before the start of their term. **7.4** If a portfolio includes a Team Leader, there must be at least two (2) Team Leaders.

## **Article VIII: Rules on By-Laws**

**8.1** New by-laws, amendments to existing by-laws, and removal of by-laws must be proposed by at least one (1) Core Member and be seconded by at least one (1) Executive Member to be considered.

**8.1.1** The Core Member and the Executive Member may be the same individual.

**8.2** By-laws of this organization shall be established by a 70% majority decision of the Executive Board.

**8.3** By-laws of this organization shall be amended by a 70% majority decision of the Executive Board.

**8.4** By-laws of this organization shall be removed by a 70% majority decision of the Executive Board.

## **Article IX: Amendments**

**9.1** Proposed amendments to the Constitution must be proposed by at least one (1) Core Member and be seconded by at least one (1) Executive Member to be considered.

**9.1.1** The Core Member and the Executive Member may be the same individual.

**9.2** Amendments to the Constitution shall be established by a unanimous decision of the Executive Board.

**9.3** Amendments to the Constitution shall be amended by a unanimous decision of the Executive Board.

## **Article X: Ratification**

**10.1** This Constitution shall be established by an unanimous decision of the Executive Board and Team Leaders.

## **Article XI: Interpretation**

**11.1** Interpretation of this Constitution shall be decided by the Executive Board.

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# **By-Laws**

## **T1: Liability**

**T1.1** AIESEC in Carleton only claims responsibility in operating in accordance with the Constitution and By-Laws. Core Members are fully liable for any consequences that arise from any violation in procedures and definitions from the Constitution and By-Laws.

## **T2: Membership**

**T2.1** AIESEC in Carleton shall recruit by a process of application and interview.

**T2.2** AIESEC in Carleton shall recruit in accordance with the policies of AIESEC International, AIESEC Canada, and Carleton University.

**T2.2a** AIESEC in Carleton shall not discriminate any applicant on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, height, weight, physical or mental ability, veteran status, military obligations, and marital status. **T2.3** Core Members must adhere to the following duties:

**T2.3a** Commit a minimum of 15 hours per week.

**T2.3b** Fulfills the Job Description provided according to their Core Member status.

**T2.4** Core Members may be immediately removed from AIESEC in Carleton by the Local Committee President with some consultation with the Executive Board. See Constitution 5.6.

## **T3: Election Rules and Guidelines**

### **T3.1 Election Scheduling:**

**T3.1a** An election for the selection of the Local Committee President shall be called annually before Oct 15 by the Local Committee President.

**T3.1b** An election shall be scheduled and announced at least three (3) weeks prior to the election date.

**T3.1c** Applications for Local Committee President Candidacy shall be released at least three (3) weeks prior to the election date.

**T3.1d** Applications for Local Committee President Candidacy shall be submitted at least one (1) week prior to the election date.

**T3.1e** Local Committee President Applicants, defined as individuals who have successfully completed Applications for Local Committee President Candidacy,

shall undergo a vote of confidence by the Board of Advisors at least two (2) days prior to the election date.

**T3.1f** Local Committee President Candidates, defined as individuals who have successfully passed the vote of confidence by the Board of Advisors, shall be announced at least one (1) day prior to the election date.

**T3.1g** A Chair, defined as a member or Alumni of AIESEC who is not currently a Core Member of AIESEC in Carleton, shall be assigned to oversee the election.

**T3.2 Candidate Eligibility:**

**T3.2a** Any individual may run for Local Committee President if they meet the

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following conditions:

**T3.2a(1)** A Core Member or Alumni of AIESEC in Carleton.

**T3.2a(2)** Holds at least three (3) months of experience in AIESEC in Carleton. **T3.2b** No other individual may run for Local Committee President, except under extraordinary circumstances including, but not limited to, a lack of any such eligible individuals.

**T3.3 Candidate Expectations:** These are the expectations for all candidates in the AIESEC in Carleton General Election. Behaviors that will result in expulsion from the election are listed below.

**T3.3a Bribery of members.** This includes doing favors, making promises, giving gifts, promising Vice President positions, or any other activities that may lead to a biased vote. **T3.3b**

**Manipulation of members.** This includes bullying, harassing, intimidating, threatening, or denying Vice President positions, or any other activities that may lead to a biased vote. **T3.3c**

**Spreading rumors.** This includes the purposeful fabrication of information or the dissemination of unreliable information about any member or election candidates from the Local Committee. **T3.3d**

**Undue criticism of candidates.** This includes insulting, mocking, bashing, disrespecting, or commenting negatively about any election candidates. **T3.3e**

**Undue criticism of the outgoing Executive Team.** This includes insulting, mocking, bashing, disrespecting, or commenting negatively about any member of the outgoing Executive Board.

**T3.3f Interruption of LC operations.** No candidates may neglect their duties to the Local Committee or interrupt the operations of the Local Committee in order to promote their candidacy. This includes neglecting assigned tasks, producing inadequate work, or giving election speeches in portfolio meetings or office hours.

**T3.4** If any candidate violates one or more of the rules stipulated in T3.3, the Chair will bring the rule violations up for discussion among the current Executive Board. The Chair then has the full right to terminate a candidate's eligibility if it has been shown that the candidate's behavior is not conducive to a fair election process.

**T3.5 Board of Advisors Vote of Confidence:**

**T3.5a** All candidates for Local Committee President shall be present at the Board of Advisors Meeting and Vote of Confidence or be disqualified from candidacy.

**T3.5b** The candidate shall present a speech of a maximum length of five (5) minutes consisting of their platform.

**T3.5c** The Board of Advisors will have the opportunity to ask questions following the candidate's speech.

**T3.5d** A Vote of Confidence will be released by the end of the day on which the Board of Advisors Meeting and Vote of Confidence takes place.

**T3.6 Quorum:** A quorum of 70% of Core Members and 100% of Voting Members is required for Election to proceed.

**T3.7 Voting Eligibility:**

**T3.7a** Core Members with at least three (3) months of continuous membership are deemed Primary Voting Members.

**T3.7b** Core Members with less than three (3) months of continuous membership are deemed Secondary Voting Members.



**T3.7c** Voting Members comprise of Primary Voting Members and Secondary Voting Members. **T3.7d** No other individual may be allowed to vote.

**T3.7e** Members may withdraw the rights to vote and no longer be considered Voting Members. **T3.8 Election Rules and Expectations:**

**T3.8a** The Election will be live-streamed to the event page through which LCP applications were hosted.

**T3.8b** When the Election is declared to begin and the doors are closed, no individual present may exit the election location.

**T3.8b(1)** Any individual who does exit will not be allowed to return to the election location until the next section defined as Speeches, Q&A, Voting.

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**T3.8b(2)** Any individual who does exit will waive their right to vote.

**T3.8c** All individuals present at the Election may not publicly cheer, applause, insult or otherwise show emotional response to candidates that may be deemed to reflect opinions of said candidates at any point in time.

**T3.8d** Candidates are permitted at most one individual, deemed a "Bodyguard" to accompany them throughout the Election.

**T3.8e** Election shall begin with Candidate Speeches.

**T3.8e(1)** Each candidate shall have at most ten (10) minutes to present themselves and their platform.

**T3.8f** Election shall proceed after Candidate Speeches to Question Period.

**T3.8f(1)** For each question, candidates have one minute to think. Candidates in alternating order will then have up to one minute to answer.

**T3.8f(2)** Question Period is divided into three rounds: Primary, Secondary, and General. **T3.8f(3)** Primary Round: Each Primary Voting Member has the opportunity to ask one question, addressed to all candidates at once.

**T3.8f(4)** Secondary Round: Secondary Voting Members may ask questions, addressed to all candidates at once.

**T3.8f(4i)** There is no assigned order.

**T3.8f(4ii)** The Secondary Round may last up to 30 minutes.

**T3.8f(5)** General Round: An online request form shall be released to the event page through which Local Committee President applications were hosted. It shall be released when the Primary Round begins.

**T3.8f(5i)** The first questions, up to two questions, will be drawn from the responses of the online request form.

**T3.8f(5ii)** Questions may be asked by any individual present at the Election or through the online request form.

**T3.8f(5iii)** The General Round may last up to 20 minutes.

**T3.8f(6)** Questions must be addressed to all candidates at once.

**T3.8g** Election shall proceed after the Question Period to Closing Speeches.

**T3.8g(1)** Each candidate shall have at most five (5) minutes to present any closing remarks and summarize their platform.

**T3.8h** Election shall proceed after Closing Speeches to Debrief and Voting.

**T3.8h(1)** The Debrief and Voting Period may take as long as necessary until all Voting Members have cast their ballots.

**T3.8h(2)** During the Voting Period, non-Voting Members may not voluntarily discuss with Voting Members.

**T3.8h(3)** Voting Members maintain the right to voluntarily discuss with non-Voting Members.

**T3.8h(4)** No one may discuss with the intention to manipulate, persuade, or otherwise influence Voting Members' votes.

**T3.8h(5)** Violation of T3.8h shall result in the withdrawal of voting rights for all Voting Members' involved.

**T3.9 Voting Procedures:**

**T3.9a** Voting shall be by secret ballot.

**T3.9b** Voting Members shall be given a ballot card, colored based on their Voting Classification as a Primary or Secondary Voting Member if applicable.

**T3.9c** The ballot card shall contain the list of candidates and the following options for each candidate:

**T3.9c(1) Ranking:** Voting Members may write "1", "2", "3" etc. corresponding to their ranking of preference.

**T3.9c(2) No Confidence:** Voting Members may check to vote No Confidence per each candidate.

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**T3.9c(3) Abstain:** Voting Members may check to abstain from voting.

**T3.9d** For each candidate, the Voting Member may only choose to do one (1) of the three options to Rank, Vote No Confidence, or Abstain.

**T3.9e** Voting Members shall submit their ballot folded in quarters.

**T3.9f** Voting Members shall sign on the Voting Submission List when submitting their ballot. **T3.9g** The Chair shall also sign the outermost side of the folded ballot before submission.

**T3.9h** Any ballot that does not follow exactly per the Voting Procedures shall be deemed void at time of Counting in a unanimous decision by the Election Counters, consisting of the Chair, the Local Committee President (or Local Committee President Proxy), and one Core Member chosen at random who is not already among the Election Counters. **T3.9i** When all ballots have been cast, Counting will proceed with the Election Counters. **T3.10 Election Counting and Results:**

**T3.10a** Votes shall be counted by the Election Counters, consisting of the Chair, the Local Committee President (or Local Committee President Proxy), and one Core Member chosen at random who is not already among the Election Counters.

**T3.10b** Votes shall comprise a Vote of Confidence and a Local Committee Vote. **T3.10c** Candidates shall achieve at least 70% confidence by valid ballots

fewer abstentions to have their votes considered in the Local Committee Vote.

**T3.10c(1)** Candidates who fail the Vote of Confidence shall be dropped from the election. Any votes for them shall be transferred to the next ranked candidate or dropped if none available.

**T3.10d** A candidate is considered elected if:

**T3.10d(1)** They attain a Vote of Confidence of at least 70% of valid ballots with fewer abstentions.

**T3.10d(2)** They attain a majority Local Committee Vote of 50%+1 majority of valid ballots with fewer abstentions.

**T3.10d(3)** In the case there is only one candidate, the Vote will only be a Vote of Confidence.

**T3.10d(4)** In the case of a tie between two candidates, a second Debrief and Voting period will occur with only the two candidates.

**T3.10d(5)** In the case there is no majority vote by one candidate, the candidate with the lowest number of votes will be dropped from the election. Their votes will be transferred to their next ranked candidate or dropped if none available.

**T3.11d** Counting follows these rules:

**T3.11d(1)** The votes of Primary Voting Members will have a weight dictated by the number of Voting Members less Primary Voting Members divided by the number of Primary Voting Members, rounded up to the nearest positive integer.

**T3.11d(2)** The votes of Secondary Voting members will have a weight of one (1).

**T3.11e** In the case of a failure to elect any candidate (e.g. Election proceeds for an

unreasonable amount of time; No candidates gain a Vote of Confidence):

**T3.11e(1)** The Election will be adjourned.

**T3.11e(2)** A new round of Local Committee President applications will be released and a new election shall be called with a shorter timeline that does not have to adhere to T3.1 **T3.11e(3)** Current candidates' applications will automatically be transferred to the new round. They automatically hold the Board of Advisors Vote of Confidence under that transferred application. They may resubmit a new, adjusted application if they so choose, however this will rescind the Board of Advisors Vote of Confidence.

**T3.11e(4)** Election procedures will continue as stated above.

**T3.11f** Election shall be transparent under the following rules:

**T3.11f(1)** All expectations and rules will be clearly delineated at a reasonable time before the requisite time of usage.

**T3.11f(2)** All individuals present at the Election have the right to ask for clarification on rules at any time.

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**T3.11f(3)** Actual election results will not be publicly released voluntarily.

**T3.11f(4)** Election results can only be released confidentially.

**T3.11f(4i)** General Members have the right to ask the Chair or the LCP (or LCP Proxy) for election results and the Chair or the Local Committee President (or Local Committee President Proxy) have the responsibility to reply truthfully.

**T3.11f(5)** At no point may the individual details of the election results be divulged. The final weight can be.

## T4: Finances

**T4.1 Signing Officers:** There shall be three signees comprising the Local Committee President, the Finance Accountable, and an unrelated Executive Member.

**T4.1a** Signing Officers maintain no additional rights in decisions.

**T4.1b** Signing Officers must authorize all money transfers within two (2) weeks of the decision to transfer money, excepting extraordinary circumstances.

**T4.1c** Violations of the duties of the Signing Officers may warrant termination of responsibilities.

**T4.1d** Signing Officers are appointed by the Executive Board.

**T4.2 Fiscal Year:** The Fiscal Year of AIESEC in Carleton shall be from the first day of the calendar year to the last day of the calendar year.

**T4.2a** The Executive Board of the corresponding Fiscal Year is responsible for the Documentation of the Fiscal Year.

**T4.3 Financial Policies:** Any policies that hold consequences on the finances of AIESEC in Carleton shall be reviewed and approved by the Executive Board before the corresponding Fiscal Year. **T4.3a** Any amendments to policies shall be made public to Core Members.

**T4.4 Financial Responsibilities:** AIESEC in Carleton financial responsibilities shall be limited to operational functions carried out by AIESEC in Carleton.

**T4.4a** Core Members shall not be personally liable for expenses, excepting in cases where Core Members are found to have violated policies of AIESEC in Carleton, AIESEC Canada, AIESEC International, and Carleton University.

**T4.4b** Core Members shall not profit from any revenue AIESEC in Carleton produces. **T4.4c** Core Members shall not be required to provide for AIESEC in Carleton's expenses out of personal finances. **T4.5 Finance Management:** Management of finances shall be the responsibility of the Finance Accountable. This includes, but is not limited to, bank cards, checkbooks, and documentation.

**T4.6 Transition:** Finances and Finance Management shall be transitioned to the Finance Accountable in a timely manner.

**T4.6a** The Finance Accountable shall be transitioned with all knowledge and authority required

to carry out their duties before the start of their term.

## **T5: Property of AIESEC in Carleton**

**T5.1 Property:** Any asset considered for the use of AIESEC in Carleton's operations can be deemed the property of AIESEC in Carleton.

**T5.2 Theft and Vandalism:** Any person stealing, damaging or in any way defacing assets of AIESEC in Carleton shall be held liable and responsible.

**T5.3 Office:** AIESEC in Carleton shall comply with all policies and standards as stipulated in the occupancy agreement for the office.

**T5.4 Transition:** Corresponding responsible individuals shall be transitioned with all knowledge and authority required to carry out their duties by the start of their term. **T6:**

## **Quorum**

**T6.1 General Assemblies:** As per the duties of Core Members outlined in By-Law T2, it is mandatory for Core Members to attend Local Committee Meetings. However, there is no requisite quorum for Local Committee Meetings to proceed.

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**T6.2 Elections:** Refer to By-Law T3 for the required quorum for Elections

**T6.3 Executive Board Meetings:** As per the duties of Executive Members outlined in By-Law T9, it is mandatory for Executive Members to attend Executive Board Meetings. However, there is no requisite quorum for Executive Board Meetings to proceed.

**T6.3a** Absence from Executive Board Meetings automatically confers abstention to all decisions made during Executive Board Meetings for which the individual is absent. **T6.3b** Executive Members may appoint a proxy to represent them during Executive Board Meetings.

**T6.4 Board of Advisors Meetings:** Refer to By-law T12 for the required quorum for the Board of Advisors Meetings.

## **T7: Documentation**

**T7.1** Proceedings, decisions, and actions should be documented to the highest capacity of AIESEC in Carleton.

**T7.2** Documentation is the responsibility of all Core Members of AIESEC in Carleton.

## **T8: Data Storage**

**T8.1** Data Storage shall uphold data security and privacy by design.

**T8.2 Compliance with AIESEC Canada and AIESEC International:** AIESEC in Carleton shall comply with all policies and standards, including but not limited to,

**T8.3 Data Structure:** AIESEC in Carleton shall manage data, excepting data that would place AIESEC in Carleton in conflict with policies of AIESEC Canada, AIESEC International, and Carleton University, in the following manner:

**T8.3a** Data shall be held in the "[AIESEC in Carleton Legacy Drive](#)" Google Drive.

**T8.3b** Data pertaining to a fiscal year shall be held in a folder named as the fiscal year. All Fiscal Year folders shall be held within the "[AIESEC in Carleton Legacy Drive](#)" Google Drive. **T8.3c** All Data should only be accessible to Core Members of AIESEC in Carleton through their aiesec.net Google Accounts, excepting extraordinary cases.

### **T8.4 Accessibility/Ownership of Internal Data:**

**T8.4a** All data and internal Local Committee (including but not limited to portfolios) documents pertaining to AIESEC in Carleton are property of the owner and "AIESEC in Carleton".

**T8.4b** Executive Board Members are expected to keep all data in the collective years drive inside of the AIESEC in Carleton Legacy Drive.

**T8.5c** At the end of each terms year, all data and internal resources (including the legacy drive) must be passed on to the incoming local committee president. Exceptions can be made to what is shared. Privacy of sensitive information will be upheld and exceptions to sharing can be made at the discretion of the years Local Committee President and their Executive Board.

## **T9: Duties of the Executive Board**

**T9.1** All Executive Members shall adhere to their duties as set by their Job Descriptions.

**T9.2** The Executive Board shall be responsible for the governance and documentation of AIESEC in Carleton.

**T9.3** The Executive Board shall be responsible for the transition and training of all successors and members.

**T9.4** Executive Members found to have acted in violation of By-Law T9 may be impeached.

## **T10: Membership Rewards**

**T10.1 Conference Subsidies:** AIESEC in Carleton shall uphold the following subsidies:

**T10.1a** A total bursary shall be set aside for subsidizing conference fees for Core Members.

**T10.1a(1)** Regional Conferences: \$25 per Core Member plus \$25 multiplied by the

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average number of Exchange Approvals per quarter in the past four (4) quarters.

**T10.1a(2)** National Conferences: \$60 per Core Member plus \$50 multiplied by the average number of Exchange Approvals per quarter in the past four (4) quarters.

**T10.1a(3)** Other Conferences: At the discretion of the Executive Board.

**T10.1a(4)** Exact bursary may be adjusted by the majority decision of the Executive Board. **T10.1b** Applications for bursary shall be released when conference registration is released. **T10.1c** Bursary is given under the following considerations:

**T10.1c(1)** Financial need, demonstrated by a number of past conferences and exchanges attended as well as income if voluntarily disclosed by the applicant. Lack of income disclosure does not negatively impact bursary given.

**T10.1c(2)** Potential, demonstrated by a series of short application questions regarding goals and potential gains from attending the conference.

**T10.1d** Bursary amounts are determined by the Executive Board and shall be released to the applicant before conference registration closes.

**T10.1e** Bursary is given within three (3) weeks of the conference, excepting extraordinary cases as determined by the Executive Board.

**T10.2 AIESEC Bank:** AIESEC in Carleton shall uphold the following subsidies:

**T10.2a** A Core Member shall have a given amount of funds set aside for AIESEC expenses.

**T10.2b** The given amount shall be determined by the following:

**T10.2b(1)** 9% of revenue generated for an Exchange Approval for Core Members while volunteering in portfolios that handle Outgoing Exchanges.

**T10.2b(2)** 12% of revenue generated for an Exchange Approval for Core Members while volunteering in portfolios that handle Incoming Exchanges.

**T10.2b(3)** 0.4% of revenue generated by AIESEC in Carleton for Core Members while volunteering in portfolios that do not handle Exchanges.

**T10.2b(4)** Core Members do not qualify for T10.2b(1), T10.2b(2), or T10.2b(3) while they are being compensated by AIESEC Canada, AIESEC International, AIESEC in Carleton, or by any other entity including but not limited to Government of Canada and Carleton University.

**T10.2c** The given amount shall persist for the lifetime of the Core Member's active involvement in AIESEC.

**T10.2d** A Core Member may spend their funds in the following approved ways:

**T10.2d(1)** Reimbursement for conference fees and fees related to transportation to and from conferences. This shall be paid within three (3) weeks of the conference.

**T10.2d(2)** Reimbursement for Exchange fees and fees related to travel for the

Exchange. This shall be paid within three (3) weeks after the Core Member has successfully been Approved for Exchange, Realized and has Completed the Survey upon Finishing their Exchange, for each Exchange attended.

**T10.2d(3)** Miscellaneous Items and Merchandise originally a property of AIESEC in Carleton.

**T10.2d(4)** Other costs at the discretion of the Executive Board.

**T10.2e** A Core Member shall request to spend their funds before the date of the transaction for which the funds are directed to, e.g. before the conference for conference reimbursement, in order to receive reimbursement within three (3) weeks of the transaction in question.

**T10.2f** A Core Member shall request to spend their funds within three (3) weeks of the transaction for which the funds are directed to, e.g. within three (3) weeks after the conference for conference reimbursement, in order to receive reimbursement for the transaction in question.

## **T11: Exchange Program Management**

**T11.1 Compliance with AIESEC International:** AIESEC in Carleton shall comply with all policies 12

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and standards, including but not limited to, [AI1: Exchange Product Policies](#) and [AI2: 16 Standards of Exchange](#).

**T11.2 Compliance with AIESEC Canada:** AIESEC in Carleton shall comply with all policies and standards, including but not limited to, [AC1: Exchange Participant Contract](#).

## **T12: Exchange Campaigns**

**T12.1** AIESEC in Carleton shall uphold all campaigns as stated by By-Law T12.

**T12.2 Friend Referral:**

**T12.2a** AIESEC in Carleton shall provide \$50 for both the referrer and referee.

**T12.2b** Both the referrer and referee have successfully been Approved for Exchange, Realized and has Completed the Survey upon Finishing their Exchange.

**T12.2c** The referrer and referee have paid the Exchange Program Fee within two (2) quarters of each other.

**T12.2d** The Exchange Participant has not received a refund where \$50 would result in a total reimbursement above the Exchange Program Fee.

**T12.3 Second+ Exchange:**

**T12.3a** AIESEC in Carleton shall provide 30% of the Exchange Program Fee for Exchanges after the Exchange Participant's first exchange.

**T12.3b** If the Exchange Participant is a current member of AIESEC in Carleton when they are Approved for Exchange or otherwise decided by a majority decision by the Executive Board, AIESEC in Carleton shall provide 50% of the Exchange Program Fee instead of the value given in T12.3a.

**T12.3c** The Exchange Participant has successfully been Approved for Exchange, Realized and has Completed the Survey upon Finishing their Exchange.

**T12.3d** Fulfillment of T12.3b is required for all Exchanges the Exchange Participant has participated in.

**T12.3e** The Exchange Participant has not received a refund where 30% of the Exchange Program Fee would result in a total reimbursement above the Exchange Program Fee. **T12.4 Integrated Exchange Program:**

**T12.4a** AIESEC in Carleton shall provide 30% of the Exchange Program Fee.

**T12.4b** The Exchange Participant has successfully been Approved for Exchange, Realized and has Completed the Survey upon Finishing their Exchange.

**T12.4c** Fulfillment of T12.4b is required for all Exchanges the Exchange Participant has participated in.

**T12.4d** The Exchange Participant has not received a refund where 30% of the Exchange Program Fee would result in a total reimbursement above the Exchange Program Fee.

**T12.4e** The Exchange Participant must be a current member of AIESEC in Carleton when they are Approved for Exchange unless otherwise decided by a majority of the Executive

Board. **T12.4f** The Exchange Participant has not received a subsidy from any other source that would result in a total reimbursement above 30% of the Exchange Program Fee. AIESEC in Carleton will reimburse the remainder up to 30% of the Exchange Program Fee.

## **T13: Refund Policies**

**T13.1** AIESEC in Carleton shall uphold all refund policies as stated in By-Law T13.

### **T13.2 AIESEC Canada Refund Policy:**

**T13.2a** This is a transcription of [AC1: Exchange Participant Contract](#). In cases where interpretations may differ, AC1: Exchange Participant Contract holds precedent over By-Law T13. **T13.2b** By-Law T13.2 only concerns Exchange Participants who request a refund before the expected date of realization.

**T13.2c** An Exchange Participant matched on the Opportunity Portal is eligible for the following refunds up to the expected date of realization:

**T13.2c(1)** \$225 to be refunded by AIESEC Canada for Global Volunteer.

**T13.2c(2)** \$250 to be refunded by AIESEC Canada for Global Teacher.

**T13.2c(3)** \$300 to be refunded by AIESEC Canada for Global Talent.

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**T13.2d** An Exchange Participant is eligible for a refund by AIESEC Canada if:

**T13.2d(1)** The Exchange Participant is matched to an opportunity but subsequently rejected by the Opportunity Organizer after being officially Approved on the Opportunity Portal. **T13.2d(2)** The Exchange Participant breaks from the opportunity with

the written approval of AIESEC Canada.

**T13.2e** The following are reasons where an Exchange Participant's request for a refund by AIESEC Canada will be approved:

**T13.2e(1)** The Exchange Participant has not received all necessary documents required for the Exchange Participant to commence the exchange.

**T13.2e(1i)** Inability to receive visa/work permit, including due to the inability by the Host Local Committee to provide a proper invitation letter.

**T13.2e(1ii)** The Exchange Participant was not informed of the timeline to obtain said required documents.

**T13.2e(2)** A delay in obtaining the visa due to a third party that fundamentally changes the conditions of the exchange (proof required).

**T13.2e(3)** The Exchange Participant has a family emergency (proof required).

**T13.2e(4)** The Exchange Participant becomes ill and the situation can be dangerous for their health (proof required).

**T13.2e(5)** The Exchange Participant may be put in danger due to the area being

formally

declared in an emergency due to war, natural disasters, revolution, and terrorism (proof required).

**T13.2f** The reasons where an Exchange Participant's request for a refund by AIESEC Canada will not be approved include and is not limited to:

**T13.2f(1)** The Exchange Participant is matched to an opportunity and the internship has been realized.

**T13.2f(2)** The Exchange Participant is offered an internship that meets the required criteria on its application form but refuses the opportunity.

**T13.2f(3)** The Exchange Participant breaks from the opportunity without the approval of AIESEC Canada.

**T13.2g** Application for refunds by AIESEC Canada must be made in writing to AIESEC in Carleton.

**T13.2h** Exchange Participants are responsible for any other costs including visa, flight, insurance, etc. A refund will not be provided for these expenses.

### **T13.3 AIESEC in Carleton Pre-Realization Refund Policy:**

**T13.3a** This is an extension of [AC1: Exchange Participant Contract](#). It is not legally binding nor is it necessary. This is to be used only in the case of extenuating circumstances that can explicitly place AIESEC in Carleton at fault.

**T13.3b** By-Law 13.3 only concerns Exchange Participants who request a refund before the expected date of realization.

**T13.3c** An Exchange Participant matched on the Opportunity Portal is eligible for the following refunds up to the expected date of realization:

**T13.3c(1)** No Monetary Refund will be provided under any circumstances.

**T13.3c(2)** Exchange Payment Waivers by AIESEC in Carleton for Global Volunteer, Global Teacher, Global Talent.

**T13.3d** An Exchange Participant is eligible for an Exchange Payment Waiver by AIESEC in Carleton if:

**T13.3d(1)** The Exchange Participant is matched to an opportunity but it is subsequently canceled and AIESEC is unable to find another suitable opportunity.

**T13.3d(2)** The Exchange Participant breaks from the opportunity with the written approval of AIESEC in Carleton

**T13.3e** The reasons where an Exchange Participant's request for an Exchange Payment Waiver by AIESEC in Carleton will not be approved include and is not limited to:

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**T13.3e(1)** The Exchange Participant is matched to an opportunity and the internship has been realized.

**T13.3e(2)** The Exchange Participant is offered an internship that meets the required criteria on its application form but refuses the match.

**T13.3e(3)** The Exchange Participant breaks from the opportunity without the approval of AIESEC in Carleton.

**T13.3f** An Exchange Payment Waiver is an agreement that must be signed by AIESEC in Carleton and the Exchange Participant:

**T13.3f(1)** The EP is able to be matched to another opportunity within one (1) year, paying no additional program fees.

**T13.3f(2)** The Exchange Payment Waiver is in effect if, and only if, the Opportunities Portal does not already allow for a transfer of payment at no additional cost.

**T13.3f(2i)** AIESEC in Carleton will not reimburse any additional costs that may incur due to this transfer, i.e. the Exchange Payment Waiver will only cover the program fee that was paid prior to the agreement signing date.

**T13.3g** Application for refunds by AIESEC Canada must be made in writing to the Host Local Committee.

**T13.3h** Exchange Participants are responsible for any other costs including visa, flight, insurance, etc. A refund will not be provided for these expenses.

### **T13.4 AIESEC in Carleton Post-Realization Refund Policy:**

**T13.4a** This is an extension of [AC1: Exchange Participant Contract](#). It is not legally binding nor is it necessary. This is to be used only in the case of extenuating circumstances that can explicitly place AIESEC in Carleton at fault.

**T13.4b** By-Law T13.4 only concerns Exchange Participants who request a refund after the date of realization.

**T13.4c** By-Law T13.4 only concerns Exchange Participants who request a refund where an Entity Control Board case fails for the following reasons:

**T13.4c(1)** The issue is not eligible for an Entity Control Board case.

**T13.4c(2)** A request for an Entity Control Board case is rejected.

**T13.4c(3)** A request for an Entity Control Board case extends beyond a reasonable timeframe. AIESEC in Carleton will then, upon request, review the case.



**T13.4d** If at any time during the review, the Entity Control Board case decides to compensate the Exchange Participant, the review by AIESEC in Carleton will be overturned. **T13.4e** If a review by AIESEC in Carleton is completed and the Entity Control Board case subsequently decides to compensate the Exchange Participant, the following may apply:

**T13.4e(1)** If the Entity Control Board determines AIESEC in Carleton to pay the refund, AIESEC in Carleton will compensate such that the total compensation from both the internal review and the Entity Control Board case matches the required refund.

**T13.4e(2)** If the Entity Control Board determines the Host Local Committee to pay the refund, the Exchange Participant is not obligated to return the refund provided by AIESEC in Carleton.

**T13.4f** An Exchange Participant matched on the Opportunity Portal is eligible for the following refunds after the expected date of realization:

**T13.4f(1)** Full Refund up to the paid program fee by AIESEC in Carleton for Global Volunteer, Global Teacher, and Global Talent for cases considered “Severe.”

**T13.4f(2)** Partial Refund up to half of the paid program fee by AIESEC in Carleton for Global Volunteer, Global Teacher, and Global Talent for cases considered “Moderate with no Return.”

**T13.4f(3)** Exchange Payment Waivers by AIESEC in Carleton for Global Volunteer, 15

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Global Teacher, and Global Talent for cases considered “Moderate.”

**T13.4g** An Exchange Participant is eligible for a refund or Exchange Payment Waiver by AIESEC in Carleton if:

**T13.4g(1)** The Exchange Participant breaks from the opportunity with the written approval of AIESEC in Carleton.

**T13.4g(2)** The Exchange Participant finishes an exchange and requests a review of opportunity standards.

**T13.4h** The following are “Requisite” standards for an opportunity:

**T13.4h(1)** The Exchange Participant has accommodation, either alone, with Host Family, supervisor, or other Exchange Participants (AIESEC or not AIESEC Exchange Participants), if stated in the application contract.

**T13.4h(2)** The Exchange Participant has a job that is not manual labor unless the application contract stipulates manual labor.

**T13.4i** The following are “Non-requisite” standards for an opportunity:

**T13.4i(1)** The Exchange Participant has accommodation that is clean of bug infestations. **T13.4i(2)** The Exchange Participant has an opportunity within the same subproduct as stipulated in the application contract within a week of the expected date of realization. **T13.4i(3)** The Exchange Participant was promised a standard of service in writing by either AIESEC in Carleton that was not delivered and can be deemed a significant service by the Host Local Committee.

**T13.4i(4)** The Exchange Participant was forced to incur additional expenses they were not made aware of and were necessary to accomplish the opportunity.

**T13.4i(5)** The Exchange Participant was forced to work and commute for work to a

number

of hours that exceeds 15 hours above the work hours as stipulated in the application contract per week.

**T13.4j** The following are reasons to consider a case “Severe” if any of the following apply: **T13.4j(1)** An opportunity has failed to meet at least 1 “Requisite” standard

and/or at least 3 “Non-requisite” standards.

**T13.4j(2)** AIESEC in Carleton deems the case to be “Severe” in situations where it would otherwise be considered less than “Severe.”

**T13.4j(3)** AND the financial capacity for AIESEC in Carleton allows for a full program fee refund in a manner that does not put the sustainability of AIESEC in Carleton at major risk. In such a case, the maximum refund amount capable will be given.

**T13.4k** The following are reasons to consider a case “Moderate” if any of the following apply: **T13.4k(1)** An opportunity has failed to meet at least 1 “Non-requisite”

standards. **T13.4k(2)** AIESEC in Carleton deems the case to be “Moderate” in

situations where it would otherwise be considered less than “Moderate.” **T13.4k(3)**

AND the financial capacity for AIESEC in Carleton allows for a full program fee refund in a manner that does not put the sustainability of AIESEC in Carleton at major risk. In such a case, the maximum refund amount capable will be given.

**T13.4l** The following are reasons to additionally consider a case “with no Return”: **T13.4l(1)** The case is also deemed “Moderate.”

**T13.4l(2)** The Exchange Participant has refused an Exchange Payment Waiver and wishes for a monetary refund and AIESEC in Carleton has reason to believe a monetary refund is justified.

**T13.4m** The following are reasons to consider a case “Non-qualifying”:

**T13.4m(1)** The request for refund concerns situations that were covered by [AC1: Exchange Participant Contract](#) or T13.3.

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**T13.4m(2)** The application for refund is not made in writing in a timely manner (see T13.4q).

**T13.4n** The calculation for a Partial Refund amount is as follows:

**T13.4n(1)** For forced additional expenses (see T13.4i(4)), the refund is given for expenses recorded in writing; any expenses not made in writing will be refunded at an amount at the discretion of AIESEC in Carleton.

**T13.4n(2)** 30% of the program fee for each “Non-requisite” standard, excluding forced additional expenses (see T13.4i(4)), up to a maximum of 50% of the program fee.

**T13.4o** A case considered “Non-qualifying” is not eligible for any recompensation by AIESEC in Carleton. **T13.4p** An Exchange Payment Waiver is an agreement that must be signed by AIESEC in Carleton and the Exchange Participant:

**T13.4p(1)** The Exchange Participant is able to be matched to another opportunity within 1 year of the signing date, paying no additional program fees.

**T13.4p(2)** The Exchange Payment Waiver is in effect if, and only if, the Opportunities Portal does not already allow for a transfer of payment at no additional cost. **T13.4p(2i)** AIESEC in Carleton will not reimburse any additional costs that may incur due to this transfer, i.e. the Exchange Payment Waiver will only cover the program fee that was paid prior to the agreement signing date.

**T13.4q** Application for refunds by AIESEC in Carleton must be made in writing to the Host Local Committee.

**T13.4q(1)** The request must be made within 60 days of whichever occurs latest: **T13.4q(1i)** Date of issue causing early termination of opportunity.

**T13.4q(1ii)** Expected date of finishing the opportunity as stated in the application contract.

**T13.4q(1iii)** A request for an Entity Control Board case has been rejected.

**T13.4q(1iv)** An Entity Control Board case has not come to a conclusion for at least six (6) months.

**T13.4q(2)** The Exchange Participant’s request is for a refund in general and does not request a specifically given refund. Upon review of the case, AIESEC in Carleton will determine the best-suited refund based on case severity, financial capacity and other factors.

**T13.4q(3)** The Exchange Participant is responsible for providing as much information as possible that may be relevant in the review of the case.

**T13.4r** A decision on refund requests are final.

**T13.4r(1)** Any new information provided by the Exchange Participant after the date of the decision will be disregarded.

**T13.4r(2)** The Exchange Participant has 30 days from the date of the decision to accept or reject the decision, made in writing to AIESEC in Carleton.

**T13.4s** Exchange Participants are responsible for any other costs including visa, flight, insurance, etc. A refund will not be provided for these expenses.

**T13.4t** Extraordinary Cases may be considered at the discretion of AIESEC in Carleton. **T13.4u** Extraordinary Cases can be subclassified as "Severe", "Moderate" with no "Return", "Moderate", and "Non-qualifying" as normal. In such cases, the refund qualifies as normal. **T13.4v** Extraordinary Cases may be classified as "Extreme" if any of the following apply:

**T13.4v(1)** An opportunity has failed to meet at least 1 "Requisite" standard and/or at least 4 "Non-requisite" standards.

**T13.4v(2)** AND there is cause to consider failures by AIESEC that warrant compensation beyond the program fee (at the discretion of AIESEC in Carleton).

**T13.4v(3)** AIESEC in Carleton deems the case to be "Extreme" in situations where it would otherwise be considered less than "Extreme."

**T13.4v(4)** AND the financial capacity for AIESEC in Carleton allows for a full program fee refund in a manner that does not put the sustainability of AIESEC in Carleton at major risk. In such a case, the maximum refund amount capable will be given.

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**T13.4w** "Extreme" cases qualify for a refund as determined by AIESEC in Carleton based on expense records provided by the Exchange Participant at a minimum of the full program fee.

## **T14: Board of Advisors Management**

**T14.1 Structure:** The Board of Advisors shall comprise of at least four (4) individuals who are considered AIESEC alumni.

**T14.1a** One (1) of the Board of Advisors shall be appointed as the Chair by the Local Committee President for their term.

**T14.2 Selection:** Members to the Board of Advisors shall be appointed by the Local Committee President for their term.

**T14.3 Duties:** The Board of Advisors shall uphold the following duties:

**T14.3a** The Board of Advisors shall attend Board of Advisors Meetings, which shall occur at least quarterly.

**T14.3b** The Board of Advisors shall advise on the governance and operations of AIESEC in Carleton.

**T14.3c** The Board of Advisors shall informally audit the finance management of AIESEC in Carleton.

**T14.4 Quorum:** As per the duties of Executive Members outlined in T9, it is mandatory for Executive Members to attend Board of Advisors Meetings. However, there is no requisite quorum of Executive Members for Board of Advisors Meetings to proceed.

**T14.4a** Absence from Board of Advisors Meetings automatically confers abstention to all decisions made during Board of Advisors Meetings for which the individual is absent.

**T14.4b** Executive Members may appoint a proxy to represent them during Board of Advisors

Meetings for which the individual is absent.

**T14.4c** A quorum of 60% of the Board of Advisors is required for the Board of Advisors Meeting to proceed.

## **T.15 Etiquette**

**T.15.1** Under no circumstances, unless given permission by the Executive Board, shall Core members under the influence of alcohol, drugs, or substances at official AIESEC events which includes but is not limited to General Assembly (LCMs), Daily Operations and Meetings, Events, or Conferences.