



# **AIESEC in LUMS** **LOCAL COMPENDIUM**

# Table of Contents

<i>Constitution</i> .....	4
1. Name.....	5
2. The AIESEC Way .....	5
<i>Electoral Process</i> .....	8
1.1 Specialized Committee President Elections.....	9
1.2. Eligibility .....	9
1.3. Nominations.....	9
1.4. Announcing the Result.....	9
2. Voting Procedure for Elections.....	10
2.2. Voting Procedure.....	10
2.2.2. Explanation of each option.....	11
2.2.3. Collecting the ballot papers: .....	11
2.2.3.2. Counting the votes.....	11
3. Local Committee President.....	12
3.4. Impeachment .....	12
3.5. Executive Body.....	13
<i>ORGANISATIONAL</i> .....	15
<i>STRUCTURE</i> .....	15
1.1 General Body (GB) .....	16
1.2 Power and Duties of the General Body .....	16
1.3 Executive Body (EB) .....	16
1.4 Powers and Duties of Executive Body.....	16
1.5 Members applying for the Member Committee .....	17
1.6 Communication .....	17
1.7 Exchange.....	17
1.8 Alumni .....	18
1.9. Other Bodies within the Organization: .....	18
<i>HR POLICY</i> .....	19
1.1 Aim.....	20
1.2. Membership Criteria .....	20
2.1. Recruitment Campaigns .....	20
2.2. Marketing Principles to be followed.....	20
2.3. Selection Principles to be followed.....	20
3. Member Roles and Responsibilities.....	21

4. Full Member: Criteria and Role .....	22
5. Exit Process .....	22
5.2. Probation.....	22
5.3. Resignation .....	23
5.4. Termination .....	23
6. Alumni Status and Rights .....	23
6.2. Alumnus Status .....	23
6.3. Alumnus Rights .....	23
7. Role Allocations .....	24
8. Membership Appraisals .....	24
<b>FINANCIAL REGULATIONS .....</b>	<b>25</b>
<b>FINANCIAL REGULATIONS.....</b>	<b>26</b>
5. Financial Regulations.....	26
6. AIESEC in LUMS Budget .....	27
7. AIESEC in LUMS reports.....	27
8. Bookkeeping Procedure.....	27
9. Financial Regulations for the LC.....	28
<b>OTHER OBLIGATIONS.....</b>	<b>30</b>
<b>OTHER OBLIGATIONS.....</b>	<b>31</b>
2. External Relations Principles.....	31
3. Information Management Principles.....	31
<b>TRANSITIONING .....</b>	<b>32</b>
<b>TRANSITIONING.....</b>	<b>33</b>
<b>SUPPORTING DOCUMENTS.....</b>	<b>Error! Bookmark not defined.</b>
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# Constitution

## **1. Name**

- 1.1. The name of the organization shall be AIESEC in LUMS, which is a sub-entity of AIESEC in Pakistan.
- 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 to make 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 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 encourage 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 AIESEC Blue Brand Book of 2018 is the official logo of the organization registered under the Trademarks Act 1990 with Trademark Number 1548865.

2.12. AIESEC adopts the AIESEC Code of Ethics as described in legislated supporting document B (AIESEC Code of Ethics) along with its supportive structures mentioned.

# **Electoral Process**



## **1.1 Specialized Committee President Elections**

- 1.1.1. The SUP or person(s) discharging the duties of the SUP must call for elections for the post of SUP. The candidates should be announced within 24 hours on a virtual platform or at a general body meeting after the deadline.
- 1.1.2. A minimum of two weeks' notice must be given for elections of the SUP to the GB.
- 1.1.3. A chairperson shall be appointed and ratified a minimum of 3 days before the elections.

## **1.2. Eligibility**

- 1.2.1. All SUP candidates should have been voting members of their LC for a minimum period of one year. The Member Committee reserves the right to allow a candidate not meeting the above criteria to apply in an extraordinary scenario.
- 1.2.2. All SUP candidates should be voting members of the LC at the time of application.
- 1.2.3. All SUP candidates must have completed 6 months as full member at the time of application.
- 1.2.4. All SUP candidates must have completed at least 1 TLD term and one term in an exchange portfolio at the time of application

## **1.3. Nominations**

- 1.3.1. Nominations for SUP duly proposed and seconded by full members shall be submitted at least one week before elections. The application should be in the prescribed format given by the election officer. The election officer is the SUP or a person nominated by the SUP.
- 1.3.2. Candidates shall distribute their manifestoes to the entire GB at least 3 days prior to the elections virtually. The manifestoes shall contain the standard set of questions prescribed by the MC along with other questions that the SUP may add.
- 1.3.3. Candidates for the post of SUP shall stand without a team.
- 1.3.4. Candidates for SUP elections can withdraw their nomination any time before 24 hours of the election meeting by submitting it in writing to the chairperson.
- 1.3.5. The above nominations shall be considered valid on expiry of the deadline for withdrawal of nominees' candidature, if there is no application for withdrawal of nominations.

## **1.4. Announcing the Result**

- 1.4.1. Results are to be announced without announcing the vote count.

1.4.2. As soon as a person is announced as an SUP, he or she is ratified as the SUP elect by the chair of elections.

1.4.3. In the voting round in which there are only the first and second placed candidates remaining or in the event that only one or two candidates are contesting the elections, a simple majority will suffice. In case of a tie the SUP has a casting vote in the SUP elections.

1.4.4. The casting vote is always preferential.

1.4.5. The casting vote of the SUP should be cast and duly submitted to the chairperson before the voting commences.

1.4.6. Counting of votes shall be done by the Returning Officer in the presence of the Chairperson. The final tally shall not be disclosed

1.4.7. In case there are no nominations or candidates are defeated for the posts, SUP elections shall be called within a maximum period of one month.

## **2. Voting Procedure for Elections**

### **2.1. Ballot Paper**

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

### **2.2. Voting Procedure**

#### **2.2.1. Each voter has 4 options for voting**

2.2.1.1. Number all candidates in order of preference

2.2.1.2. Number some candidates in order of preference; place an "A" beside those candidates that the voter wants to abstain on; and/or, place an "N" beside those candidates that the voter definitely does not want for the position

2.2.1.3. Place an "A" beside all candidates

2.2.1.4. Place an "N" beside all candidates

2.2.1.5. Only Voting Members of the Local Committee are subject to the right of casting their preferential vote in the process, the list of Voting Members is curated solely by the SUP current and SUVP TM mutually.

2.2.1.6. No Proxy votes should be accepted in the event of the occurrence of absence of any voting members.

2.2.1.7. The SUP Elections meeting should meet a quorum of 2/3rd majority of Voting Members of the Local Committee. The chairperson for the elections shall call off the meeting, in case the quorum is not met.

## **2.2.2. Explanation of each option**

- 2.2.2.1. If the voter feels all candidates are capable of fulfilling the job, they must rank the candidates (starting from "1" for most preferred candidate) in order of preference (ending with the last number of candidates' running).
- 2.2.2.2. All boxes must be numbered.
- 2.2.2.3. If the voter does not have an opinion on some candidates, or does not care if those candidates are elected or not, the voter may abstain by placing an "A" beside those candidates' boxes.
- 2.2.2.4. If the voter feels that some candidates are not capable of fulfilling the job, they should place an "N" beside those candidates' boxes. This is counted as a vote of no confidence in those candidates.
- 2.2.2.5. All other candidates that the voter feels can fulfill the job are ranked in order of preference, starting from "1" and ending at that number of candidates who do not have an "A" or an "N" beside their name.
- 2.2.2.6. If the voter feels they are unable to decide on any of the candidates, or if the voter does not care who is elected or if the voter does not want to take part in the election, they may abstain by placing "A" in all candidates' boxes. This is to be greatly discouraged.
- 2.2.2.7. Abstentions reduce the total pool of votes, and thus reduce the figure for the simple majority needed to reach a result.
- 2.2.2.8. If the voter has no confidence in any candidate, then an "N" should be placed in all candidates' boxes.

## **2.2.3. Collecting the ballot papers:**

### **2.2.3.1. Incorrectly filled out ballot paper**

- 2.2.3.1.1. Any ballot paper that is left totally blank shall be counted as an abstention.
- 2.2.3.1.2. Any box that is marked with a number that is greater than the number of candidates on the ballot paper shall have those boxes counted as abstentions.
- 2.2.3.1.3. Any ballot paper that numbers some candidates boxes and leaves other candidates boxes blank shall have those unmarked boxes counted as abstention votes for those candidates.
- 2.2.3.1.4. Any ballot paper that does not contain the signatures of the Chair shall be treated as an abstention vote.

### **2.2.3.2. Counting the votes**

- 2.2.3.2.1. Before votes are counted, cards bearing the name of each candidate, "abstention", and "no-confidence" shall be laid out on a table.
- 2.2.3.2.2. The vote counters look at each ballot's number 1 preference and place the ballot paper in the according pile, or in the "abstention" or "no confidence" pile.
- 2.2.3.2.3. If a candidate receives a simple majority of the total number of non abstention votes that candidate is the winner.
- 2.2.3.2.4. If there is no result, the candidate with the least amount of number 1 votes is eliminated, and the number 2 preferences are distributed to the other candidates.
- 2.2.3.2.5. Continue this process until a candidate receives a majority of the votes.

### **3. Local Committee President**

- 3.1. The SUP shall hold office for a period of one year, from the date of ratification to the date of discharge.
- 3.2. The SUP cannot hold the same post continuously for more than two terms.
- 3.3. The Local Committee President will cease to hold office:
  - 3.3.1. By his/her death
  - 3.3.2. By his/her resignation
  - 3.3.3. Impeachment
  - 3.3.4. Because he/she applies for a temporary moratorium
  - 3.3.5. By the appointment of a guardian over him/her by the court
  - 3.3.6. By removal from office by the court in the cases provided for in the law
  - 3.3.7. At the end of his/her term
    - 3.3.7.1. In case the office of the SUP becomes vacant by death, the EVP (SVP F) shall discharge the duties of the SUP for one month within which time elections must be called. In case of the SUP resigning or his removal by a no confidence motion, the EVP shall discharge the duties of the SUP.

### **3.4. Impeachment**

- 3.4.1 To impeach an SUP an impeachment motion has to be passed in the GBM with absolute majority. A case has to be presented by the proposer and seconder of the motion.
- 3.4.2 An Extraordinary GBM has to be convened for a special notice of two weeks. The SUP concerned shall have an opportunity to present his/her case at such a meeting

3.4.3 The SUP impeachment meeting should be called by a quorum of 2/3rd majority of full members and the 2/3rd majority is compulsorily required for the impeachment. Subsequent to their removal they will be discharged and be eligible for alumnus status to be decided by the SUVP TM, SUVP FnL and the SUP mutually.

3.4.4 The SUP shall be responsible for carrying out the decisions of the GB and for coordinating the work of the LC. The SUP shall depute an Executive Vice-President who shall carry out his/her responsibilities in his/her absence.

3.4.5. The VPs shall assist the SUP in his duties. In case of absence or disability of the SUP, the EVP shall exercise his/her powers and perform the duties of the SUP.

### **3.5. Executive Body**

3.5.1. The members of the EB of the LC shall be selected by the SUP.

3.5.1.1. 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.

3.5.1.2. The SUP will select their EB from the confidence pool of EB Applicants.

3.5.1.3. In order to apply for the EB, you need to be a part of the organization for at least last 6 months on the date of Application and have done at least one TL term before the next EB Term starts.

3.5.1.3.1. If a member has not done a TL Term before applying for EB, they would be required to attach a letter of confidence from SUVP TM which would state that the applicant is qualified and will be getting a TL position for the last quarter before the next term.

3.5.2. The term of the members of the EB, except that of the EVP shall be the same as that of the SUP.

3.5.2.1 The EVP should be someone from the current EB.

3.5.3 The SUP 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 with 3 days of the firing.

3.5.4 Any member of the EB may resign from the EB by submitting a resignation to the SUP and in case of the SUPs' resignation, to the EVP, subject to the acceptance of the resignation by the GB. Non-acceptance of such a resignation by the GB would amount to the same consequences as in the case of non-discharge. Not fully met up with all responsibilities in that role. At the time of resignation, the member concerned should provide proof of no financial obligation to AIESEC.

3.5.5. The member ceases to be a member of the EB from the time of tendering of the resignation or removal by the SUP. Team Leader's may resign from their posts during their term.

## **3.4 Organizing Committee President Election**

### **3.4.1 Nominations**

3.4.1.1 All candidates must be full members to be eligible to apply for the position of OCP.

### 3.4.2 Election Procedure

3.4.2.1 Each candidate for OCP will participate in the election process outlined below: A presentation A question and answer session immediately following the presentation.

3.4.2.2 Candidates for OCP have the option to withdraw their applications prior to the first presentation.

### 3.4.3 Voting

3.4.3.1 A two third majority vote will be required for a candidate to be selected as OCP.

3.4.3.2 In the event that there are only two candidates for OCP, a simple majority will be sufficient for final selection.

3.4.4 Refer to National Compendium section 9.6 for selection procedures.

## **3.5 Organizing Committee Selection**

### 3.5.1 Selection

3.5.1.1 Candidates for the OC will be interviewed by the OCP. EB Members may be present at the interviews at the request of the OCP.

3.5.1.2 Only a full member can be a member of the OC.

3.5.1.3 The final selection of the OC will be subject to the discretion of the OCP with the advice of the selection committee.

3.5.1.4 In the event that selected candidates wish to resign from the respective OC positions, the resignation must be approved by the OCP and EBR.

## **3.6 Voting Member Selection**

3.6.1 Candidates for voting members will submit their names at a GBM, one month prior to the legislative meeting.

3.6.2 The GB members with the most votes will be selected. The number of members selected will be subject to the discretion of VP Finance and the President. These members are required to be full members as instructed by the National Compendium.

3.6.3 While voting for final selection, each member of the GB shall be allowed to vote for one candidate only.

## **3.7 Amendments to The Local Compendium**

3.7.1 The amendments to the local compendium must be proposed by a minimum of two GB members. 3.7.2 The GB must be informed, and briefed about the suggested amendment one week prior to a vote. 3.7.3 For the amendment to be legislated, two-thirds of the GB must be present at the legislative meeting. 3.7.4 The amendment can only be passed with a two-third majority vote.

3.7.5 Refer to National Compendium section 2.8 for amendment criteria that will be followed for local compendium amendments.

3.7.6 No proxy voting will be allowed at the legislative meeting for amendments to the local compendium.

# **ORGANISATIONAL STRUCTURE**

### **1.1 General Body (GB)**

The General body shall consist of the Executive Body, full individual members, members on probation and red alert.

### **1.2 Power and Duties of the General Body**

The General Body has powers to carry out the aims and objectives as set out in the constitution. The General Body may form a special committee directly responsible to it, to undertake a specific task. The General Body should specify the powers and duties of such a committee. The person in charge of this committee shall be directly responsible to the Local Committee President for its day to day functioning.

### **1.3 Executive Body (EB)**

The Executive Body shall consist of the Local Committee President, VP Finance & Legal and other VPs for different functional areas of the LC. The constitution of the EB shall be the same as that of the governing documents.

### **1.4 Powers and Duties of Executive Body**

1.4.1 The Executive Board shall have full powers of management and administration subject to the prerogatives of Legislative Document, the Code of Ethics and other relevant documents of AIESEC Pakistan.

1.4.2 The Executive Body shall appoint a special committee for the execution of functional duties as it deems fit.

1.4.3 The EB shall represent AIESEC in LUMS at external events.

1.4.4 The EB members are responsible for planning and tracking performance of the functions of the LC and its members.

1.4.5 The EB is responsible for coaching the members on the various functional areas in the LC.

1.4.5 No one from the Executive Board has absolute power when it comes to the functioning of the entity; the SUP and the Executive Board are elected individuals who are answerable to any questions the General Body raises. They are also a subject to transparency and accountability.

1.4.6 The Executive Board as a representative body and hierarchical chain can take decisions related to the general body of AIESEC in LUMS that too after discussion.

1.4.7 Duties of The Local Committee President include and are not limited to EB team and structure creation, EB team management, EB coaching, TLD coaching, Organization



Development, Planning Process, MC communication, LC to LC Partnerships, International representation, Alumni Cooperation, LBoA management.

1.4.8 Duties of The Vice President Finance and Legal include, and are not limited to: Financial Planning, Financial Controlling, Overseeing LC Project Budgets, Finance Standard Reporting, law compliance, proofing LC Audits and education on Finance. The Vice President Finance and Legal has the last and the final say over all the financial decisions, the SUP can make suggestions but the right of managing the financial sustainability ultimately falls to the person responsible for the portfolio.

1.4.9 The duties of the VPs of other portfolios shall be advertised applications are released.

1.4.10 All EB members will present their discharge to general body on the last general body meeting of their term.

1.4.11 None of the EB members (SUVPs and SUP) can take up any role in any of the LUMS societies or the LUMS student's council.

1.4.12 EB members shall not work as a full-time employee in any other entity besides doing the mandatory corporate internship required CDC.

1.4.13 All members of the L.C attending an international meeting must be approved by the EB and prior permission must be given by the M.C

### **1.5 Members applying for the Member Committee**

1.5.1 In case there is any member in the L.C who wishes to stand for the post of MCP or wishes to be a part of the M.C team, he/she must inform the SUP in writing.

1.5.2 All members of the MC cease to be members of the L.C from the date of their ratification.

1.5.3 Before being ratified on to the MC, the member has to be discharged from the L.C

### **1.6 Communication**

1.6.1 The official modes of communication are Facebook group, emails and WhatsApp groups.

1.6.2 All members are required to reply and acknowledge emails within 36 hours and WhatsApp messages and Facebook announcements within 18 hours.

### **1.7 Exchange**

1.7.1 No member of the EB will be allowed to go for an AIESEC internship during his/her term of office. The final decision lies with the L.CP.

## **1.8 Alumni**

1.8.1 To be eligible to become an alumni member, the applicant should have been a member of AIESEC for a minimum of 1 year and must have been a full member for at least 1 quarter before the quarter in which resigned. The alumni status being granted is subject to the approval of the EB.

## **1.9. Other Bodies within the Organization:**

### Local Board of Advisors

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 organization. Its role will be:

To ensure a degree of accountability from AIESEC in an LC in delivering its objectives to the organization and being financially sustainable;

To serve as a think tank on various global, national and local trends and issues;

To support AIESEC in an LC in long-term planning, direction, and strategy;

To provide AIESEC in an LC with increased continuity in building from one year to the next.

# **HR POLICY**

## **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 TM.

### **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 VP TM of the concerned entity.

### **3. Member Roles and Responsibilities**

3.1. Every member of AIESEC Pakistan shall be aware of and abide by:

3.1.1. The AIESEC Way

3.1.2. The Leadership Development Model

3.1.3. Team Standards

3.2. Responsibilities in the Local Committee

3.2.1. A member shall attend all official forums of the Local Committee.

3.2.2. In case of inability to attend an official forum, the member shall inform one or more Executive Body members about the same, at least 12 hours prior to the forum.

3.2.3. The member shall follow the office timings and other office rules set by the Local Committee.

3.2.4. The member shall be present for all team and personal meetings with the team leader.

3.3. Any member of AIESEC Pakistan shall be at not more than 3 roles at any point of time

3.3.1. The member can choose to be or not be on any role in addition to their role in the Local Committee. Additional roles can include any of the following

3.3.1.1. Organizing Committee roles within the Local Committee

3.3.1.2. Organizing Committee roles outside the Local Committee

3.3.1.3. National Support Team roles in any AIESEC entity

3.3.1.4. Entity Control Board roles in any AIESEC entity

3.3.1.5. Member Committee Staff roles in any AIESEC entity

3.3.2. Upon completion of one addition role, the member may choose to apply for another opportunity.

3.4. The following will be recognized as the Official Forums of AIESEC Pakistan:

1. General Body Meetings

2. Election Meetings

3. Portfolio Meetings

4. Team Meetings

5. National Conferences

6. Local Legislative Meetings

7. Annual General Meeting/EB Discharge Meeting

8. MC Visit

9. Impeachment Meetings

## **4. Full Member: Criteria and Role**

### 4.1. Criteria for Full Membership

4.1.1. Any member fulfilling the following criteria shall be eligible for the Full Member status in their Local Committee:

4.1.1.1. At least one team member experience and one team leader/director, for at least 3 months each, or

4.1.1.3. Presence at more than 60% Local Committee official forums in the last 3 months, and

4.1.1.6. Satisfactory performance indicated in the latest member appraisal conducted.

### 4.2. Full Member Responsibilities

4.2.1. Voting Rights at the following forums:

4.2.1.1. Annual General Meeting

4.2.1.2. Annual Elections Meeting

4.2.2. Mandatory presence at all meetings and forums related to:

4.2.2.1. Annual General Meeting

4.2.2.2. Annual Elections Meeting

## **5. Exit Process**

### **5.2. Probation**

5.2.1. A member can be put on probation in the following events:

5.2.1.1 Unsatisfactory performance, identified through quarter or mid quarter member appraisals conducted by the office of Talent Management

5.2.1.2 Inability of a member to attend 3 consecutive Official forums shall result in the member being put on probation in the subsequent member appraisal only if all the following conditions apply:

1. The member was informed regarding the meeting 48 hours beforehand

2. The member was unable to get excused from the meeting by concerned VP before the meeting

5.2.1.3 Violation of the National Code of Ethics

5.2.2. A full member loses all the rights during the probation period

5.2.3. Upon the completion of probation period, or the tasks, the Vice President shall review the same, and any of the following steps can be taken:

5.2.3.1. The member be asked to resume his/her role, with the Full members also getting back their Full Member rights

5.2.3.2. The member be called for an Exit meeting, followed by exit from the Local Committee

5.2.4. A member can be put under probation more than once, upon the discretion of his/her respective Vice President, or the Vice President Talent Management

### **5.3. Resignation**

5.3.1. The procedure to be followed if a member needs/wishes to resign from the Local Committee is as follows:

5.3.1.1. The member shall write an email to his/her team leader, respective Vice President and the Vice President Talent Management of the Local Committee, explaining the reason for the resignation.

5.3.1.2. The member shall continue fulfilling duties towards the Local Committee until a response is received from either the respective Vice President or the Vice President Talent Management.

5.3.1.3. Upon acceptance of resignation, the member shall still fulfill the responsibilities towards the Local Committee till the Exit Meeting is done, to be eligible for Experience/Endorsement Letter and/or Alumni Rights.

### **5.4. Termination**

5.4.1. A member may be terminated from the Local Committee in the following events:

5.4.1.1. Failure to fulfill the criteria laid down in the Probation period.

5.4.1.2. Losing a case brought up with the Ethics Committee of AIESEC Pakistan

5.4.1.3. Involvement in any activity deemed illegal by the law of the land

5.4.2. The repercussions of termination will be as follows:

5.4.2.1. The member shall immediately cease to be a part of the Local Committee

5.4.2.2. The member shall also have to resign from all additional AIESEC roles, as mentioned under Clause 3.3.1

5.4.2.3. The member shall not be provided an Endorsement/Experience Letter by the Local Committee.

5.4.2.4. The member shall not be eligible for the Alumnus Status of the Local Committee.

5.4.2.5. The member shall not be eligible to apply for membership roles in any other AIESEC Local Committee or entity.

## **6. Alumni Status and Rights**

### **6.2. Alumnus Status**

6.1.1. A member shall be eligible for Alumnus Status from the Local Committee in any of the following cases:

6.1.1.1. Completion of an Executive Body term of 1 year.

6.1.1.2. Completion of a TL/Director term of at least 6 months

6.1.1.3. Fulfillment of all steps mentioned in the Resignation process under Clause 5.3

6.1.1.4. Fulfillment of all criteria from 4.1.1.3 to 4.1.1.5

### **6.3. Alumnus Rights**

6.1.2. An Alumnus of any Local Committee of AIESEC Pakistan shall have the following rights:

6.1.2.1. Right to attend Alumni forums for AIESEC Alumni.

6.1.2.2. Right to sign up for Exchange programs at subsidized costs, as per the Local Committee's discretion.

6.1.2.3. Right to avail all AIESEC International opportunities available for AIESEC Alumni.

## **7. Role Allocations**

7.1 Role allocations shall be conducted across all local entities of AIESEC Pakistan on a quarterly basis

7.2 Role allocations shall be conducted in the following format:

1. Application forms for Team Member and Team Leader positions shall be opened by the office of Talent Management
2. Each member shall be given an option to apply for a portfolio of their preference
3. Final decision making power for Team Member allocation shall rest with the VP TM of the concerned entity
4. Final decision making power for Team Leader allocation shall rest with the concerned VP given that the following conditions apply:
  - a. The member has selected their portfolio as a preference
  - b. The order of the preference shall dictate which Vice President gets to make the final call

7.3 Only Full Members are eligible to apply for Team Leader positions

7.4 The current Executive Board cannot conduct role allocations for the Elected Executive Board's term

## **8. Membership Appraisals**

8.1 Membership appraisals shall be conducted only by the office of Talent Management in their respective entities

8.2 Membership appraisals shall be conducted twice a quarter as Mid-Quarter and End of Quarter appraisals

8.3 Membership Appraisal shall be conducted in the format prescribed by MCVP TM

8.4 Membership status of all members shall be reviewed at each appraisal meeting conducted by Talent Management

8.5 A member shall be put on probation only through the procedure mentioned in 5.2.1.a



# **FINANCIAL REGULATIONS**

## **FINANCIAL REGULATIONS**

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. 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.
4. Every year the Member Committee shall submit audited accounts of the closed financial year for the approval of the legislative meeting immediately.
5. Financial Regulations
  - 5.1. No minimum qualification for the post of VP finance is applicable.
  - 5.2. All LCs must have the post of SUVPF on their EB and any LC not possessing an SUVPF for more than one month will forfeit voting rights for the next National Meeting, which would however not affect the quorum of the meeting.
  - 5.3. For discharge of EB at AGM being held before 28th of February, audited accounts up to 31st December of the previous year must be submitted to the MC.
  - 5.4. The LCs need to submit their books and update their Bank Flow for external auditing for the financial year cycle 1st of July to 30th of June. Failure to submit the documents within 30th August, will lead to a fine of PKR 25,000.
  - 5.5. There will be no transfer of money between LC's unless it is approved by the MCVPF.
  - 5.6. The MCP & MCVPF are responsible for the funds and fees of the MC within the limits of the budget and the decisions taken by AIESEC in Pakistan. The MCP is also responsible for daily expenditure incurred by the MC.
  - 5.7. The SUVPF shall be responsible for maintaining complete records of financial transactions of the LC
  - 5.8. The SUVPF FnL in the presence of the SUP would present the annual budget for the LC Term at a legislation meeting before the start of the term. The budget would be ratified if it gets 2/3rd of the total votes by the voting members.

## **6. AIESEC in LUMS Budget**

- 6.1. The budget is the basis for the administration of all income and expenditure and for the audit.
- 6.2. AIESEC in LUMS is to present budget information to the GB.
- 6.3. The final budget shall be presented at the legislative meeting before the start of the term. This will require ratification with 2/3 majority of the general body.
- 6.4. The Budget shall be emailed to the GB at least 3 days before every legislative meeting in which it is to put up for ratification.
- 6.5 Any expense above PKR 25,000/- not budgeted in the initial budget needs to be rectified with 2/3 majority of the general body.

## **7. AIESEC in LUMS reports**

- 7.1. AIESEC in LUMS shall present an up-to-date financial report of every quarter to GB. The Report shall include but not be limited to Cash Flow Statement, Balance Sheet, Income Statement, Sustainability, Product specific analysis, remarks on overall performance and any other analysis that SUVP F feels is relevant to be shared with the general body.
- 7.2 The SUVP F and the SUP are responsible for a financial disclosure at the end of the term and would share a breakdown of revenue, expenses, receivables and payables.

## **8. Bookkeeping Procedure**

- 8.1. The accounts of AIESEC in Pakistan and all LCs are kept under the accrual and actual, double entry system of bookkeeping.
- 8.2. Fixed assets in the financial statements must be broken down under the following headings: Cost, accumulated depreciation and net value.
- 8.3. All reimbursement in the association shall be done on the basis of a claim sheet. Every claim sheet must have proper documentation for proof of its validity.
- 8.4. All money received must have a receipt and all payments made must have a voucher.
- 8.5. All members follow the Standard Chartered of Accounting and the internal audit guide as prescribed by the MC.

## **9. Financial Regulations for the LC**

9.1. No minimum qualification for the post of VP Finance is applicable.

9.2. All LCs must have the post of LC VPF on their EB. If in any year the LC does not have the capacity to have a VPF, the responsibilities of the Finance portfolio must be combined with a portfolio of an EB member. Any LC not possessing a person responsible for Finance portfolio on EB level for more than one month will forfeit voting rights for the next National Meeting, which would however not affect the quorum of the meeting.

9.3. For discharge of EB at AGM audited accounts up to 31st December of the previous year must be submitted, and AGM to be held by 15th March after submission of the financial accounts.

14.9.4 That an LC may approach the MC if they are in a financial crisis, and ask for:

15.9.4.1. A loan, repayable to the MC under the terms and conditions and within the period set by the MC and the LC in mutual agreement.

15.9.4.2. A donation provided by the MC from their sources of funds.

# **OTHER OBLIGATIONS**

## **OTHER OBLIGATIONS**

### **1. Brand and Partnership Principles**

1.1. All Members of AIESEC Pakistan are expected to abide by the Brand and Partnership Principles as illustrated in the supporting document titled Brand and Partnership principles

### **2. External Relations Principles**

2.1. All Members of AIESEC Pakistan are expected to abide by the External Relations Principles as mentioned in the supporting Documents titled MC List and National Exchange Partnership Guidelines

### **3. Information Management Principles**

3.1. All Members of AIESEC Pakistan are expected to abide by the National Information Management Principles as mentioned in the supporting Document titled National Information Management Principles.

# TRANSITIONING



## **TRANSITIONING**

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.
2. If the predecessor fails to comply by Clause 1, then he/she will have to face the following:
  - a) Removed from all formal and informal groups of the LC/MC
  - b) Banned from Local and National conferences
  - c) Banned from Local and National events
3. In case of breach of clause 2, it would be considered as a compendium violation, leading to a mandate fine amounting to PKR 10, 000/

