

AIESEC Canada MEMBERSHIP CODE

Version 1.14 – Adopted by the General Assembly at March National Presidents Meeting 2017, in Toronto, Ontario

DEFINITIONS

Definitions	1. (1) In this document,
“Affiliation Fee”	“Affiliation Fee” means the membership dues charged to Members semi-annually by the Member Committee.
“Q1” or “First Quarter”	“Q1” or “First Quarter” means the period extending from January 1st until March 31st.
“Q2” or “Second Quarter”	“Q2” or “Second Quarter” means the period extending from April 1st until June 30th.
“Q3” or “Third Quarter”	“Q3” or “Third Quarter” means the period extending from July 1st until September 30th.
“Q4” or “Fourth Quarter”	“Q4” or “Fourth Quarter” means the period extending from October 1st until December 31st
“Alert Member”	“Alert Member” means any Member deemed to have failed more than one of the seven Standards by the last day of the period according to the most recent MSC Periodic Report.
“Board of Advisors” or “BoA”	“Board of Advisors” or “BoA” means the advisory board that a Local Committee reports to on a quarterly basis.
“BoA Meeting”	“BoA Meeting” meaning a meeting held with at least 75% representation of the executive board, alongside at least two members of the BoA in attendance.
“By-Laws”	“By-laws” means any By-law of the Corporation from time to time in force and effect;
“Company”	“Company” means any organization, business, or government agency not prohibited by the Corporation’s internal regulations from taking AIESEC interns.
“Corporation” or “AIESEC Canada”	“Corporation” or “AIESEC Canada” means AIESEC Canada Inc. or any successor corporation thereto;

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<p>“Exchange Participant” or “EP”</p>	<p>“Exchange Participant” or “EP” means any individual who qualifies to be a participant in AIESEC’s Global Internship Program and is undergoing the process of completing an AIESEC internship abroad.</p>
<p>“Extension Privilege”</p>	<p>“Extension Privilege” means any such rights and limitations set out on membership by the General Assembly on LCs designated as Extensions.</p>
<p>“First Period” or “1stPeriod”</p>	<p>“First Period” or “1st Period” means a six-month period, and extending from January 1st – June 30th, (i.e. the First and Second Quarters) for which Minimum Standards achievement is evaluated</p>
<p>“First Session” or “1st Session”</p>	<p>“First Session” or “1st Session” means the six-month period, extending from September 15th to March 15th, during which Membership Status is held fixed.</p>
<p>“Full Member”</p>	<p>“Full Member” means any Member deemed to have successfully completed and passed Minimum Standards in accordance with Section 5 of this Code by the last day of the period according to the most recent MSC Periodic Report.</p>
<p>“General Assembly”</p>	<p>“General Assembly” means the highest governing body of the Corporation. It consists of all Members of the Corporation, each of which shall have only one seat on the General Assembly;</p>
<p>“GT”</p>	<p>“GT” means AIESEC’s Global Talent Program.</p>
<p>“IAT Leader”</p>	<p>“IAT Leader” means the executive leader of the Internal Audit Team.</p>
<p>“Internal Audit Team” or “IAT”</p>	<p>“Internal Audit Team” or “IAT” means the body constituted with the purpose of conducting internal audits, receiving financial Minimum Standard Submissions, and reporting and advising the General Assembly on all matters relating to financial health of the Members.</p>
<p>“Global Talent Form (GTF)”</p>	<p>“Global Talent Form” means a legal contract signed with an external company to bring in an AIESEC intern.</p>
<p>“Local Committee” or “LC”</p>	<p>“Local Committee” or “LC” means a local, independent, non-profit, non-discriminatory, apolitical, student-run membership association, which is affiliated with an academic institution for higher learning, whether incorporated or not;</p>

- “Match” “Match” means the process whereby a TN or EP account is changed to ‘matched’ status on salesforce.com subsequent to the intern and TN-taker exchanging acceptance notes.
- “Member” “Member” means any member established by the right of AIESEC Canada’s Letters Patent or the *By-Laws*;
- “Member Committee” “Member Committee” means the executive leadership team of the Corporation.
- “Membership Review” “Membership Review” means the process whereby the rights of Membership are collectively reviewed by the Member Committee, Board of Directors, and MSC. The process will begin at the NLM when the Member in question has been deemed to fulfill the criteria outlined in section 5.5 of the Membership Code and must be completed within the six-month period following this NLM. Such a process will result in a report to the General Assembly with a recommendation either in favour or against disbandment of the Member in question.
- “Membership Status” “Membership Status” means the designation of a member as either Full Member, Alert Member, or Probationary Member.
- “Membership” “Membership” means the quality of belonging to AIESEC Canada as a Member.
- “National Legislative Meeting” or “NLM” “National Legislative Meeting” or “NLM” means any regular or special meeting of the Corporation, including, but not limited to: National Congress, March National President’s Meeting, National Leadership Development Conference, and August National President’s Meeting.
- “Ontario-Atlantic” “Ontario-Atlantic” means the region constituted of all members found in the provinces of New Brunswick, Newfoundland, Nova Scotia, Ontario, and Prince-Edward-Island.
- “Outgoing Preparation Seminar” “Outgoing Preparation Event” or “Outgoing Preparation Seminar” means an event or meeting held by the Local Committee to train and prepare an EP(s) for their internship abroad.
- “Periodic Report” “Periodic Report” means the report released to the General Assembly by the Membership Sub-Committee upon the termination of each Period.

“President”	“President” means the incumbent president of the Corporation.
“Probationary Member”	“Probationary Member” means any Member designated as such by the MSC’s Periodic Report in accordance with Section 5 of this Code.
“Québec”	“Québec” means the region constituted of the province of Québec.
“Realize”	“Realize” means the process whereby a TN or EP account is changed to ‘realized’ status on <i>salesforce.com</i> subsequent to the intern starting their first day at work in the host country.
“Regional Representative”	“Regional Representative” means any Local Committee President appointed to the Membership Sub-Committee.
“Sales Meeting”	“Sales Meeting” means any meeting booked with the intention of selling or following up on the incoming GT.
“Second Period” or “2 nd Period”	“Second Period” or “2 nd Period” means a six-month period extending from July 1 st – December 31 st (i.e. the Third and Fourth Quarters) for which Minimum Standards achievement is evaluated
“Second Session” or “2 nd Session”	“Second Session” or “2 nd Session” means the six-month period extending from March 15 th to September 15 th , during which Membership Status is held fixed
“Standard”	“Standard” means any one of the seven existing components under Section 2(2) of this Code.
“Submission”	“Submission” means any information from time to time received by the MSC from the members in evidence of compliance with the Minimum Standards, and shall include to mean any reliable information verifiable on the Corporation’s internal CRM system (<i>salesforce.com</i>).
“The West”	“The West” means the region constituted of all members found in the provinces of British Columbia, Alberta, Saskatchewan, and Manitoba.
“TN”	“TN” means any position signed with a company to bring in an AIESEC intern from abroad.
“Vice President Organizational Development”	“Vice President Organizational Development” means the designated executive officer of the Corporation responsible for Local Committee development.

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“Year Plan” means a business plan formatted according to the template released by the Member Committee.

MINIMUM STANDARDS

Intent and Purpose 2. (1) The Minimum Standards exist to assist the Corporation achieve its goals by holding all members accountable to a standardized minimum level of performance, and by providing a list of core operations the the Corporation expects its members to deliver upon.

The Minimum Standards (2) All members shall strive to achieve the following Minimum Standards within each of the Periods defined in Section 1 of this Code:

Standard #1: (a) Attend Twenty Sales Meetings
Attend 20 Sales Meetings This standard shall be deemed fulfilled when a Local Committee has attended a minimum of twenty incoming GT-related sales meetings within the Period and has logged them on salesforce.com.

Standard #2: (b) Raise One TN
Raise 1 TN This standard shall be deemed fulfilled when a Local Committee has signed a minimum of one GTF and uploaded the form onto salesforce.com and experience.aiesec.org. In cases where a minimum of two GTFs were signed and uploaded in the period previous to the one being evaluated, this standard shall be deemed fulfilled, provided that a minimum of two GTFs were signed and uploaded onto salesforce.com and experience.aiesec.org by the end of the calendar year.

Standard #3: (c) Realize All TNs
Realize All TNs This standard shall be deemed fulfilled when a Local Committee realizes all of the TNs signed in the previous periods. Automatic exemptions will be granted should the internship match within a three month timeframe of being on available on *salesforce.com*. Extraordinary exemptions may be granted at the discretion of the MSC in cases where

failure to realize a TN results due to factors outside of the Local Committee's control.

Standard #4:
Raise 2 EPs

(d) Match Nine EPs

This standard shall be deemed fulfilled when a Local Committee has approved a minimum of nine Exchange Participants with "Matched" status on salesforce.com at the end of **Period 1 (June 30th, 11:59PM) AND a minimum of eighteen Exchange Participants with "Matched" status on salesforce.com at the end of Period 2 (December 31st, 11:59PM).**

Standard #3:
Leave No EP Behind

(e) Leave No EP Behind

This standard shall be deemed fulfilled when a Local Committee successfully completes the following in good order within the Period:

- i. Realize 75% of the Local Committee's Exchange Participants raised in the previous Period according to salesforce.com;
- ii. The Local Committee has held an Outgoing Preparation Event during the period that was made available to its EPs (within the metropolitan area of the LC), and attendance of the event has been documented on Salesforce.com with an agenda that includes the main topics of the event.

Standard #6:
Sustain Basic Internal Management

(f) Sustain Basic Internal Management

This standard shall be deemed fulfilled when the Local Committee successfully completes the following in good order for each of the two Quarters in the Period:

- i. Maintain a Board of Advisors with at least 4 members who were reported to at least once during the Quarter. An email should be sent to the MSC (with the BoA Chair cc-ed) no longer than 15 days following the end of each Quarter, listing all individuals currently on the BoA and confirming that a meeting was held during the Quarter.
- ii. A SONA report, duly completed and formatted according to the template released by

the MC, sent to the MSC no later than 15 days following the end of each Quarter;

iii. An up-to-date year plan, formatted according to the template released by the MC, sent to the MSC no later than 15 days following the end of the Quarter.

iv. Ensure that the LC has a minimum of 15 paid members on salesforce.com; and that the same 15 paid members also have assigned roles on experience.aiesec.org.

v. Ensure that the LC had an LC representative in attendance at all National Legislative Meetings, as evidenced in the official minutes of the Corporation.

Standard #7:

Maintain
Healthy
Finances

(g) Maintain Healthy Finances

This standard shall be deemed fulfilled when a Local Committee successfully completes the following requirements in good order:

Send the following Submissions to the IAT no later than 30 days after the end of each month:

- i. Financial statements, including the balance sheet and the income statement, formatted according to the most recent template issued by the IAT (either monthly or year-end, as appropriate);
- ii. Bank reconciliations for the month, formatted according to the most recent template issued by the IAT.
- iii. Copies of bank statements for the month
- iv. Cheque register working paper (formatted according to the most recent template issued by the IAT.

Send the following Submissions to the IAT no later than 15 days after the end of each quarter:

- i. A complete month-by-month operating budget for the fiscal year (starting on January 1st) formatted according to the most recent template issued by the IAT;

Ensure completion of the following items by the last day of each Period:

- i. Pay all Affiliation Fees billed to the LC within the Period;

- ii. Ensure that any outstanding LC debt to the MC has been paid off by at least 10% from the balance on the first day of the Period; and
- iii. In cases where the LC is audited by the IAT during the Period, ensure that the LC has an unqualified internal audit report.

THE MEMBERSHIP SUB-COMMITTEE

Terms of Reference of the MSC

3. (1) A Membership Sub-Committee of the General Assembly shall exist to administer and evaluate compliance with Minimum Standards and to provide recommendations to the General Assembly and Board of Directors on matters of Membership.

Constitution of the MSC

- (2) The Membership Sub-Committee shall consist of the following natural persons:
- i. A Regional Representative from Québec;
 - ii. A Regional Representative from The West;
 - iii. Two Regional Representatives from Ontario-Atlantic;
 - iv. The incumbent President;
 - v. The incumbent Vice-President Organizational Development; and
 - vi. The incumbent IAT Leader.

Access to the General Assembly

(3) The Membership Sub-Committee shall have a seat at all National Legislative Meetings.

Selection of the Regional Representatives

(4) Regional Representatives shall be appointed to the Membership Sub-Committee by the President on the advice of the incumbent Membership Sub-Committee through an application process open to all current and elect Local Committee Presidents. Applications shall open annually on the 1st day of December, or as vacancies arise.

Tenure of Regional Representative

(5) Individuals selected as Regional Representatives shall remain on the Membership Sub-Committee for a one-year term or until they cease to hold the title of Local Committee President, whichever occurs first.

Removal from Office

(6) Individuals selected as Regional Representatives may be deposited of their position as Regional Representative by the

General Assembly through a two-thirds vote.

Administrative
Duties

(7) It shall be the role of the Membership Sub-Committee to receive Submissions from Members in accordance with the Minimum Standards listed in Section 2 of this Code, and evaluate which Members have successfully passed Minimum Standards within the Period in question by having achieved a minimum of six out of the seven Standards.

Periodic MSC
Report

(8) No later than twenty-one days following the last day of each Period, the Membership Sub-Committee shall release a Periodic Report to the General Assembly, with the following information:

- a. A detailed summary of all Submissions received in good order from each member, including information accessible on *salesforce.com*;
- b. A list of exemptions and deadline extensions granted to each LC;
- c. A list denoting all members who passed Minimum Standards by achieving a minimum of six out of the seven standards;
- d. A list of LCs and their respective statuses for the following Session, in accordance with the protocols listed in Section 5 of this Code;
- e. Any other recommendations to the General Assembly.

Powers to
Grant
Exemptions
and Extensions

(9) The Membership Sub-Committee shall have the power to grant exemptions and extensions for all Standards in Section 2 and shall exercise this power in accordance with general principles of fairness and equality.

Powers of
Interpretation

(10) The Membership Sub-Committee shall have the power to interpret this Code and make rulings on questions of Minimum Standards that remain consistent with the spirit of this Code.

MEMBERSHIP RIGHTS

Regular Voting
Privilege

4. (1) Only Full Members may vote at National Legislative Meetings of the General Assembly of the Corporation.

Presidential
Voting
Privilege

(2) Only Full Members and Alert Members may vote in presidential elections of the Corporation.

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Elections
Lead-Up Rule (3) Notwithstanding subsection 4(2), Probationary Members having passed Minimum Standards in the First Period shall have voting rights for presidential elections of the Corporation at the subsequent National Congress.

Drafting
Privilege (4) The Member Committee, the MSC, the IAT, a Director of the Corporation, or any Member may draft resolutions in advance of a meeting of the General Assembly; however, only Full Members may introduce resolutions to a meeting of the General Assembly for consideration.

Extension
Privilege (5) Any member may be awarded Extension Privilege by a two-thirds vote of the General Assembly, which includes exemption from the duty to pay Affiliation Fees. All members with Extension Privilege must be hosted by another Local Committee on *experience.aiesec.org*. A Member may be removed from Extension Privilege by a two-thirds vote of the General Assembly.

MEMBERSHIP PROTOCOLS

Voting
Privilege 5. (1) Automatic status changes shall be determined according to the protocols set forth in this Section and take effect on the first day of the Session subsequent to the Period under evaluation.

Upgrading to
Full Member (2) The Membership Status of any member who is deemed to have successfully completed six out of seven standards within the Period according to the MSC’s Periodic Report shall be changed to Full Member, provided that no standard that was failed in the previous period is failed anew.

Downgrading
to Alert
Member (3) The Membership Status of any Full Member who is deemed to have failed more than one of the seven standards, or to have failed a standard that was failed in the immediately previous period, according to the MSC’s Periodic Report shall be changed to Alert Member.

Downgrading
to Probationary
Member (4) The Membership Status of any Alert Member who is deemed to have failed more than one of the seven standards, or to have failed a standard that was failed in the immediately previous period, according to the MSC’s Periodic Report shall be changed to Probationary Member.

Automatic (5) Any member who has remained on Probationary

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Membership Review Member status for one Session shall be up for Membership Review.

Access to Status Lists (6) The Vice President Organizational Development shall release an authoritative and current list of Membership Statuses on the Salesforce.com in the form of a dashboard no later than five business days following the release of the MSC Periodic Report.

New Members (7) Any Local Committee accepted as a new member of AIESEC Canada by the right of the *By-Laws* shall automatically be classified as a Probationary Member with Extension Privilege.

CHANGES TO THIS CODE

Two-Thirds Vote for Changes to this Code **6.** (1) Any substantive changes to this Code must be made through a Special Resolution of the General Assembly with a two-thirds vote.