

# Compendium of AIESEC Austin

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## 2 Compendium of AIESEC Austin

### Table of Contents

Constitution	3
ARTICLE I. Identity	3
ARTICLE II. Entities	4
By-Laws	5
ARTICLE III. Membership	5
ARTICLE IV. Governance	7
ARTICLE V. Meetings	8
ARTICLE VI. Finances	9
ARTICLE VII: Exchange	9
APPENDICIES: Acronyms	10

### 3 Compendium of AIESEC Austin

## Constitution

### ARTICLE I. Identity

#### 1. This section outlines the purpose of the corporation

##### 1.1. Name

1.1.1. The name of this organization shall be AIESEC Austin.

##### 1.2. Definition

1.2.1. AIESEC Austin is a student organization created under the affiliate 501(c)(3) not-for-profit organization AIESEC United States, Inc.

1.2.1.1. Within the structure of AIESEC United States, Inc., AIESEC Austin comprises a Local Committee.

1.2.1.2. The “AIESEC Austin Local Committee” (hereafter referred to as the “LC”) and “AIESEC Austin” are equivalent.

##### 1.3. The AIESEC Way

###### 1.3.1. *What is AIESEC:*

1.3.1.1. 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.

###### 1.3.2. *What we envision:*

1.3.2.1. Peace and fulfillment of humankind’s potential.

###### 1.3.3. *Our Impact:*

1.3.3.1. Our international platform enables young people to explore and develop their leadership potential for them to have a positive impact in society.

###### 1.3.4. *The way we do it:*

1.3.4.1. AIESEC provides its members with an integrated development experience comprising leadership opportunities, international internships, and participation in a global learning environment.

###### 1.3.5. *Our Values:*

###### 1.3.5.1. Activating Leadership

1.3.5.1.1. We lead by example and inspire leadership through actions and results.

1.3.5.1.2. We take full responsibility for developing the potential of other people.

###### 1.3.5.2. Enjoying Participation

1.3.5.2.1. We have a dynamic environment created by active and enthusiastic involvement of individuals.

1.3.5.2.2. We enjoy being involved in AIESEC.

1.3.5.3. Striving for Excellence

1.3.5.3.1. We aim to deliver the highest quality performance in everything we do.



## **4** Compendium of AIESEC Austin

1.3.5.3.2. Through creativity and innovation we seek to continuously improve our results.

1.3.5.4. Living Diversity

1.3.5.4.1. We seek to learn from the different ways of life and opinions represented in our multicultural environment.

1.3.5.4.2. We respect and actively encourage the contribution of every individual.

1.3.5.5. Acting Sustainably

1.3.5.5.1. We act in a way that is sustainable for our organization and society.

1.3.5.5.2. Our decisions take into account the needs of future generations.

1.3.5.6. Demonstrating Integrity

1.3.5.6.1. We are consistent and transparent in our decisions and actions.

1.3.5.6.2. We fulfill our commitments and conduct ourselves in a way that is true to our ideals.

## **ARTICLE II. Entities**

**2. This section outlines the internal and external entities relevant to the LC.**

2.1. *Executive Board (hereafter referred to as "EB")*

2.1.1. The EB is an LC body responsible for the administration and management of the LC.

2.1.2. The EB members are the responsible representatives of the LC and Leadership Team to entities outside the LC.

2.1.3. The EB shall consist of a minimum of two members, plus an additional member for every other product run by the LC outside of Outgoing Global Volunteer. The required positions are:

2.1.3.1. Local Committee President (hereafter referred to as "LCP")

2.1.3.2. Vice President (hereafter referred to as "VP") of Outgoing Global Volunteer (hereafter referred to as "oGV")

2.1.4. The EB may also consist of additional roles.

2.1.4.1. Additional roles can be created by the LCP or LCPe

2.1.4.2. Additional roles can be dissolved by the LCP Elect (hereafter LCPe) before his or her term begins, and dissolved by a 2/3 majority decision of the EB, during their term with the LCP having the authority to veto the dissolve.

2.1.4.3. Additional roles can be VP Talent Management (hereafter referred to as "TM"), VP Finance & Legal, VP Outgoing Global Entrepreneur (hereafter referred to as "oGE"), VP Outgoing Global Talent (hereafter referred to as "oGT"), VP Incoming Global Volunteer (hereafter referred to as "iGV"), VP Incoming Global Talent (hereafter referred to as "iGT"), and/or VP Marketing (hereafter referred to as "MKT").

2.1.5. Each VP is responsible for the performance, structure, and leadership of the respective functional team.

2.1.6. Job descriptions for each EB role shall be documented and revised by the EB each

year.

2.1.6.1. Each EB member is responsible for documenting all actions and processes undertaken during their term to be preserved in the LC database 2.0 (hereafter referred to as "LCDB") as a transition report, and handed over to their successor.



## 5 Compendium of AIESEC Austin

### 2.2. Board of Advisors (hereafter referred to as "BoA")

2.2.1. The BoA is an external advisory body which provides supplemental guidance and support.

2.2.2. The BoA shall support the LC, specifically the EB, with its operations.

2.2.3. The BoA shall strive to find opportunities for the LC and present them if found.

### 2.3. The University of Texas at Austin (hereafter referred to as "UT")

2.3.1. UT is a body external to the LC.

2.3.2. AIESEC Austin is an officially-chartered student organization of UT, and as such, the LC must adhere to all student organization regulations specified by UT and its Student Activities department.

## By-Laws

### ARTICLE III. Membership

3. This article outlines membership criteria, member selection, and member removal.

#### 3.1. Full-Membership

3.1.1. To become a full-member of the LC, one must:

3.1.1.1. Be a student of The University of Texas at Austin.

3.1.1.2. Abide by the articles in the Compendiums of the LC, AIESEC United States, and AIESEC International.

3.1.1.3. Have paid the entirety of the concurrent semester's membership fee.

3.1.1.3.1. If a member fails to pay his or her membership fee within the allotted time specified in the Finance article of these By-Laws, that member loses full-member status until the membership fee is paid in its entirety.

3.1.1.4. Have committed less than four instances of the following membership infractions:

3.1.1.4.1. Failure to complete an expressly delegated task within the time allotted.

3.1.1.5. Be an active member of a functional team

3.1.1.5.1. The VP of each functional team is responsible for determining whether or not its members are actively participating in the team.

#### 3.1.2. Attendance Policy

3.1.2.1. Members must attend all Local Committee Meetings (Hereafter referred to as "LCM"s)

3.1.2.1.1 Class is a valid excuse for missing meetings.

3.1.2.1.1.1. You must inform us at beginning of semester

3.1.2.1.1.2. Org meetings are not a valid excuse to miss LCM

3.1.2.1.1.3. You are allowed to miss 3 LCMs a semester, beyond that you must have a valid medical emergency or a test during the LCM (not the next day)

3.1.2.2.1. Members must attend all team meetings

3.1.2.2.1.1. You are required to be at every team meeting with the exception of medical emergencies, family emergencies or a test during the meeting (not the next day)

3.1.2.2.1.3. Any other reasons for missing a team meeting will be put to a vote by the entire EB



## 6 Compendium of AIESEC Austin

3.1.3. Full-members of the LC possess the following rights:

3.1.3.1. To Vote

3.1.3.2. To hold a leadership position on the LT, EB, or both

3.1.3.3. To receive funding sponsored by The University of Texas at Austin or its entities

### 3.2. Associate Membership

3.2.1. After one year of full membership one is eligible to become an alumni

3.2.2. Alumni are any member not in a Team member program (hereafter referred to as “TMP”) or team leader program (hereafter referred to as “TLP”) role but are still welcome to be a mentor and attend all AIESEC Austin events

3.2.3. There will be no positions of membership in AIESEC Austin other than full member, alumni, exchange participant (hereafter referred to as “EP”) and trainee.

### 3.3. Membership Selection

3.3.1. Each person seeking full-membership in AIESEC Austin must:

3.3.1.1. Attend an information session

3.3.1.2 Complete and submit a membership application

3.3.1.3 Complete an assessment with a current EB member

3.3.1.4 Complete an interview with a current EB member

3.3.1.5. Show intent to attend that semester’s Local Conference (hereafter referred to as LoCo)

3.3.2. In accordance with the guidelines of AIESEC specified in 1.3.1.1., membership may be declined to any applicant either:

3.3.2.1. At the discretion of the LCP

3.3.2.2. By a majority vote of the EB

3.3.3. Admitted members will go through an induction process to educate them further about the organization, its operations, and the different functional areas.

### 3.4. Member Removal

3.4.1. Any member who has committed four or more instances of the previously specified membership infractions will undergo a review by the EB.

3.4.2. The LCP or VP TM may also make the decision to review a member based on actions detrimental to the organization not explicitly specified in the LC Compendium.

3.4.3. The member shall be reviewed at the EBM following the final infraction, or at another EBM agreed upon by the EB.

3.4.3.1. In this review, the VP TM will:

3.4.3.1.1. Present the situation of the member in question

3.4.3.1.2. Lead the EB discussion of this member’s situation

3.4.3.1.3. Conduct a vote to determine the outcome of the review.

3.4.3.2. The EB may vote to remove the member or place that member on probation.

3.4.3.3. A simple majority vote is needed to place a member on probation.

3.4.3.3.1. A member on probation does not have voting rights.

3.4.3.3.2. A member retains the probationary status for the remainder of the semester.

3.4.3.3.3. While on probation, a single membership infraction shall result in the automatic removal of that member.

3.4.3.4. Members may be removed by:

3.4.3.4.1. At the discretion of their VP

3.4.3.4.2. At the discretion of the LCP

3.4.3.4.3. By a unanimous vote of the EB excluding the respective VP and LCP



## 7 Compendium of AIESEC Austin

### ARTICLE IV. Governance

4. This article outlines the Governance of the LC.

4.1. This compendium may be amended by a majority vote of the EB.

4.1.1. Amendments must be submitted to and approved by the UT Vice President for Student Life to take effect.

4.2. *Election Process*

4.2.1. *LCP Election Process:*

4.2.1.1 The LC will hold LCP elections each fall during the month of October

4.2.1.2. Any full-member of the LC may pursue candidacy for the LCP position.

4.2.1.3. To be eligible, each candidate must:

4.2.1.3.1. submit an application by the deadline

4.2.1.3.2. give a speech lasting no more than 10 minutes

4.2.1.3.3. participate in a brief question and answer session lasting no more than 15 minutes in which:

4.2.1.3.4. No question may exceed 30 seconds

4.2.1.3.5. No answer may exceed 2 minutes

4.2.1.3.6. Any LC or BoA member present at the session may pose a question.

4.2.2.1 Voting will take the form of a ranking vote

4.2.2.2. In a ranking vote system, candidates will be ranked according to preference, and allotted a number of points according to the following system: the top choice on a ballot will receive a number of points equal to the total number of candidates, descending from there. If a voter chooses to give a vote of no confidence, they will then give their first choice one less point, etc. In the case of a tie, follow procedures outlined in 4.3.2.1

4.2.2.3 In the case of another tie, the current LCP will break the tie.

4.3. *Voting*

4.3.1. All full-members present at the election meeting shall vote on the candidates.

4.3.2. The candidate with the largest portion of votes for a given position shall win.

4.3.2.1. In the event of a tie, a runoff election will be held between the tied candidates.

4.3.2.1.1. The tied candidates will be given one more opportunity to speak to the members present, for a period no longer than 5 minutes per candidate.

4.3.2.1.2. All members present will vote again, and the candidate with the largest portion of votes shall win.

4.3.2.1.3. If the votes remain tied after a runoff election, the incumbent LCP will choose the winner.

4.4. *Removal from Office:*

4.4.1. Any member of the EB shall be removed from office if he or she fails to fulfill all full-membership requirements.

4.4.2. Any EB member not fulfilling the responsibilities of his or her office shall be subject to review by the LCP.

4.4.3. The EB-member-on-review shall be notified of the outcome.

4.5. *Filling Vacancies:*

4.5.1. Any full-member may become a candidate for a vacant EB position.



## **8** Compendium of AIESEC Austin

4.5.2. The EB will vote on new EB member candidate

4.5.2.1 A two-thirds majority rounded upwards is necessary to fill the position.

4.6. *BoA*

4.6.1. BoA candidates include any externals with a vested interest in the organization, typically including, but not limited to: UT faculty members, local business/exchange partner representatives, and AIESEC alumni.

4.6.2 BoA members may only be appointed by unanimous decision of the EB.

4.6.3 The BoA may not exceed ten members.

## **ARTICLE V. Meetings**

**5. This article outlines the Meetings of the LC.**

5.1. *Local Committee Meetings*

5.1.1. *Purpose:* provides a venue for team updates, building a personal connection with the AIESEC mission, learning about opportunities available, attaining useful professional skills, and maintaining a network with the organization's members.

5.1.2. The LCP shall act as the chair of LCMs.

5.1.3. LCMs will be held weekly on Mondays at 7:00pm during the academic year, excluding official holidays.

5.1.4. All members are notified of time and location in advance.

5.2. *Executive Board Meetings (Hereafter referred to as "EBM"s)*

5.2.1. *Purpose:* To maintain effective management of the operations of the organization

5.2.2. EBMs are held weekly during the academic year, excluding official holidays, at a time and location agreed upon by the EB.

5.3 *Board of Advisors Meetings*

5.3.1. *Purpose:* to update the BoA on the status of LC operations, request advice, and discuss future plans for the LC and its projects.

5.3.2. BoA meetings are held on a quarterly basis during the calendar year at a time and date agreed upon by the BoA and EB.

5.4. *Functional Team Meetings*

5.4.1. *Purpose:* To make progress in achieving the objective of the functional team

5.4.2. Functional team meetings are held at the weekly during the academic year, excluding official holidays, at a time and location agreed upon by the team.

## 9 Compendium of AIESEC Austin

### **ARTICLE VI. Finances**

6. This article outlines the financial procedures of the LC.

6.1. Organizational funding shall come from the following sources:

6.1.1. Membership Fees

6.1.1.1. A membership fee shall be determined per semester and will be collected from all general members and team leaders of the LC.

6.1.1.2. The membership fee, in its entirety, is due within the first four weeks of each Semester, unless otherwise agreed upon by the VP Finance and Legal

6.1.2. Traineeship Fees (from ICX, OGX, and sales contracts)

6.1.3. Corporate sponsorships and partnerships

6.1.4. Grants and donations

6.1.5. Any other means available compatible with the bylaws of the organization but not in conflict with the mission and objectives of AIESEC.

6.2. *Financial Management Procedures:*

6.2.1. General operating funds belonging to this organization are deposited and disbursed through

a bank account managed by AIESEC United States, Inc.

6.2.2. Petty cash and emergency funds are deposited into the LC's local bank account, which is managed by the VP Finance.

6.2.3. Any expenses must be approved by both the LCP and VP Finance before being made.

6.2.4. Any expenses not first approved by the VP Finance will not be reimbursed.

6.2.5. Any request for funds must include a budget for the project, and the expected Return On Investment (ROI), unless otherwise specified by the VP Finance

6.2.6. No reimbursements will be given for receipts received more than 30 days after the purchase was made, unless otherwise specified by the VP Finance

6.2.7. For any sales made at an AIESEC Austin event, or for any sales of merchandise, all revenue thereof shall be deposited in the Local AIESEC Austin bank account, and any member who personally contributed to the expense shall afterwards be reimbursed

6.2.8. If the expense is amount is more than \$350, then a majority of the EB must approve, however the LCP and VPF have veto rights

6.2.9 For any outstanding balance of membership due after the 6th class week of each semester the member in question will be expelled from AIESEC Austin.

### **ARTICLE VII: Exchange**

7. This article outlines the exchange procedures of the LC.

7.1. Exchange procedures:

7.1.1. Are determined by the Compendium of AIESEC United States. The LC adheres to the procedures and requirements stipulated therein.

## 10 Compendium of AIESEC Austin

### Appendices

#### APPENDIX A. Acronyms

A. This appendix defines the acronyms used in the LC Compendium.

**AIESEC**- *Association Internationale des Etudiants en Sciences Economiques et Commerciales*

**ACC**: Accepted - status of an EP who's been accepted by the host into the opportunity

**AI**: AIESEC International

**AIESEC**: we don't use the full name anymore, but it originally stood for Association Internationale des Étudiants en Sciences Economiques et Commerciales (International Association of Students in Economic and Commercial Sciences)

**BoA**: Board of Advisors

**EB**: Executive Board

**ECB**: Entity Control Board

**EP**: Exchange Participant

**F or FIN**: Finance

**FTM**: Functional Team Meeting

**GE**: Global Entrepreneur

**GM**: General Member

**GT**: Global Talent

**GV**: Global Volunteer

**ICX**: Incoming Exchange

**iGE**: Incoming Global Entrepreneur (defunct in USA only)

**iGT**: Incoming Global Talent

**iGV**: Incoming Global Volunteer  
**IPS**: Incoming Preparation Seminar

**LCM**: Local Committee Meeting

**LCP**: Local Committee President

**LoCo**: Local Conference

**MC**: Member Committee (the National Team)

**MCP**: Member Committee President i.e., the CEO of AIESEC in that country

**MCVP**: Member Committee Vice President i.e., Allie is our current MCVP oGV

**MKT**: Marketing

**OGX**: Outgoing Exchange

**oGV**: Outgoing Global Volunteer (Caroline)

**oGE**: Outgoing Global Entrepreneur (Sarah)

**oGT**: Outgoing Global Talent (Caro + Sarah)

**TM**: Talent Management

**TN Fee**: an extra traineeship fee used to heighten the quality of the program

**VP**: Vice President (VP will have either one or two words after it, e.g., VP Finance, VP Marketing, or will have a series of letters, e.g., VP oGV); can also be LCVP for Local Committee VP or MCVP for Member Committee VP

