

## **By-Laws of AIESEC Manitoba**

### **By-Law One**

#### ***Name and Object of the Organization***

##### **Article 1.1 – Name**

The name of the organization shall be AIESEC Manitoba, where AIESEC stands for the International Association for Students of Economics and Commerce formally known as L'Association Internationale des Etudiants en Sciences Economiques et Commerciales. AIESEC Manitoba is a member local committee of AIESEC Canada in accordance with the by-laws of AIESEC-Canada.

### **By-Law Two**

#### ***Membership***

##### **Article 2.1 – Membership**

Membership in the organization shall be granted to any student registered at any post-secondary institution in Winnipeg, Manitoba who has paid the required annual membership fee. As the organization is a member of AIESEC Canada, any member of AIESEC Manitoba becomes automatically affiliated with AIESEC Canada and is eligible for all benefits thereof. The membership year expires August 31 of each year.

##### **Article 2.2 – Rights**

Members shall have the following rights:

1. The right to attend and cast a vote at all AIESEC Manitoba membership meetings in accordance with these bylaws.
2. The right to be nominated for an executive position subject to the office requirements stated in article 6.8.
3. The right to cast a vote in all AIESEC Manitoba elections.
4. The right to any benefits as specified from time to time by the executive.
5. The right to apply for a traineeship through the AIESEC exchange program.

##### **Article 2.3 – Removal of Members**

Removal of a member shall only occur for reasons of one or more of the following:

- bad faith
- theft or fraud
- irresponsibility or
- gross mismanagement

The executive may propose the removal of a member to the general membership at a membership meeting. A member removed shall lose all rights of membership, without a refund of fee, for the membership year in which they were removed.

##### **Article 2.4 – Appeal**

Any member thus removed may appeal the general membership decision as called according to Bylaw 3. Within two weeks of the executive decision, the President shall be required to call a special membership meeting to consider the removal or reinstatement of any member of the executive according to article 3.2. At such a

meeting, members eligible to vote shall be those who have been members for at least 3 weeks prior to the meeting.  
The affected member shall be removed by two-thirds majority vote of those present. During any special general meeting, all voting shall be secret ballot and no proxy voting shall be allowed.

### **By-Law Three**

#### ***Membership Meetings***

##### **Article 3.1 – Meetings**

General membership meetings shall be called by the Resident in consultation with the executive at least once per month during the period September to March, except December, at a location most convenient to the majority of the membership.

##### **Article 3.2 – Special Meetings**

The president shall call a special membership meeting upon the written request of ten members. This membership meeting shall be held within 2 weeks of the written request being received by the President. The agenda of the meeting shall include those issues raised in the written request.

##### **Article 3.3 – Quorum**

Quorum for membership meetings shall be twenty-five percent of the membership.

##### **Article 3.4 – Notice**

One week's notice shall be given for all membership meetings. This notice is to be posted near the AIESEC office.

### **By-Law Four**

#### ***Executive Committee***

##### **Article 4.1 – Executive Positions**

The executive of AIESEC Manitoba shall consist of the following officers:

- Local Committee President
- Local Committee Vice President Finance
- Local Committee Vice President Incoming Exchange
- Local Committee Vice President Marketing and Communications
- Local Committee Vice President Outgoing Exchange
- Local Committee Co-Vice Presidents Talent Management

##### **Article 4.2 – Eligibility**

All members of the executive shall be members of the organization, in accordance with Article 2.1 and 6.8

##### **Article 4.3 – Duties of the President**

The President shall:

- Give overall direction to the organization, its executive, and its general membership.
- Report regularly on the organization's activities to the membership, the Board of Advisors, the Western Regional Manager, and AIESEC Canada.

- Chair all executive and membership meetings. The chair shall not have a vote except to break a tie.
- Attend or have an executive representative attend all regional and national meetings of AIESEC Canada.
- Prepare a year-plan in conjunction with the executive for submission to the membership, the Board of Advisors, and AIESEC Canada.
- Prepare a year-end evaluation and report on the organization's activities for submission to the membership, the Board of Advisors, and AIESEC Canada. This is due April 1 of each year.

#### **Article 4.4 – Duties of the Vice-President Finance**

The Vice-President Finance shall:

- Control, record and maintain all records on the collections and disbursements of money related to all operation of the organization.
- Assist in the preparation of budgets and year-end financial statements for the organization and of financial statements of specific AIESEC Manitoba activities.
- Report regularly to the Executive, the membership, and the Board of Advisors on the organization's finances.

#### **Article 4.5 – Duties of the Vice-President Incoming Exchange**

The Vice-President Incoming Exchange shall:

- Coordinate the solicitation campaign in the local business community in all of its aspects.

#### **Article 4.6 – Duties of the Vice-President Outgoing Exchange**

The Vice-President Outgoing Exchange Controller shall:

- Correspond with the other local committees of AIESEC Canada, regarding the International Exchange Program.
- Be responsible for all communication with the membership regarding the exchange program.
- Ensure that all exchange forms are properly completed.
- Be responsible for the monitoring and reporting of the exchange program and reporting on it to the membership.

#### **Article 4.7 – Duties of the Vice-President Talent Management**

The Vice-President Talent Management shall:

- Oversee all communication within the local.
- Be responsible for the organization of membership drives with emphasis in September and January.
- Be responsible for recording minutes of all meetings and for making them available to the membership.

#### **Article 4.8 – Duties of the Vice-President Communications**

The Vice-President Communications shall:

- Be responsible for publishing internal and external newsletters
- Be a liaison with the university
- Cultivate leads for Corporate Relations through networking events and getting media appearances

#### **Article 4.12 – Job Descriptions**

In the absence, resignation, or removal of the President, members of the executive shall become Acting President in order of their listing in Article 4.1. The duties specified for each position may be augmented by the job descriptions, which may be

changed on an annual basis by the incoming executives. If an agreement cannot be reached before the office term begins, the job descriptions as described by the previous executive shall apply. All executive members must comply with the job descriptions. In the event of a conflict between job descriptions and the by-laws, the by-laws take precedence.

## **By-Law Five**

### ***Executive Committee Meetings***

#### **Article 5.1**

Executive meetings shall be held at least once per month, except during the months of April and December.

#### **Article 5.2**

The President shall give one week's notice of all meetings.

#### **Article 5.3**

Quorum for Executive meetings shall be four (4) voting executive members.

#### **Article 5.4**

The Vice-President Talent Management of the organization shall act as secretary for Executive meetings; in his/her absence, another officer shall be appointed to serve as secretary.

#### **Article 5.5**

The President shall call a special Executive meeting upon the written request of two officers. Twenty-four hours notice must be given prior to each special meeting.

#### **Article 5.6**

Financial expenditures not covered by the budget require the passing of a motion with fifty one percent (51%) of all Executive members to vote in favour.

#### **Article 5.7**

Other members may be invited by executive members from time to time to attend Executive meetings but shall not be entitled to vote.

#### **Article 5.8**

The Executive shall approve all matters that are to be presented to the membership for final approval and shall keep the membership informed as to the actions of the Executive on any matter.

#### **Article 5.9**

Notwithstanding articles 5.2 and 5.5, failure of notice shall not invalidate business carried on in meetings of insufficient notice if ratified at a properly notified meeting following the meeting.

#### **Article 5.10**

Proxy votes will not be valid at executive meetings.

## **By-Law 6**

### ***Elections***

#### **Article 6.1**

Elections for LCP and selection for the entire executive board shall be held no later than November 15 each year. Elections are held at general membership meetings specifically called for that purpose. Selections for VPs will be held separately with the interview panel. Notice shall be give to the membership at least three weeks prior to these election dates.

#### **Article 6.2**

Any member of the organization shall be eligible to vote if he/she has been a member for at least three weeks prior to the elections.

#### **Article 6.3**

The elections shall be by secret ballot

#### **Article 6.4**

Quorum for the elections shall be 25% of those eligible according to article 6.2.

#### **Article 6.5**

The term of the office for the executive shall be one year, commencing January 1.

#### **Article 6.6**

The procedures for the nomination shall be as follows:

- a) All nominees shall comply with the requirements of Article 6.8
- b) Two eligible voting members shall submit in writing the name of the nominee to the chair
- c) A member may only nominate one candidate for each position
- d) Nominees shall submit to the chair a written explanation of their intentions with respect to the position he/she is seeking. Failure to do so will invalidate the nomination.
- e) Nominations shall be accepted up to one week prior to election date or at the discretion of the executive
- f) A nominee may withdraw at any time prior to the close of nominations.

#### **Article 6.7A**

The procedure for LCP election shall be as follows:

- a) The Outgoing-President shall chair the elections or choose an external to chair the elections, and shall appoint a committee of two, to assist in counting the ballots (prior to the voting).
- b) The chair shall not have a vote.
- c) Elections will be held for offices in the order in which they are listed in Article 4.1. Voting shall occur separately for each office with the results being announced before the next vote.
- d) Candidates shall be invited to address the members in the reverse order in which they were nominated.
- e) A 5-minute question period will follow each candidate's speech with a maximum of one minute per answer.
- f) Proxy votes are accepted but no member may hold more than two proxies.

- g) A ballot shall be disqualified if it contains a vote for more than one nominated candidate for each position.
- h) Candidates may let their names stand for more than one position but shall hold only one office. In the event of their election to office, they are ineligible for further positions.
- i) In order to be elected a candidate needs 51% of valid ballots cast in that particular round.
- j) In the event that no candidate received 51% or more, a new ballot will be held without the names of the candidate having obtained the least number of votes on the previous ballot for that position, also excluding names of persons who did not obtain 5% of the vote in the previous round, and those who (upon enquiry by the chair) have withdrawn their name(s) from further ballots. This procedure continues until one candidate receives 51.1% of the valid votes cast in that particular round.
- k) In the event of a tie on a ballot containing two names, the chair shall ask the same question from each of the candidates, pertaining to the duties specified in bylaw 4; followed by a re-vote.
- l) In the event of a second tie on a ballot containing the same two names, the chair will ask both candidates if either wished to withdraw; if not the decision will be made by the toss of a coin.
- m) In case of procedural disputes, the decision of the chair shall be final.

#### **Article 6.7B**

The procedure for selection of the Vice Presidents shall be as follows:

- a) The selection process of the Executive Board will be as stated in the following, in order:
    - I. Written application & nomination
    - II. Candidate interviews with selection panel
    - III. Post-Selection Presentation & Feedback with Membership
- I. Written application & nomination
- a) The Local Committee President and President Elect will create a written VP application and nominations application package.
  - b) The application must get sent out 1.5 weeks prior to the deadline.
  - c) Applications are shared to Membership after selection has taken place.
- II. Candidate Interviews with Selection Panel
- a) The selection panel will consist of the Local Committee President, Local Committee President Elect, and a member of the Board of Advisors. The panel has the discretion to invite an alumnus with LCP background, their MC coach, or current member of Executive Board who is NOT running for a position for another term
  - b) The selection panel must come up with a list of interview questions prior to the interviews
  - c) All candidate interviews must be completed within 3 days.
  - d) Each interview must last between 30-60 minutes.
  - e) Selection panel should have a 15-minute discussion period between each interview
  - f) The Local Committee President Elect will make the final decision on the team with input from the rest of the selection panelists.
- III. Post-Selection Presentation & Feedback with Membership

- a) After selection, the entire team must present themselves to the entire membership no later than January 15. This would consist of:
  - a. 5-minute from each VP presenting themselves, their ideas, platform, and vision
  - b. Q&A session with the entire team and membership
- b) After Q&A, The selected team would leave the room for 15-30 minutes while the membership create a feedback output for them to present and discuss with them.
- c) After feedback is received, the executive board takes the output and presents their revised vision/plan at the following General Assembly.

### **Article 6.8**

The requirements for executive offices:

1. Each executive member shall have a current cumulative GPA of 2.0 or a C, prior to taking office.
2. Must be a full-time or part-time student for the entire duration of the EB term (excluding summer term)
3. No member may hold the same executive position in two consecutive terms. (WITHDRAWN FROM CONSTITUTION IN AMMENDMENTS 1995)
4. President
  - a) Shall have been a members for at least six months prior to taking office

### **By-Law Seven**

#### ***Removal of Officers***

#### **Article 7.1**

Reasons for Removal:

- a) Removal of an officer shall only occur for reasons of one or more of the following:
  - Bad faith
  - Theft or fraud
  - Irresponsibility or
  - Gross mismanagement
- b) The President may also be removed from office by a majority vote of the Board of Advisors.
- c) An executive removed from office shall lose all rights and duties of executive membership.

#### **Article 7.2**

- a) At a regular or special Executive meeting, any member of the Executive may be suspended by a vote of two-thirds of the entire Executive not under consideration. The vote shall be by secret ballot and shall be effective immediately.
- b) The officer under consideration must be notified of the subject matter and date in writing one week prior to the executive meeting.

#### **Article 7.3**

- a) Within two weeks of the executive decision, the President shall be required to call a special membership meeting to consider the removal or reinstatement of any member of the Executive according to article 3.2.

- b) At such a meeting, members eligible to vote shall be those who have been members for at least 3 weeks prior to the meeting.
- c) The affected member shall be removed by a two-thirds majority vote of those present.
- d) During any special general meeting, all voting shall be by secret ballot and no proxy voting shall be allowed.

#### **Article 7.4**

The Vice-President Finance shall chair any meetings called to consider the removing from office of the President.

### **By-Law Eight**

#### **Vacancies**

##### **Article 8.1**

When the office of the President becomes vacant, the Acting President shall assume the duties of the office of the President until a special election is called to fill the vacancy.

##### **Article 8.2**

In the event of a vacancy in another Executive position, the executive shall appoint any member to assume, the duties of that position until a special election is called to fill the vacancy.

### **By-Law Nine**

#### ***Special Elections***

##### **Article 9.1**

In the event of a vacancy within the Executive, a special election shall be held at the earliest possible time, and with one week's notice being given to the membership of such an election. This election must be held no later than 6 months after the vacancy occurs.

##### **Article 9.2**

All Special elections shall be held according to the provisions of by-law Six.

##### **Article 9.3**

The term of office for the candidate who wins the special election shall expire on the same date as the terms of the other members of the executive.

##### **Article 9.4**

If a member of the Executive is elected to another position during a special election, he/she is deemed to have resigned from his/her present position. In the event of a vacancy in the Executive for this reason, a special election to fill the newly-vacated position may be held immediately, with all other provisions of these by-laws regarding elections applying.

### **By-Law Ten**

#### ***General Provisions***

#### **Article 10.1 – Board of Advisors**

A Board of Advisors, consisting of interested persons from the business and academic worlds, shall be constituted biannually for the purpose of offering assistance to the Executive and to the organization in general. The Board shall meet with the Executive at least 4 times per term of office of the Executive.

#### **Article 10.2 – Budget and Year-Plan**

A budget and year-plan shall be prepared by the Executive and approved by the general membership and by the Board of Advisors at the first respective meetings during the term of the Executive.

#### **Article 10.3 – Membership Dues**

Membership dues for the organization shall be set by the Executive no later than August 31 of each year.

#### **Article 10.4 – Alumni Members**

Former members of the organization who do not meet the requirements of article 2.1 and have not had their membership revoked without reinstatement shall be invited to become alumni members of the organization at a fee that shall be the same as stated in article 10.3 above. These members shall have the following rights: they may attend and participate in meetings and events of AIESEC Manitoba.

#### **Article 10.5 – Financial Year**

The financial year for the organization (AIESEC Manitoba) shall be January 1 to December 31.

#### **Article 10.6 – Exchange Program**

The President and the V.P. Exchange shall not authorize the application for participation in the International Exchange Program of AIESEC of anyone who is not a member of AIESEC Manitoba as per article 2.1.

#### **Article 10.7 – Ranking for Exchange**

- a) A review board consisting of the President, V.P. Outgoing Exchange and one BOA member appointed by the Executive to rank members for exchange program purposes in accordance with AIESEC regulations.
- b) In case the President and/or V.P. Exchange is a candidate for exchange, the executive shall elect replacement(s) for the committee.
- c) Quorum is two out of three committee members.

#### **Article 10.8 – Standing Orders and By-Laws**

The standing Orders and By-Laws of AIESEC International and of AIESEC Canada take precedence in the event of conflict between their provisions and the By-Laws of AIESEC Manitoba.

#### **Article 10.9 – Committees**

1. The Executive has the power to create, disband and/or alter by simple majority, any AIESEC Manitoba committee(s) except the Finance committee.
2. The President shall be an ex-officio member of all committees of AIESEC Manitoba.
3. For any special committees, standing committees, the committee chair shall be appointed by the Executive.
- 4.

- a. The Finance Committee shall be chaired by the V.P. Finance who shall recommend at least one member of the Executive to be appointed to the committee.
  - b. The Finance Committee shall be chosen by the Executive upon recommendation by the V.P. Finance and shall include no less than one and no more than three general members.
  - c. The Finance Committee shall provide general guidance to the executive in matters of financial procedures and activities.
1. The Committee chair shall report, on a regular basis, to the Executive and general membership meetings.

#### **Article 10.10 - Funds**

1. All direct expenses and reimbursements shall be paid by cheque.
2. All expenses require approval of:
  - a. 51% of attending members at a membership meeting, for expenses not covered by the budget as in article 10.2 and
  - b. where the expense exceeds 10% of the total budget, individually or cumulatively, since the previous membership meeting.
1. The V.P. Finance shall make recommendations on all proposed expenditures.
2. Controls and financial procedures deemed necessary by the Finance Committee may be set up or changed from time to time by an absolute majority of the Executive.
3. Expenses, not covered by the budget made by the Executive Committee between April 1 and the first general membership meeting stand accepted if the first general meeting is held before September 30, and do not need general membership approval unless they are not made to promote the objectives of AIESEC Manitoba, or are fraudulent.

### **By-Law Eleven**

#### ***Ratification and Amendment***

##### **Article 11.1 – Constitution**

This constitution shall become effective when approved by two-thirds vote in attendance at a membership meeting of the general membership, and when certified by the President to be correct.

##### **Article 11.2 – Amendments**

Any amendments to this constitution shall be approved by a two-thirds vote of quorum at a duly constituted membership meeting. Notice of the proposed amendments must be made at a previous membership meeting. Notification must be posted at least four weeks prior to (no more than three months previous) the membership meeting at which the amendments will be voted upon.

##### **Article 11.3 – Effective Date**

All amendments shall become effective after ratification and when certified by the President to be correct and appended to the existing by-laws shall be consolidated to incorporate any amendments made during the previous year.