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Constitution

1. Identity

Nature
AIESEC is a global, non-political, independent, not-for-profit organisation 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, colour, gender, sexual orientation, creed, religion, national, ethnic or social origin.

2. Philosophy

2.1 Values

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

Demonstrating Integrity
We are consistent and transparent in our decisions and actions. We fulfil our commitments and conduct ourselves in a way that is true to our identity.

Living Diversity
We seek to learn from the different ways of life and opinions represented in our multicultural environment. We respect and actively encourage the contribution of every individual.

Enjoying Participation
We create a dynamic environment by active and enthusiastic participation of individuals. We enjoy being involved in AIESEC.

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

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

2.2 Vision
Peace and fulfillment of Humankind’s Potential.
2.3 Role
Our international platform enables young people to discover and develop their potential to provide leadership for a positive impact on society.

2.4 Core Work
AIESEC provides its members with an integrated development experience comprised of leadership opportunities, international internships and participation in a global learning environment.
Statutes of AIESEC Lugano, Switzerland

Chapter 1: Name and Registration

Art. 1 - Legal basis
AIESEC Lugano is an association under article 60 of the Swiss Civil Code. AIESEC Lugano is a legal entity.

Art. 2 - Location
The offices of AIESEC Lugano are located at the University of Lugano.

Art. 3 - Membership of AIESEC Lugano
The Local Committee of Lugano is a Full Member of AIESEC Switzerland according to the National Compendium.

Art. 4 - General Legislation of AIESEC
The Statutes and the General Legislation of the Association as well as the provisions of the Compendium of AIESEC International and AIESEC in Switzerland are the binding principles for AIESEC Lugano. These articles of the association along with all provisions of AIESEC International and AIESEC Switzerland have unrestricted legal authority as long as they are not in contradiction of law of Switzerland and the Canton of Tessin.

Chapter 2: Definitions

The following definitions will be applied to all terms in AIESEC Lugano’s Compendium:

- **Term** – The term year in this compendium shall be understood as two University semesters.
- **Member** – A student at Università della Svizzera Italiana or Franklin College Switzerland (any other high school), who has expressed his intention of becoming a member of AIESEC Lugano and has been approved by AIESEC, after the recruitment process.
- **Local Committee (LC)** – Local AIESEC office
- **Member Committee (MC)** – The national board of each AIESEC country
- **Executive Board (EB)** – The decisional body of AIESEC Lugano, comprising the Local Committee President and Vice Presidents
- **Team Leader Program (TLP)** – leadership position within AIESEC as part of one of the Local Committee teams or as Vice President or President of AIESEC Lugano
- **Team Member Program (TMP)** – membership position within AIESEC as part of one of the teams of AIESEC Lugano
- **Local Committee President** shall be abbreviated below as LCP
- **Vice President** shall be abbreviated below as VP
- **Trainee Nominee (TN)** - person that uses one of our Incoming Exchange Products
- **Exchange Participant (EP)** - person that uses one of our Outgoing Exchange Products
Chapter 3: Duration, purpose and objective, language

Art. 5 - Duration
The duration of association is unlimited in time.

Art. 6 - Purpose and Objective
Our innovative approach to developing young people focuses on taking a proactive role, developing self-awareness and a personal vision, building networks, and developing capacity to drive change.

Art. 7 - Non-discrimination clause
AIESEC does not discriminate on the basis of race, colour, gender, sexual orientation, creed, religion, national, ethnic or social origin.

Art. 8 - Language
English is the official language of AIESEC Lugano.

Chapter 4: Structure and organization

Art. 9 - Bodies
AIESEC Lugano is composed of the following bodies:
- Ordinary General Assembly
- Extraordinary General Assembly
- Executive Board (EB)

Chapter 4: Ordinary General Assembly

Art. 10 - Ordinary General Assembly
The Ordinary General Assembly consists of the full members as defined Art. 26.1. It is the highest body of AIESEC Lugano where the EB and the Organizing Committee Presidents have to report on their activities.

There shall be an Ordinary General Assembly each semester.

Possible topics:
- Elections (EB members, OCP, Team Leader)
- Budget approval (each semester)
- Budget approval (each semester)
- Discharge of the old EB
- Modifications of this compendium
- Honorary membership
- Modification of the annual membership fee

The Ordinary General Assembly is convoked by the Executive Board. The invitation has to be communicated at least one week before the meeting. The 2/3 of the EB has to be present at the Ordinary General Assembly.

Art 11 - Chairperson
A chairperson has to be elected for every Ordinary General Assembly. The chairperson is elected by simple majority of the present active members. The chairperson supervises and coordinates the Ordinary General Assembly. The chairperson has no speaking and no voting right.
Art. 12 - Minute taker / Secretary

A minute taker/Secretary has to be elected for every Ordinary General Assembly. The whole content of the Ordinary General Assembly has to be stated in the minutes. The minutes have to be stored in a binder accessible for every member in the office.

Art. 13 - Quorum

Simple majority membership has to be present at the Ordinary General Assembly in order to make its decisions legally binding.

Art. 14 - Motions

Every active member has the right to propose a motion to the EB latest 2 days before the Ordinary General Assembly. The EB is obliged to fit the motion into the agenda of the Ordinary General Assembly. No motion shall be open for discussion until it has been seconded, but the proposer shall have the right to speak on a motion in order to find a seconder. A motion shall only be open for discussion after the proposer and seconder have been given the opportunity to speak in support of the motion.

Art. 15 - Voting

Only votes concerning the EB elections are secret (by ballot). All other votes are public. Each active member can either vote “in favor”, “against” or “abstention”. Proxy voting is not allowed. All decisions are taken by a simple majority of the present members. In case of equal votes, the President has the casting vote.

Chapter 5: Extraordinary General Assembly

Art. 16 - Extraordinary General Assembly

An Extraordinary General Assembly must be held if decided by the simple majority of the EB or on request of 1/5 (one fifth) of the full members.

Possible Topics:
- Modification of the budget
- Impeachment
- AIESEC related topics on request approved by the EB
- Dissolution of AIESEC Lugano

The invitation and the agenda have to be communicated by e-mail latest 1 week before the meeting. In case an impeachment of one or more EB members is requested by at least 1/5 of the full members, one of the full members has to contact the LC Coach of the MC. The LC Coach is then responsible for sending the invitation and the agenda. The LC Coach is also the chair of the EGA. The simple majority of the EB has to be present at the Extraordinary General Assembly.

Art. 17 - Chairperson

A chairperson has to be elected for every Extraordinary General Assembly. The chairperson is elected by simple majority of the present active members. The chairperson supervises and coordinates the Extraordinary General Assembly. The chairperson has no speaking and no voting right.
Art. 18 - Minute taker / Secretary

A minute taker / Secretary has to be elected for every Extraordinary General Assembly. The whole content of the Extraordinary General Assembly has to be stated in the minutes. The minutes have to be stored in a binder accessible for every member in the office.

Art. 19 - Quorum

Simple majority membership has to be present at the Ordinary General Assembly in order to make its decisions legally binding.

Art. 20 - Voting

All votes are public. A secret vote can be requested by each member. Each active member can either vote “in favor”, “against” or “abstention”. Proxy voting is not allowed. All decisions are taken by a simple majority of the present members. In case of equal votes, the motion is rejected.

Chapter 6: Executive Board

Art. 21 - Executive Board

The Executive Board consists of the President and the Vice Presidents. There has to be at least an elected President, a Vice President Finance and a third elected EB member. All EB members have equal rights and duties. The EB represents AIESEC Lugano to its stakeholders. It also represents the Local Committee towards AIESEC in Switzerland and AIESEC International. The job descriptions of the EB members are according to the national guidelines and can be adapted to the local reality.

Art. 22 - EB meetings

During the academic year, the EB meets at least every 2 weeks.

Art. 23 - Decision taking

All decisions are taken by simple majority. In case of equal votes, the President has the casting vote, unless he/she is the object of the decision. In case an EB member is not present at the EB meeting, his/her vote is not taken into account. Proxy voting is not allowed.

Art. 24 - Rights and Duties

The current EB is responsible to promote the EB positions to its members and to encourage their application for an EB position. The current EB is responsible for the transition to the new EB. Together they decide on the year plan and the budget. The year plan and the budget have to be presented to the members during a General Assembly. If needed, the EB makes the necessary modification to the year plan and the budget. The modified year plan and the modified budget have to be presented to the members during an Extraordinary General Assembly.

The EB is responsible for coordinating the activities of the different teams, controlling the achievements of the targets as well as controlling of the allocation of financial and human resources. The EB informs the members about all mentioned above during an LC meeting. The EB represents AIESEC Lugano to external organizations and persons in matter not involved in the projects. The EB represents the Local Committee towards AIESEC in Switzerland and AIESEC International. Each Vice President has to attend the respective functional meetings (Funky). In case he/she cannot attend the Funky, he/she can send a proxy. The EB is responsible to inform the members about this...
compendium and its legal implications. The EB is responsible to make the necessary modifications to this compendium. The modified compendium has to be approved by a simple majority of the present members at an Ordinary General Assembly. If an EB member does not fulfil his/her duties according to the job description, at least two other EB members have to give a written admonition to this EB member. If the EB member does not show any improvement within a reasonable period, the simple majority of the EB can request the impeachment of the respective EB member.

Chapter 8: Members

Art. 25 - Recruitment

.1 - General

Recruitment happens twice a year in spring and fall in coordination with the national recruitment campaign.

The EB can extend the application deadline and/or allow extraordinary recruitment if the EB estimates it to be necessary.

.2 - Recruitment Process

The recruitment process is defined as follows:

- The candidate is a young person of age between 18 to 30.
- The candidate submits his application, fulfilling all requirements.
- The responsible for recruitment, with at least one member of the EB, evaluate the application. If they deem the application suitable, the candidate is invited to interview.
- Every candidate shall have an individual interview with at least two members present. The responses of the interview are stored until EB revision.
- The EB and the responsible for recruitment vote upon the candidacy of every member.
- Every candidate that has obtained the majority of votes, shall be invited to sign the membership contract as soon as possible. In case of even votes, the President has the casting vote.
- When the membership contract is signed both by the candidate and a member with signature rights, the candidate is considered a member of AIESEC in Lugano with the rank of newbie, gaining all rights and duties of his rank.
- Exceptions: if the candidate has been a member of AIESEC of another term or entity, the EB can consider to give him the rank of senior immediately, with all consequent rights and duties.

Art. 26 - Active member

An active member is defined by the following rights and duties.

A contract must be signed between the Local Committee and the member based on the following right and duties.

.1 - Rights:

- Speaking and voting rights
- Candidate for official positions within AIESEC Lugano, AIESEC in Switzerland (MC) and AIESEC International (AI)
- Propose or to second motions
- Use the office for AIESEC related work
• Request an official confirmation at the end of his/her AIESEC membership that the/she has been an active member of AIESEC Lugano

.2 - Duties:

.2.1 Primary Duties
• Pay the basic membership fee
• Assume all responsibilities taken:
  • The responsibility for a task is considered as taken if a member has agreed to it in writing or verbally.
  • If a member has agreed to take over the responsibility for a task, but he/she is not able to fulfill it, he/she has to find a proxy and make sure that the proxy has all the information needed to fulfill the task.
  • No member is allowed to give any financial information to a third party outside AIESEC except the VP Finance in agreement with the LCP or vice versa.

.2.2 - Secondary Duties
• Attend all LC meetings
• If a member cannot attend a LCM he/she has to inform the VP TM at least 24 hours before the LC meeting takes place (e-mail, message, personally).
• Attend at least one conference per year and participate actively in the workshops
• No member is allowed to give any personal AIESEC information about another member to a third party in or outside AIESEC (e.g. outcome of entry talk, SRB etc.)

In order to be eligible to get member rights, a member affiliated to the LC Lugano must attend at least 80% of (1) the Local Committee Meetings and of (2) the Functional Meetings. In order to apply this article, (1) every responsible Vice President must track in a list of presence of his/her members during every Functional Meeting and (2) the Vice President Talent Management must do the same thing listed in (1) during the Local Committee Meetings.

Art. 27 - Loss of active membership
If a member does not fulfill all primary duties (Art. 26.1.2.1) or at least two secondary duties (Art. 26.1.2.2), an EB member has to give a written admonition to this member.
If the member does not show any improvement within a reasonable period, his/her superior has the right to demand the withdrawal of the active membership status. The decision is taken by the whole EB unanimously.
A member who has lost his/her active membership status is automatically excluded from AIESEC Lugano and cannot lodge any financial and otherwise claims from AIESEC Lugano.
If the excluded person wants to join AIESEC Lugano again, he/she has to go through the entire selection process again. Retroactively, he/she cannot lodge any claims, which concern the period before his/her exclusion from AIESEC Lugano.

Art. 28 - Resignation
If a member wants to resign from AIESEC Lugano, he/she has to inform the team leader about his/her resignation by writing an e-mail including the reasons for his/her resignation.
If the resigning member has agreed to take over the responsibility for a task, he/she has to find a proxy and make sure that the proxy has all the information needed to fulfill the task.
The respective team leader has to inform the VP PD and VP X about the resignation of this member.
Art. 29 - Alumni
If a member leaves AIESEC he/she has the possibility to become an alumnus. To become alumnus the former member must have attained the full membership status within at least one semester with AIESEC Lugano. The former member must ask to become an alumnus by filling in an application. The EB receives the applications and discusses them. In the case of doubt by the EB the applicant will be presented during the next General Assembly, which would lead to General Discussion. The LC will then vote on the case. Each alumnus is allowed to participate in all AIESEC meetings as auditor with speaking rights but without voting right.

Art. 30 Board of Advisory
The Board of Advisory is a group of 8 alumni. To become part of the Board, the alumnus must be elected during a General Assembly. The Board’s goal is to advise and support the EB. An official statement specific to the Board of Advisory must be created in which the tasks are clearly listed. The mandate for the Board’s members is one year minimum. A member of the Board can quit his/hers functions or continue for one more year if mutual agreement is found within the EB.

Art. 31 Honorary Membership
Each person in or outside AIESEC having been extremely valuable or active for AIESEC can be nominated to become honorary member. An honorary membership is given on request of any member except the person concerned, with a simple majority at an Ordinary General Assembly.

Chapter 9: Conferences
Art. 32 - Fees
National conferences: The members pay 100% of the price, this independently of the time they spend at the conference for each mandatory national conference. The members attending the conferences must pay the fee before the conference starts.
International conferences: He/she may apply for an international conference by handing in a motivation letter (one A4 page). If he/she gets selected by the EB, AIESEC Lugano will support the member with a maximum of 100 CHF.
In case a member has completed all mandatory conference-tracks, he/she has to pay the national/international conference him/herself. If the member is still actively working for AIESEC Lugano, he/she may request financial support by handing in a motivation letter (one A4 page). If he/she gets selected by the EB, AIESEC Lugano will financially support the member as mentioned in Art. 32 al.1/2. Alumni may not request any financial support for conferences.
The T-shirt which is needed for the conference is costing a maximum of CHF 30 CHF.

Art. 33 - Attendance for new members
Each new member has to attend an entire Newie conference (which happens twice a year, KickOff and DOIT).
If a new member is not able to attend the entire conference, he/she has to present good reasons to the EB. Nevertheless, the minimum attendance of a Newie conference is two full days.

Chapter 10: Voting and Election Procedures

Art. 34 - Chairperson

A chairperson has to be elected for every Ordinary and Extraordinary General Assembly. The chairperson is elected by simple majority of the present active members. The chairperson supervises and coordinates the Ordinary or Extraordinary General Assembly. The chairperson has no speaking and no voting right.

Art. 35 - Minute taker / Secretary

A minute taker / Secretary has to be elected for every Ordinary and Extraordinary General Assembly. The whole content of the Ordinary and Extraordinary General Assembly has to be stated in the minutes. The minutes have to be stored in a binder accessible for every member in the office.

Art. 36 - Quorum

Simple majority of the membership has to be present at the Ordinary or Extraordinary General Assembly in order to make its decisions legally binding.

Art. 37 - Motions

No motion shall be open for discussion until it has been seconded, but the proposer shall have the right to speak on a motion in order to find a seconder. A motion shall only be open for discussion after the proposer and seconder have been given the opportunity to speak in support of the motion.

Art. 38 - Voting

1 - Ordinary General Assembly

Only votes concerning the EB elections are secret (by ballot). All other votes are public. The current EB can decide if the LC elects every EB member, or if the LC elects just the new LCP and gives the vote of confidence to the others. In the second option the new elected LCP, the current LCP and at least one MC member elect the Executive Board after having review boards with the candidates. Each active member can either vote “in favor”, “against” or “abstention”. Proxy voting is not allowed. All decisions are taken by a simple majority of the present members. In case of equal votes, the President has the casting vote. In case two members are elected for the same position the following options are suggested:

- Second round
- Sharing of the EB term if the simple majority of the present active members agree on it

2 - Extraordinary General Assembly:

All votes are public. Each member can request a secret vote. Each active member can either vote “in favor”, “against” or “abstention”. Proxy voting is not allowed.
All decisions are taken by a simple majority of the present members. In case of equal votes, the motion is rejected.

Chapter 11: Demission of EB members, OCPs and team leaders

Art. 39 Demission
If an EB member, OCP or team leader would like to resign from his/her position after being elected, he/she has to inform his/her superior about his/her resignation including the reasons. In case of the LCP the superior is the LC coach of the MC.
The resigning person has to find a successor together with the EB and make sure that the successor has all the information needed to fulfill his/her job. Until a successor has been found, the resigning person has to fulfill his/her job in a way that best suits the interests of AIESEC Lugano.
The successor has to be elected following the election procedure stated in Art. 38.

Chapter 12: Legal liability

Art. 40 Legal liabilities of members and alumni
The member/alumni is entirely responsible for the intentional damage he/she has caused AIESEC Lugano. In case of damage the EB decides on the consequences, which should be applied to the member/alumni. Possible consequences are:
- The member/alumni are expelled from AIESEC and lose all his/her rights as member/alumni.
- All financial consequences caused by the damage have to be paid by the member/alumni.

Art. 41 Legal liabilities of EB members
All EB members commit to a careful and diligent management of AIESEC Lugano. This due diligence is harmed in the following cases:
If an EB member exceeds his/her competences as stated in his/her job description
If the VP Finance does not claim outstanding accounts from AIESEC Lugano debtors and in consequence AIESEC Lugano cannot pay its outstanding debts.
If an EB member misappropriates the assets of AIESEC Lugano.
In principle, AIESEC Lugano is liable as an entity with all its assets for the financial damage caused by the EB. However, if an EB member consciously harms the due diligence, the EB member is liable with his/her private means for all financial consequences. Additionally, all other EB members have to decide if the respective EB member should be expelled from AIESEC. In this case the EB member loses all his/her rights as AIESEC member. (Decision rules: see Art. 23).
Important: If an EB member or any other AIESEC member misappropriates the assets of AIESEC Lugano (see Art. 41 subparagraph 3) he/she is expelled from AIESEC and loses all his/her rights as AIESEC member. Additionally, he/she is liable with his/her private means for all financial consequences.
Chapter 13: Finance

Art. 42 - Security Reserve & Investment Fund

A security reserve fund will be kept on the savings account of AIESEC Lugano; this to ensure that in the worst case scenario the LC will have the minimum assets to operate its current operations. The reserve is a threshold that indicates how many financial assets must be held in the savings account.

This reserve cannot be used for regular operations or projects. If the LC faces the situation in which it lacks financial means to conduct its regular operations the reserve will be available for use.

If the total assets of LC in Lugano are equal or lower than the reserve, an external audit must be conducted and the EB will have to present a plan to stabilize the budget.

The reserve is calculated by taking the average expenses for regular operations on a two year basis. It also takes into account the estimated inflation rate for the following two years.

The difference between the total assets and the reserve is considered the investment fund. The EB should be encouraged to use this fund to invest in long term projects that align to AIESEC Lugano values and strategy.

Art. 43 Annual membership fee

The annual membership fee for all members is CHF 30 and must be paid in the beginning of the year, at the first LCM, with the conference fee and the t-shirt costs. The LC reserves the right to charge additional costs to the members that do not pay within one month following the first LCM. The members of the Executive Board are exempt of paying the membership fee. The amount can only be changed in a General Assembly and is based on the financial year.

Art. 44 Budgets for Projects

Every project has to have its own budget approved by the President and the Vice President Finance. Within his budget every OCP can decide on his own responsibility. Eventual travel costs have to be taken into consideration (see Art. 46)

Everyone working in a project has the right to get back his expenditures related to this project if the expenditure is approved by the OCP in advance and if he has a receipt.

Concerning travel costs Art. 46 is decisive

The Vice President Finance has to take care that the budget on its whole is kept within the limits.

Art. 45 Non Project related expenditures

Any other expenditure not related to a project has to be approved by the Vice President Finance except for the expenses caused by the Vice President Finance himself, which have to be approved by the LCP.

Every full member has the right to get back his approved expenditures if he has a receipt.

In case the amount surpasses CHF 50.- the approval has to be applied for in advance by the Vice President Finance.

Concerning travel costs Art. 46 is decisive

Art. 46 Travel cost

Each active member - 100% of the travel costs for company meetings

Each member of the Executive Board has the right to get the following financial compensations:

- 100% of the travel costs for compulsory national meetings (Functional Meetings)
- 100% of the travel costs for project-related travelling (e.g. visiting conference site)
- 100% of travel costs for national conferences
In any case only the cheapest reasonable way of travelling is paid:
Car: the travel costs are calculated on the basis of 0.40 CHF per km, and shall be mentioned to the VPF in advance.
Train: the travel costs are calculated on the basis of a SBB 1/2-abo, and the receipt is needed

Art. 47 Auditing
The books of each business year have to be controlled by an external auditor according to the regimentation of AIESEC Switzerland.
The Executive Board shall not be discharged before the results of the external audit have been approved.

Art. 48 EP and TN fees
EP fees The EP fees are fixed according to the national guidelines and due to financial situation of the LC. The fee to raise an EP form must be paid within two weeks after the contract is signed, the EP may only access the database and raise a form once the fee is paid.
The active members don’t have to pay for raising an EP form. They only have to pay the second additional fee of the EP fee stated in the EP contract. The same second additional fees have to be applied to every AIESEC Lugano member (incl. EB members). Each member who wants to go on a traineeship has to sign the national "Outgoing Students Fee and Refund Policy contract". The signing is mandatory and must happen directly after the member has decided to apply for a traineeship.
A refund can only be granted if the member meets the criteria mentioned in the national "Outgoing Students Fee and Refund Policy contract".
TN fee The TN fee is fixed according to the national guidelines.

Art. 49 General Remarks
The financial year lasts from July 1 until June 30. Only the VPF and the LCP have access to and can withdraw money from the bank accounts of AIESEC Lugano. New bank accounts can be opened only with the approval of the EB.
All compensations are only paid as long as the financial situation of the Local committee of Lugano is solid enough. This decision has to be taken by the Executive Board unanimously.
All expenses must be approved previously by the VPF. If the expenses have not been approved, the member is in charge of paying all expenses himself/herself out of his/her private means.
A double signing right is needed for any payment, meaning the LCP and the VPF must give their approval for any money transfer.

Chapter 14: Dissolution of AIESEC Lugano

Art. 50 Dissolution of AIESEC Lugano
AIESEC Lugano can only be dissolved at an Extraordinary General Assembly. Simple majority of the members have to be present at the Extraordinary General Assembly in order to make its decisions legally binding.
AIESEC Lugano can be dissolved by a unanimous decision of the Extraordinary General Assembly.
Upon dissolution the assets of AIESEC Lugano automatically become the property of AIESEC Switzerland. The assets shall be used for the reconstitution of the Local Committee of in Lugano. If a reconstitution has not been possible within three years after the dissolution, the assets of AIESEC Lugano shall be donated entirely to a nonprofit foundation.

Chapter 15: Concluding clause

This compendium replaces all former Compendia of AIESEC Lugano.

Lugano, General Assembly – 27.03.2018