

AIESEC Alumni Switzerland

Alumni Association of AIESEC in Switzerland

Compendium

Approved by the founding General Assembly
Bern, September 15th 2011

Name, Registration and Language

Art. 1 **Name and Registration**

AIESEC Alumni Switzerland (henceforth: association) is a non-profit association registered in Bern, the legal domicile, under Art. 60 ff. of the Swiss Civil Code.

Art. 2 **Language**

The sole official language shall be English.

Purpose

Art. 3 **Purpose**

AIESEC Alumni Switzerland contributes to the development of the Swiss Communities. Its activities show an overriding commitment to national and international co-operation and understanding. The purpose of AIESEC Alumni Switzerland is:

- To foster cultural understanding through own experience.
- To raise awareness for societal issues in the country and beyond.
- To develop further experiences made during the active membership in AIESEC and enhancing the contact between members of the association.
- To support projects and members of AIESEC with knowledge, experience and financial aid.
- To maintain the connection to the AIESEC Alumni International and other AIESEC Alumni organizations.
- To enhance the exchange of knowledge, experience and support of the career of members of AIESEC Alumni Switzerland.

Art. 4 **Non commercial purpose**

The association does not have a commercial purpose and does not seek for profit. The capital of the association is to be solely used for the purpose of the association.

Art. 5 **Relationship to AIESEC in Switzerland and AIESEC**

AIESEC Alumni Switzerland is independent from AIESEC in Switzerland, but shares the values and possibly supports its activities and members.

Membership

Art. 6 **Active membership**

Active members can be

- Former members of AIESEC in Switzerland
- Former members of other AIESEC entities, living in Switzerland

Art. 7 **Members of Honour**

Individuals who have supported AIESEC in Switzerland in an outstanding way, can be accepted as Members of Honour. The General Assembly of AIESEC Alumni Switzerland will decide in favour or against accepting Members of Honour on a case-by-case basis.

Art. 8 **Membership application**

An individual application for membership must be submitted to the Executive Board.

The Executive Board is the sole body who decides on the admittance of members to the association. The Executive Board can reject membership applications without mentioning any reasons.

Members taking part in the “Young Alumni Program” are not subject to pay any membership fee for the duration of the program.

Art. 9 **Resignation**

Members can withdraw their membership at the end of each calendar year, by submitting a written statement to the Executive Board.

Art. 10 **Expulsion**

The Executive Board can expel members if their actions put the association’s or AIESEC’s reputation and interests at risk.

Art. 11 **Termination of membership**

The membership automatically terminates if the member fails to pay the membership fee 60 days after the second payment reminder or in case of the member’s death.

Art. 12 **Claim for funds of the association**

Members that have resigned, have been expelled or whose membership has terminated do not have any rights to claim the funds of the association.

Art. 13 **Chapters**

Members with special interests or regional affiliation can found chapters supporting their interests.

The membership is open to all members, which are fulfilling the criteria given by the chapter.

Chapters are organizing activities in addition to the offerings given by AIESEC Alumni Switzerland.

The members of a chapter elect a chapter board amongst themselves, which is responsible to organize the chapter’s activities.

Chapters can receive an amount set by the General Assembly of AIESEC Alumni Switzerland to finance their activities. They are allowed to collect an additional membership fee set by the chapter General Assembly.

Existing AIESEC Alumni organizations in Switzerland can apply for collective application of all its members to become members of AIESEC Alumni Switzerland.

These existing alumni associations are considered as chapters of AIESEC Alumni Switzerland. They stay a legal entity in their own right, however they commit to the operating principles of AIESEC Alumni Switzerland.

Organization

Art. 14

Bodies

The bodies of the association are

- The General Assembly
- The Executive Board
- The Auditors

General Assembly

Art. 15

General Assembly Meeting

The meeting of the General Assembly shall take place at least once a year. The Executive Board decides on the date, place and time.

One fifth of the members or the auditors can call in an extraordinary general assembly. This extra ordinary general assembly shall happen within 2 months after calling in.

The meeting of the General Assembly has to be announced at least 20 days prior the date through the most common means of communication.

The members can submit motions latest until 10 days prior to the General Assembly. The motions have to be submitted to the President of AIESEC Alumni Switzerland.

Art. 16

Proxy

Members who cannot take part in the meeting of the General Assembly can be represented by another member of the association. The absent member must send a written confirmation to the Executive Board at the latest 3 days prior to the meeting of the General Assembly.

A member can hold only one proxy.

Art. 17

Voting and Decisions

- Voting is conducted by showing of hands. If demanded by 1/3 of the Members a decision can be taken either by a consecutive roll call (“one-by-one”) or by secret ballot.
- Members abstaining are considered as non-voting and therefore are subtracted from the majority (subtracting method). They retain the right to state in the minutes the reason for their abstention.
- The casting of votes shall be in the following order:
 - “Votes in favour”
 - “Votes against”
 - “Abstentions”

Except as otherwise stated in the compendium, decisions are taken by absolute majority of votes present or represented. In the event of a tie, the chairperson has the casting vote.

Art. 18

Authorities

The General Assembly is the highest decision making body and is responsible for:

- Supervision of the activities of the association
- Changes in the compendium
- Election, discharge and dismissal of the Executive Board
- Approval of the annual report, annual financial statement and the budget
- Approval of the membership fees
- Election and dismissal of the auditors

- Approval of Members of Honour

Executive Board

Art. 19

Authorities and composition

The Executive Board represents the association externally and holds the following responsibilities

- It decides on applications of new members and expulsion of members
- It invites and convenes to general assemblies
- It organizes the formations of commissions for special events and tasks
- It executes and re-enforces all decisions taken by the General Assembly
- It handles daily business for the association
- It legally represents the association externally
- It keeps the legally binding signature of the association
- It can lead legislative meetings

The members of the Executive Board are volunteers and have only the right to get their expenses for the organization reimbursed. Any expenses higher than the approved budget needs the consequent approval of the General Assembly.

The Executive Board consists of the following elected positions:

- One President
- At least one Vice-President
- One ex officio member of the AIESEC in Switzerland Member Committee

The term is of one year. Re-election is possible.

A member of the Executive Board loses affiliation by dismissal, withdrawal or death.

The Executive Board may appoint additional external members acting as consultants. They do not possess legal powers.

Auditors

Art. 20

The auditors are two people or one legal entity elected by the General Assembly as auditor(s) of AIESEC Alumni Switzerland.

The Auditors are checking the balance sheet and the annual financial statement, and make a report to the General Assembly once a year. They request the discharge of the finance responsible in the Executive Board.

Finance

Art. 21

Financial Year

The financial year of AIESEC Alumni Switzerland lasts from 1 January until 31 December

Art. 22

Accountability and Budget

The Executive Board is financially accountable to the General Assembly. Its budget is the basis for the administration of all income and expenditure, for the audit and for the discharge.

Art. 23

Membership Fee

The membership fee has to be paid annually and can be changed by the

General Assembly. The General Assembly has the possibility to set a fee structure based on clear criteria to segment the members

Alumni Fund

Art. 24 **Purpose and maximum funding**

The purpose of the fund is to support projects in AIESEC in Switzerland, related to the most current direction of AIESEC at the given moment. The maximum funding per application should be limited to 5'000 CHF or maximum half of the total project costs, whichever is lower.

Art. 25 **Applications and review**

Written applications can be submitted during the last two weeks of the quarter, with the last working day as deadline.

A review board consisting of

- One member of the AIESEC Alumni Switzerland Executive Board
- Two members of AIESEC Alumni Switzerland
- One member of the AIESEC in Switzerland Member Committee

will review all applications. The decision about granting of funding shall be made within two weeks after the application deadline.

Art. 26 **Fund income**

The fund is generated by volunteer donations from Alumni.

In case of a budget surplus of the association, the 80% surplus gets automatically transferred to the foundation and 20% are kept as reserves.

Dissolution

Art. 27 **Dissolution**

AIESEC Alumni Switzerland can only be dissolved by a unanimous resolution of the General Assembly.

In case AIESEC in Switzerland gets dissolved, AIESEC Alumni Switzerland shall remain. The General Assembly shall decide how the fund can be used in the future.

Art. 28 **Assets**

Upon dissolution, the assets and liabilities of AIESEC Alumni Switzerland shall be liquidated. Should the liquidation produce a positive net result, the corresponding amount shall be transferred to one or more organisations, which is exempted from tax and has its legal domicile in Switzerland. The final General Assembly deciding upon the dissolution identifies the appropriate organisations in co-operation with the competent tax authorities.

The compendium is approved by the founding general assembly on Sept 15th in Bern.