

IAESTE UNITED STATES POLICIES

PREAMBLE: The following policies outline organizational rules, detail organizational activities, and define membership. This document will serve as the basic manual on procedures that govern IAESTE United States. Undoubtedly, policies will be added and amended as IAESTE United States expands. The following policies should be used in combination with manuals and documents that reside on the IAESTE United States website. Additional materials are available upon request from IAESTE United States headquarters in Columbia, MD.

1. IAESTE A.s.b.l.
2. IAESTE United States Advisory Committee
3. Institutional Membership
4. Student Membership
5. Corporate Partnership
6. Strategic Partnership
7. Alumni and Friends
8. Regions
9. Regional reps
10. Student Conferences
11. Travel and Reimbursement
12. Scholarships
13. Alcohol
14. Finders fees

1. IAESTE A.S.B.L.

PURPOSE: To outline relationship to IAESTE A.s.b.l. (IAESTE's international organization).

POLICY DESCRIPTION: IAESTE United States represents IAESTE A.s.b.l.'s interests in the U.S. and is the sole representative of IAESTE in the U.S. IAESTE United States is operated by the Association for International Practical Training (AIPT). IAESTE United States will continue to be the U.S. representative of IAESTE A.s.b.l. as long as it acts in accordance with IAESTE's existing by-laws and statutes.

PROCEDURE: IAESTE United States is led by a Director. The Director serves as National Secretary, a position that is the official delegate to IAESTE A.s.b.l. IAESTE United States must adhere to the policies and procedures of IAESTE A.s.b.l.

2. IAESTE ADVISORY COMMITTEE

PURPOSE: To outline the structure and setup of the IAESTE Advisory Committee (IAC).

POLICY DESCRIPTION: The Director will convene an Advisory Committee that will act as the *national committee* of IAESTE United States (as stipulated by IAESTE A.s.b.l.).

The Director will select members based on recommendations from current IAC members and IAESTE staff. The members will represent industry, academia, student and professional members of IAESTE, and AIPT's Board of Directors. They will recommend changes and modifications to IAESTE United States' programming and initiatives in accordance with its mission. The IAC will also advise the Director on the strategic direction of IAESTE United States, recommend strategies that will increase participants, and enhance the quality of services provided to members and participants.

PROCEDURE: The group will be limited to a maximum of 14 members, who will serve without compensation. Standing members will include the four current student Regional Representatives, the National Secretary of IAESTE United States, and a liaison from AIPT's Board of Directors, to be appointed by the Chief Executive Officer of AIPT.

IAC members will serve two-year terms, beginning in November, and may serve a maximum of three consecutive terms. At the conclusion of each two-year term, the Director will seek input on the member's contributions to the IAC from IAESTE staff and other IAC members, and will evaluate whether to issue the member an invitation for renewal, if applicable. After having served three consecutive terms, a member must step down from the IAC for no less than one term, and may then return to the committee at the invitation of the Director. Term lengths and limits for Regional Representatives and the AIPT Board liaison will be governed by the respective policies for these groups.

Meetings shall be held at least two times per year, and preferably three times per year. Spring and fall meetings will be held in conjunction with AIPT's Board Meetings in June and November, and a winter meeting will be held in conjunction with the IAESTE United States National Conference in February. Upon request and when available, IAC members will be reimbursed for travel and lodging costs up to a specified amount determined by the Director.

The November meeting may be a conference call and will include an orientation for new members given by the Director. In the event that a new member cannot be present at the orientation, the Director will provide a private orientation for the new member in advance of the next regularly scheduled IAC meeting.

In the event that an IAC member cannot fulfill his or her duties, including meeting attendance, the Director reserves the right to remove that member from the IAC prior to the end of the member's term.

3. INSTITUTIONAL MEMBERSHIP

PURPOSE: The following information provides official guidelines regarding the establishment, annual registration, suspension, and termination of IAESTE United States Institutional Members. Additionally the following are the policies and procedures that must be followed to remain a Member.

POLICY DESCRIPTION: Institutional members are universities that have a recognized Local Committee on campus and have fulfilled all requirements to remain a Member. All IAESTE United States Local Committees are responsible for representing and promoting IAESTE United States' interests on campus. Local Committees will administer IAESTE United States activities, which have been delegated by the National Office.

PROCEDURE:

- 1) Establishment, Renewal and Termination of Institutional Members:
 - A. Establishment
 1. A prospective Institutional Member shall contact IAESTE United States to express interest in becoming a member.
 2. Must establish a Local Committee, which must become an officially recognized university student group. (The procedure for establishing a Local Committee on campus is outlined in Policy #3, Section #3)
 3. Complete the following forms, available from the National Office, and return to the appropriate Regional Coordinator by August 1:
 - a. Institutional Membership Application
 - b. Payment of the \$1000 initial institutional membership fee
 4. If accepted, the Institutional Member will be recognized and student Local Committee members will receive individual membership benefits. The NC will contact the Local Committee with a tax ID number upon IRS approval.
 - B. Annual Renewal
 1. Complete the following and send to the Regional Coordinator in the National Office (by August 1).
 - a. Institutional Membership Renewal Form with one of the following options selected to be completed by May 1 of the academic year:
 - (a) Payment of \$500 membership fee
 - (b) Submission of five job offers for international trainees
 - (c) Funding for two Local Committee members to attend the National Conference, which would include travel, registration and accommodation
 - (d) Be a lead academic institution for an IAESTE United States Short-term program.
 - C. Termination
 1. Failure to meet the above requirements (including those required of a Local Committee outlined in Policy #3, B) by the deadlines specified will result in the Institutional Member either being placed on probation or not being invited back the following year.
 2. If the terminated Institutional Member would like to re-apply for membership, they may do so the following year.
 - D. The IAESTE United States Short-term programs: IAESTE United States Institutional Members are part of a consortium of schools that can develop and/or share international experiential programs. IAESTE United States can provide support to Institutional Members for program development. IAESTE United States can provide program development services and support to institutional members in exchange for a fee. The fees charged will be based on the services rendered.

- E. All short-term programs must fulfill the guidelines and criteria as outlined by IAESTE United States, including but not limited to the following requirements:
 - 1. Be experiential in nature, that is, the program should not be pure classroom learning study abroad programs; must incorporate some sort of hands-on experiential learning element, such as a joint research project with in-country students, site visits to technical entities (companies, universities, etc.), service-learning project or internship.
 - 2. Be technical in nature. While there can be a culture/history learning component, there must also be a technical component. Programs should be specialized for technical (engineering, science and architecture) students only whenever possible.
 - 3. Have a program fee that is as affordable as possible.
 - 4. Offer scholarships, whenever possible.
 - 5. Should be open to IAESTE student members from any U.S. institution.
 - 6. Ensure that all student participants on the program are current members of IAESTE United States.
 - 7. Provide a list of all student members who participated in the program to IAESTE United States by no later than September 1 each year
- 2) The purposes and activities of the Local Committee and the relationship with the IAESTE United States National Office:
 - A. Purposes
 - 1. To work towards IAESTE United States' mission of *"Developing global skills in tomorrow's technical leaders."*
 - 2. To serve IAESTE United States' membership with services and opportunities that promotes our mission.
 - 3. To promote and arrange educational activities for U.S. and international students in order to advance their knowledge of the art and science of engineering, and other technical fields of study, leadership, and cultural education.
 - 4. To further international understanding and goodwill among students, host companies, educational institutions, and the community at large.
 - B. Activities
 - 1. Cultivate domestic internships with U.S. employers in return for sending their members overseas for international internships.
 - 2. Represent IAESTE United States on campus.
 - 3. Execute student organization activities that promote the mission and purposes of IAESTE United States.
 - 4. Assist with locating housing and organizing social events for incoming international IAESTE student trainees.
 - 5. Participate in student conferences.
 - 6. Engage in fundraising activities only when they support the mission and purposes of IAESTE United States.
 - C. Financial Status:

1. IAESTE United States Local Committees are unincorporated associations with governing Constitutions associated with IAESTE United States, a program of AIPT.
2. IAESTE United States Local Committees and Institutional members are responsible for finances covering operations.
3. Assets and liabilities for each Local Committee will remain its own.
4. The "Chapter Affiliation Agreement," which must be completed by all IAESTE United States Local Committees, outlines the approved activities of the Local Committees, addresses intellectual property issues, and defines conditions for revocation of the agreement.

D. Tax Status:

1. AIPT (and its IAESTE United States program) is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The chapters (Institutional Members) of IAESTE United States and AIPT are operated exclusively for the benefit of, to perform the functions of, or to carry out the specific purposes of Association for International Practical Training and its IAESTE United States program.
2. AIPT and its IAESTE United States program have been granted a group exemption from the Internal Revenue Service, which allows Local Committees to apply for Federal Taxpayer ID numbers and to file their financial statements with the National Office of IAESTE United States instead of the IRS. All new IAESTE United States Local Committees are required to apply for an individual Federal Taxpayer ID number through IAESTE United States by completing the "Tax ID Application Form" located on the student members-only Web site (www.iaesteunitedstates.org) and submitting it to IAESTE United States, who will forward the application to the IRS.
3. Upon the submission of the completed "Chapter Affiliation Agreement," a set of by-laws to IAESTE United States in accordance with the "Sample by-laws" provided in the LC Manual, and the "Tax ID Application Form," AIPT will request tax-exempt status for each Local Committee. Tax ID information will be sent to each of the IAESTE Local Committees after the IRS issues a Tax ID number.
4. AIPT and its IAESTE United States program is required to file a roster of qualifying Local Committees annually, including new and terminated LCs, with the IRS by September 30.

E. Fundraising:

1. IAESTE Local Committees should only engage in fundraising to support the activities of the Local Committees and IAESTE United States' mission.
2. Fundraising must be done in compliance with all Internal Revenue Code and university policies.
3. IAESTE United States defines fundraising as one of three categories; sponsorship, donations and earned income.

4. Sponsorship pays for specific Local Committee activities and/or events. All sponsorship must be reported to the National Office on the Semi-Annual Financial Report.
5. Donations are defined as a financial contribution that supports the general efforts of IAESTE United States and its chapters. While a donor can specify that funds be used to support a particular Local Committee, all donations made to Local Committees must be paid to the national office. Funds provided by universities are the exception to this rule; since Local Committees are official student organizations, grants, donations, and other forms of university support do not need to be paid to the national office.
6. Earned income refers to selling a product or service for a fee. All sales must be conducted in accordance with university policies.

F. Voting:

1. Issues eligible for Local Committee voting include but are not limited to the following:
 - Selection of Regional Conference Hosts
 - Election of Regional Representatives
 - Establishment of national committees to address issues

3) Establishment and Maintenance of Local Committees:

A. Establishment

1. Local Committee must become an officially recognized university student group.
2. Submit bylaws to National Office. It is important to use the "Sample By-Laws" found in the LC Manual since it contains language required by IAESTE United States explaining the relationship to the National Office.
3. Ensure that university is in the process of becoming an institutional member.
4. Complete the following forms, available from the National Office, and return to the appropriate Regional Coordinator by August 1:
 - a. IAESTE United States Chapter Affiliation Agreement
 - b. Tax Application to receive a Federal Tax ID Number as part of IAESTE United States' Group Exemption
 - c. Student Local Committee officer signature on Institutional Membership Application
 - d. Bylaws

B. Maintenance

1. University must be a current Institutional Member.
2. Submit at least two job offers and provide reception for international interns during the academic year of establishment.
3. Have at least fifteen (15) dues-paying Local Committee student members by May 1.
4. Submission of Semi-Annual Financial Reports December 1 and May 1.

5. Send at least two members to the IAESTE United States National Conference. If unable to meet this requirement, the LC officers must contact the National Office at least one week prior to the conference to explain their circumstances and receive a written exemption from the Director.
6. Adhere to all by-laws, policies, and guidelines of IAESTE United States.

4. STUDENT MEMBERSHIP

PURPOSE: To outline terms of Local Committee and At-Large student membership in IAESTE United States.

POLICY DESCRIPTION: Student members are divided into two categories: Local Committee student members, and At-large student members, who are students from schools who are not Institutional Members that are able to participate in IAESTE United States activities.

PROCEDURE:

- 1) Local Committee Student Members
 - A. Must be enrolled in a Bachelor's, Master's, or Ph.D. technical program.
 - B. Must join through an officially recognized Local Committee where they are enrolled.
 - C. Any student members not maintaining student status will be removed from national membership rolls.
 - D. Prospective student members must submit a membership application to their Local Committee.
 - E. Applications must first be recorded at the Local Committee office where student status must be verified. Local Committees must forward all applications to IAESTE United States, where members will be placed on rolls of organization.
 - F. Dues of \$25 must be made payable to IAESTE United States/AIPT.
 - G. The membership year runs from September 1 through August 31.
 - H. IAESTE United States will send membership packets to Local Committees for distribution to new members.
- 2) At-Large Student Members
 - A. Must be enrolled in a Bachelor's, Master's or Ph.D. program at an accredited U.S. college or university offering an approved curriculum in engineering, computer science, natural and physical sciences, architecture, agricultural sciences, or other technical fields.
 - B. Only students attending colleges or universities that do not host an IAESTE United States Local Committee are eligible for at-large membership.
 - C. Any student members not maintaining student status will be removed from national membership rolls.

- D. Prospective at-large student members must submit a membership application to the National Office.
- E. Dues of \$25 must be payable to IAESTE United States/AIPT.
- F. The membership year runs from September 1 through August 31st.

5. CORPORATE PARTNERSHIP

PURPOSE: To define Corporate Partnership as a membership category for industry.

POLICY DESCRIPTION: Corporate Partners are companies that submit membership payment based upon bundled services.

PROCEDURE:

- 1) Prospective Corporate Partners are identified as companies desiring more than one available service.
- 2) Prospective Corporate Partners are given a proposal by the Director of bundled services based upon the company's needs.
- 3) Once the proposal is accepted, the Corporate Partner must then submit the membership fee and signed registration.
- 4) Dues must be made payable to IAESTE United States/AIPT.
- 5) The membership year runs one year from the time dues are received.

6. STRATEGIC PARTNERSHIP

PURPOSE: To define Strategic Partnership as an agreement between like-minded organizations.

POLICY DESCRIPTION: Strategic Partners are like-minded organizations that can advance IAESTE United States' mission as well as their own missions through partnership.

PROCEDURE:

- 1) Prospective Strategic Partners are identified by the Director.

7. ALUMNI AND FRIENDS

PURPOSE: To outline terms of and definitions of Alumni and Friends.

POLICY DESCRIPTION: Alumni are individuals who while in school were either Local Committee or At-Large student members, and have now graduated. Friends are defined as those that support IAESTE United States through an annual donation.

PROCEDURE:

- 1) Alumni must meet the following criteria:
 - A. have been a registered dues paying student member.

- 2) Friends must submit a minimum donation of \$25 and must be made payable to IAESTE United States/AIPT. The benefits to Friends continue for one calendar year starting in January. Friends must meet one of the following criteria:
- B. Willing to support the mission of IAESTE United States.

8. IAESTE UNITED STATES REGIONS

PURPOSE: To outline regions of IAESTE United States.

POLICY DESCRIPTION: As of October 22, 2005, there are four regions of IAESTE United States:

- East
- Midwest
- Central
- Pacific

Changes to these regions will be made in accordance with the following procedure.

PROCEDURE:

- 1) Assignment of Institutional Members to regions:
 - A. All chapters will be organized into IAESTE United States Regions.
 - B. Prospective chapters will be assigned to the appropriate region by the National Office.
- 2) Naming of Regions:
 - A. Regions will be named, with the consent of the National Office, by a motion introduced by an Institutional Member or by the National Office during the General Business Meeting at the National Conference, or at the Regional Conference of the affected/created region.
 - B. The National Office may request a region be renamed by a motion at the General Business Meeting at the National Conference.
- 3) Splitting, redefining, or merging of regions:
 - A. A region may be split, with the consent of the National Office, by a motion introduced by an Institutional Member or by the National Office and simple majority vote taken during the General Business Meeting at the Regional Conference.
 - B. Boundaries of two or more regions may be redefined, with the consent of the National Office, by a motion introduced by an Institutional Member or by the National Office and simple majority vote taken during the General Business Meeting of the National Conference
 - C. Two or more regions may be merged, with the consent of the National Office, by a by a motion introduced by an Institutional Member or by the National Office and simple majority vote taken during the General Business Meeting of the National Conference.

- 4) Each region shall be represented on the IAESTE Advisory Committee and at General Business Meetings by one Regional Representative. See Policy 16.

9. REGIONAL REPRESENTATIVES

PURPOSE: To outline the policy and procedure for IAESTE United States Regional Representatives.

POLICY DESCRIPTION: Regional Representatives are elected student members that represent their region and serve on the IAESTE Advisory Committee. Representatives also fulfill the responsibilities listed in the LC Manual. The Regional Representative is elected at the Fall Regional Conference. Although not required, a best practice would be that there will be two Regional Representatives elected per region. The primary Regional Representative is designated to attend IAC meetings. The secondary Regional Representative is elected in order to serve as a mentor, and to attend IAC meetings in the event that the primary Representative cannot attend. The secondary Representative ideally is the primary Representative from the previous year, and can serve as such even after graduation.

PROCEDURE:

- 1) Student Regional Representatives must be either past or current LC officers.
- 2) Student Regional Representatives serve a one year term and are limited to two consecutive terms.
- 3) Regional Representatives are elected according to the procedure listed in the Fall Regional LC Conference Planning Guide and the Rules of Order for Conducting Meetings (Appendix A).
- 4) Regional Representatives will serve as non-voting delegates (unless a tie exists) at all Business Meetings.
- 5) In the event that a Student Regional Representative cannot fulfill his or her duties, the Director reserves the right to select an eligible and capable student from the respective region to fulfill the Regional Representative's duties.

10. STUDENT CONFERENCES

PURPOSE: To outline student conferences and events.

POLICY DESCRIPTION: Currently five student conferences and meetings take place each year:

- 1) Fall Regional Conferences
- 2) IAESTE United States National Conference
- 3) Regional Student Representative Meeting
- 4) Spring Retreats
- 5) JUMP! Seminar

PROCEDURE:

- 1) Fall Regional Conferences

- A. One conference per region is held annually at the start of the fall semester.
 - 1. Purpose of the conference:
 - a. Provides Local Committees and their members the opportunity to develop the skills and education needed to successfully run a Local Committee on their campus.
 - b. Delivers workshops on topics such as job-raising, leadership development, IAESTE National and International structure, and fundraising.
 - c. Allows IAESTE United States members from the region to share experiences, network, and get to know and learn from each other.
 - 2. Fall regional conferences must be hosted by current Institutional Members. Annual Regional Business Meeting: takes place at the Fall Regional Conference and provides a forum at which the business of the region is discussed and the following issues, at a minimum, are decided:
 - B. Elect a Regional Representative
 - C. Elect the host for the next Fall Regional Conference
 - D. Meeting structure:
 - 1. Discussion and voting are conducted in accordance with the document Rules of Order for Conducting Meetings, based on Robert's Rules of Order, and attached to this document as Appendix A.
 - 2. Quorum: Representatives from 3/5 of recognized Institutional Members must be present for voting to take place.
- 2) IAESTE United States National Conference
- A. Purpose of the conference
 - 1. Bring members together to attend sessions relating to IAESTE activity
 - 2. Provide educational sessions aimed at professional development and leadership
 - 3. Maintain a networking opportunity for student and professional members
 - B. Components of the National Conference
 - 1. Global Opportunities Fair
 - a. An exhibition for potential employers, international organizations, and graduate programs to meet with students and professionals who are looking for new prospects.
 - 2. Regional Meetings
 - a. Regional meetings will take place for each of the current regions.
 - b. Led by Regional Representatives, members will discuss issues and present them to the National Office.
 - c. Venues for the Spring Retreats will be selected.
 - d. Dates for the Fall Regional Conferences will be selected.
 - 3. IAC Meeting
 - a. The IAC will meet at the National Conference; see Policy 2.

4. Annual National Local Committee Business Meeting: Provides a forum for Local Committee leadership to discuss various issues facing IAESTE United States chapters.
 - a. The Director will appoint a conference chair to preside over the meeting.
 - b. The Director will circulate an agenda prior to the meeting.
 - (a) Additions to the agenda will be accepted until January 1.
 - (b) Amendments to the agenda may also be made by motion before the start of the business meeting.
 - c. Issues to be discussed/decided by the Annual National LC Business Meeting include:
 - (a) Confirmation of Fall Regional Conference venues
 - (b) Confirmation of dates and locations of Spring Retreats
 - d. Meeting structure:
 - (a) Discussion and voting are conducted in accordance with the "Rules of Order for Conducting Meetings," based on Robert's Rules of Order, and attached to this document as Appendix A.
 - (b) Quorum: Representatives from 3/5 of recognized LCs must be present for voting to take place.
- 3) Spring Retreats
- A. Purpose:
 1. Allows IAESTE United States Local Committees and members from the region to come together to promote IAESTE and its mission.
 2. Provides a forum for Local Committee members to discuss issues affecting the operation of the Local Committees and to implement best practices.
 3. Emphasizes the importance of building successful relationships amongst members in the region, preparing for the reception of international trainees, and motivating students to develop the necessary leadership skills to effectively operate local committees on their respective campuses.
 - B. Retreats are organized by the elected student Regional Representatives.
- 4) JUMP International LC Conference:
- A. Purpose of the conference:
 1. Motivates members through seminars and group discussions.
 2. Provides a forum for Local Committees from around the world to discuss common challenges and strategies.
 3. Educates new members about core activities such as LC management, marketing, fundraising, reception, and job-raising.
 - B. Attendance at JUMP!:
 1. JUMP takes place each September/October in Europe.
 2. Eligibility and selection: student participants attending JUMP Seminar will be selected by a committee at IAESTE United States.
 - a. Interested students must submit the "JUMP Application," found on the student members-only Web site. The deadline will be listed on the application.

- b. In order to be eligible to apply for the funding, a prospective applicant must be:
- c. An official member of IAESTE United States for at least one full semester.
- d. A full-time student for the semester in which JUMP takes place.
- e. Available for the duration of JUMP plus travel time.
- f. In possession of a valid passport by the application deadline.
- g. Funding recipients will be selected based upon the essays submitted with the applications, as well as previous contributions to the Local Committee and demonstrated leadership skills.
- h. Funding recipients will be informed of the amount of funding awarded at least four weeks prior to the start of JUMP. Funding will be allocated as available in the current budget.
- i. Students must adhere to IAESTE United States' policies regarding drugs and alcohol.

C. Funding:

- 1. Funding is designed to cover travel costs only. All other expenses will be paid by participants.
- 2. In order to receive the awarded funding, a request for travel expense reimbursement should be printed on an AIPT expense form, accompanied by all receipts, and submitted to IAESTE United States. Appropriate and complete documentation must be received no later than two weeks after the end of the conference.

11. TRAVEL AND REIMBURSEMENT

PURPOSE: To list the limits of expense reimbursement and establish the rules of qualification for an expense reimbursement. Members are expected to exercise good judgment and conduct travel in the most efficient and cost effective manner possible. All reimbursements must be approved by the National Office in advance of expenditure.

POLICY DESCRIPTION:

- 1) Basis for travel expense reimbursement
- 2) Rules for reimbursement
- 3) Eligibility for travel reimbursement

PROCEDURE:

- 1) Basis for travel expense reimbursement.
 - A. Transportation:
 - 1) Travel by air: Members must make all air travel arrangements whenever possible. Please consult the National Office for travel cost guidelines for all IAESTE conferences. Members should plan air travel in advance. Large discount fares with penalties are encouraged

where the probability of cancellation is low. Penalties for cancellation will be paid where authorized by National Office. Otherwise, round trip coach should be utilized if available.

- 2) Travel by public ground transportation: Round trip rail and/or bus fare and local fares to and from terminals. Public transportation is recommended unless private transportation is necessary.
 - 3) Travel by private automobile: Mileage at the maximum allowable rate under current Internal Revenue Service guidelines, plus tolls and parking. Reimbursement shall not exceed \$300.00 under non-emergency travel conditions. Car-pooling is encouraged.
 - 4) Travel by rental car: Rental fees, fuel (with receipts), tolls, and parking shall be reimbursed if no private car transportation means are available or if a large vehicle transporting many members is more cost-effective than several smaller vehicles. Full insurance should be purchased and is the responsibility of the renter, not IAESTE United States or AIPT. Car-pooling is encouraged.
- B. Other expenses: Upon receiving approval from the National Office, other expenses may be approved, including actual subsistence and hotel room expenses and other normal travel expenses, if reasonable and necessary, for each day or part of a day on IAESTE business. Approval may be given for additional days if this results in overall reduction in travel contribution.
- 2) Rules for paying a travel expense reimbursement.
 - A. The person is among those eligible to receive travel expense reimbursement as defined by IAESTE United States in accordance with its current policies governing the event.
 - B. Upon receiving approval of travel reimbursement, a request for travel expense reimbursement should be printed on a travel reimbursement form, accompanied by proper receipts, signed, and submitted to IAESTE United States. This form is available from the National Office.
 - 3) Parties eligible for travel expense reimbursement.
 - A. Student member or Local Committee of IAESTE United States with approved application for travel expense reimbursement. The National Office provides limited funding for travel to certain IAESTE United States sanctioned conferences.
 - B. IAC member upon prior agreement with Director.
 - C. Professional member performing approved activity for National Office.
 - D. The Director reserves the right to administer travel stipends for IAC members in special circumstances provided monies are available in the current budget.
 - 4) Procedure for applying for National Conference travel funding support:
 - A. Local Committee Presidents can apply for funding on behalf on their Local Committee by completing an application (available from the student members-only Web site) and submitting to the National Office by December 1.
 - B. The National Office will approve funding for Local Committees requesting assistance based on many factors including anticipated travel costs, number of students registered to attend, and independent Local Committee fundraising efforts.
 - C. Local Committees will be informed of the amount of funding awarded by December 15.

- D. In order to receive the awarded funding, a request for travel expense reimbursement must be printed on an AIPT expense form, accompanied by all receipts, and submitted to IAESTE United States. Appropriate and complete documentation must be received no later than two weeks after the end of the conference.

12. IAESTE UNITED STATES SCHOLARSHIPS

PURPOSE: To outline the policy and procedure for selecting and awarding IAESTE United States scholarships.

POLICY DESCRIPTION: IAESTE United States awards scholarships to student members sent abroad on the IAESTE United States international programs. The quantity and value of scholarships available is contingent upon the IAESTE United States annual budget.

PROCEDURE:

- 1) Applicants must submit their application to IAESTE United States by December 1. Applications are found on the internships section of www.iaesteunitedstates.org.
- 2) A scholarship awards panel, consisting of members of the National Office staff, will select and notify the winners by January 1.
- 3) Criteria for selecting scholarship winners are based on the individual scholarship's application requirements, quality of essays, and any additional criteria required by specific scholarships.

13. ALCOHOL AND CONTROLLED SUBSTANCES

PURPOSE: To outline IAESTE United States' policy relative to the use of alcoholic beverages and controlled substances. It is important that IAESTE Local Committee sponsored events are conducted in a manner that demonstrates to the community a responsible professional image and exhibits responsible citizenship.

POLICY DESCRIPTION:

- 1) It is IAESTE United States' policy that alcoholic beverages:
 - a. Shall not be the central focus of events in which units of IAESTE United States participate
 - b. Shall not be publicized as an inducement for attending an event in which units of IAESTE United States participate
 - c. Shall be served only by and at licensed establishments whenever possible
 - d. Shall only be available when non-alcoholic beverages are also available
 - e. Shall be served only in compliance with all Federal, State, and local laws and/or ordinances
 - f. Shall be served only in compliance with the policies and regulations of the relevant educational institutions when students are involved

- 2) Illegal use of controlled substances at an event in which units of IAESTE United States participate is prohibited.

PROCEDURE: Responsibility for ensuring compliance with this policy is vested in the IAESTE United States unit(s) involved in organizing the event.

14. LOCAL COMMITTEE FINDER'S FEES

PURPOSE: To outline the policy and procedure for obtaining finder's fees.

POLICY DESCRIPTION: Finder's fees are intended to assist Local Committees offset the costs associated with receiving international students. A finder's fee is issued to each Local Committee for each employer offer fee received by the National Office.

PROCEDURE: Finder's fees will only be awarded if the following criteria are met:

- 1) Semi-annual financial reports are submitted to the National Office as stipulated in the LC Manual.
- 2) Institutional Member is in good standing in accordance with policies.
- 3) Employer program fee is paid for each corresponding finder's fee.

Appendix A

RULES OF ORDER FOR CONDUCTING MEETINGS

The following points are taken from Robert's Rules of Order, an internationally recognized reference guide for meeting procedures. Its purpose is to assist assemblies in carrying out the work for which they were designed. To do this, it may be necessary to place limitations on individuals somewhat to further the interest of the whole. This document is meant to assist those delegates participating in all business meetings.

1. General
 - a. During the debate, or while the Chairperson is speaking or the assembly is engaged in voting, no member is permitted to disturb the assembly by whispering or walking across the floor.
 - b. All remarks must be addressed to the Chairperson and confined to the question before the assembly, avoiding all personalities and reflections upon anyone's motives.
 - c. IAESTE United States will allow each individual two opportunities to speak, for up to 2 minutes during the debate of any question.
2. Participants and Voting Roles
 - a. One delegate from each Local Committee shall participate in each meeting.
 - i. Delegate should be the Local Committee President or the President's designated representative.
 - ii. Local Committees may nominate candidates for office or conference host.
 - iii. Local Committees may vote in all issues.
 - b. Current Regional Representatives shall participate in each meeting.
 - i. Regional Representatives may nominate candidates for office or conference hosts, but may not nominate themselves for any official position.
 - ii. In the event of a tie, Regional Representatives will cast the deciding vote.
 - iii. For purposes of a quorum, Regional Representatives must act as Local Committee voting delegate if no other Local Committee delegates are present.
 - iv. Regional Representatives acting as Local Committee delegates may not cast deciding vote(s) in case of a tie.
 - c. One or more representatives from the National Office shall participate in each meeting.
 - i. National Office representatives shall be the Director and/or Director's designated representative, and additional members of the National Office as appointed by the Director.
 - ii. National Office representatives may not nominate candidates for office or conference hosts.
 - iii. If a tie remains after Regional Representatives have voted, the National Office will cast the deciding vote.

- iv. If all Regional Representatives are acting as Local Committee delegates, the National Office representative will cast the deciding vote in case of a tie.
 - v. If current Regional Representative is a candidate for office or is not present at a Regional Conference, the National Office will cast the deciding vote in case of a tie.
 - d. Other participants, as indicated by Chairperson, may participate in select meetings.
 - i. Other participants shall hold an advisory role in the meeting, as indicated by the Chairperson.
 - ii. Other participants may not nominate candidates for office or conference hosts.
 - iii. Other participants shall not vote in any issue.
- 3. Quorum
 - a. A roll call must be taken at the beginning of each business meeting
 - b. Representatives from 3/5 of recognized Local Committees must be present for voting to take place.
 - c. National Office Representatives do not count towards quorum.
 - d. Local Committees who have designated proxy do not count towards quorum.
 - e. Other participants, as indicated by the Chairperson, do not count towards quorum.
- 4. Proxy Designation
 - a. Local Committees unable to provide a voting delegate to attend the meeting may designate a proxy on their behalf.
 - b. Request to designate a proxy must be provided in writing to the National Office, who will forward this information to the Chairperson and voting proxy delegate prior to a vote being taken.
 - c. Local Committees designating proxy must designate another Full Local Committee, not an individual, to act on their behalf at the meeting.
 - d. Each voting Local Committee may act as proxy to only one (1) absent Local Committee.
 - e. Rights granted to proxy delegates:
 - i. Proxy delegates may vote on behalf of the absent Local Committee at the discretion of the proxy delegate.
 - ii. Proxy delegates may not nominate candidates for office or conference host on behalf of the absent Local Committee
- 5. Nominating Procedures
 - a. Issues requiring nomination of candidates include, but are not limited to, election of Regional Representative and Regional Conference host.
 - b. When such an issue arises, the Chairperson will ask for nominations from the floor.
 - c. A Local Committee may not nominate itself for Regional Conference host.
 - d. A Local Committee may not nominate a member of that Local Committee for Regional Representative.
 - e. The Chairperson will ask each nominee if they accept the nomination.

- i. After all nominees have been given the opportunity to accept or reject the nomination, nominees will be given an opportunity to speak to the assembly.
 - ii. The Chairperson will determine the order in which nominees will speak.
 - iii. After all nominees have spoken to the assembly, delegates will be allowed to pose questions to the nominees.
6. Voting Procedures
 - a. When the debate has ended, the Chairperson will ask the assembly if they are ready to vote on the motion. The Chairperson will then reread the motion (as amended if any amendments have been made) and voting will begin.
 - b. Simple majority will decide all issues within IAESTE United States except those issues specified in the IAESTE United States Policies requiring a larger majority for passage.
 - c. With the exception of specific issues requiring secrecy, all voting will be made by show of hands. Any delegate may move for a count of the voting body.
 - d. Issues requiring secrecy shall be voted by ballot and collected by tellers appointed by the Chairperson. These include but are not limited to the following:
 - i. Induction, suspension or termination of Local Committees
 - ii. Selection of Regional Conference Host
 - iii. Election of Regional Representatives
 - e. Any delegate may call for ballot vote in any issue. Simple majority will approve this.
7. Business Meeting Agendas
 - a. All agenda items must be submitted one (1) month prior to the business meeting.
 - b. All agendas must be proposed in advance of the meeting and approved at the beginning of the meeting.
8. Introducing an Item of Business at the Business Meeting
 - a. Whenever a motion has been made and seconded, it is the duty of the Chairperson, if the motion is in order, to restate the proposal so that delegates know what is before them.
 - b. The motion shall be worded in the affirmative whenever possible.
 - i. "I move that we ..." instead of "I move that we do not ..."
 - c. Before a delegate can put forward a proposal or address the assembly on any question, he/she must first obtain the floor by attracting the attention of the Chairperson. Where two or more people put their hands up at the same time, the Chairperson must decide who is entitled to the floor.
 - d. When a formal motion is being debated, the delegate who brought it before the assembly may speak first, followed by other individuals who wish to speak.

- e. When a main motion is before the assembly it must be accepted or rejected or disposed of in some way before another subject can be introduced.

9. Making Amendments

- a. An amendment or secondary motion can only be made after the main motion has been stated and before the vote taken. The Chairperson should clearly state the amended motion. The ways of introducing an amendment are as follows:
 - i. Words can be added or inserted, provided the nature of the proposal remains the same
 - ii. Words can be deleted
 - iii. Certain words can be deleted and others substituted
 - iv. A resolution or paragraph can be reworded to substitute what was previously there, provided the subject remains the same.
 - v. The question can be divided into two or more questions.
- b. An amendment can itself be amended in the same ways.

10. Questions of Order

- a. A point of order must be decided by the Chairperson without debate. Any delegate may draw the attention of the Chairperson to an apparent breach of order and the Chairperson decides the point.
 - i. "Point of order ..."

11. Postponing Consideration or Closing a Debate

- a. If a delegate wishes to postpone the consideration of a question, he/she can either propose to lay the question on the table (without specifying a time for its reconsideration) or the delegate may propose that the motion be postponed to a definite time to be agreed by the assembly.
 - i. This motion is not something for debate, but is a straight yes/no vote, decided by simple majority.

12. Withdrawing a Proposal

- a. If the delegate who had put forward a motion wishes to withdraw or modify it or substitute a different one in its place, the Chairperson can give permission for this to be done, providing no objection is made.

13. Setting up a Committee

- a. A delegate may put forward a proposal to refer the subject in question to a committee. Such a motion must be seconded and voted upon and can be carried by a simple majority. The number and kind of a committee need not be decided until after it has been agreed to refer to the subject. There are different types of committees: sometimes the Chairperson of the assembly appoints members to the committee and no vote is taken upon them. Alternatively, nominations may be made either by the Chairperson or delegates and they are then voted upon.