**AIESEC Canada Membership Code Appeals Process Proposal**

Seeing as there is no current appeals process to decisions regarding the membership code, the Membership subcommittee proposes the following protocol in an effort to increase transparency.

To officially appeal an MSC decision, the LCP of the LC in question must fill out the form below. Only the local committee in question can appeal decisions regarding their own entity. Appeals can only be made regarding the reversal of a failed membership code standard or substandard if the LC in question can prove one of the following:

1. Miscommunication[[1]](#footnote-1) from the MSC to the entity in question
2. Provide direct quotations from the membership code of not failing said standard
3. Provide evidence of technical issues not under control of the LC

Applications must also adhere to the following rules:

* Applications must be submitted within one (1) week of the release of the membership report
* Applications and all related material must be submitted to the MSC at msc2013@aiesec.ca by the aforementioned date. The application must be submitted in a WORD doc file, while the other documents can be submitted in other formats but must be in the same email.
* An application must be filled out for each membership standard in question.
* Supporting documents not submitted by the submission deadline will be considered late, and are not grounds for appeal.

Once submitted the MSC will review the application and provide a ruling prior to the next legislation session. If additional information is required, the MSC will contact the LC in question.

 The decision will be made by a simple majority vote among the Membership Subcommittee, which includes the 4 LCP representatives, the IAT Team Leader, the MCVP Organizational Development, and the Member Committee President of AIESEC Canada. The only exception being if one of the LCP representatives appeals a decision, in which case he/she will not be part of the decision making process.

Appeals rulings will also be put in the MSC report, and will be presented at the next legislation session. Once a decision is made following an official appeal it cannot be re-appealed.

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| **AIESEC Canada Membership Code Appeal Form** |
| Local Chapter |  |
| Contact Name |  |
| Position in LC |  |
| Email |  |
| Phone |  |

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| What standard’s decision are you appealing? |
| *Indicate one of the seven standards you are currently appealing* |
| Why do you believe you should have passed this standard? |
| *Clearly indicate why you believe you should pass this standard* |
| Is there anything else we should consider? |
| *Any additional information we should take into account?* |

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| \*\*For MSC Use Only\*\* |
| Membership Subcommittee Ruling |
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| Additional Comments |
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1. Where *miscommunication* refers to either incorrect information being provided by a representative of the MSC, or a lack of response from the MSC to any queries made up to 48 hours before the submission deadline. [↑](#footnote-ref-1)