

Constitution of the Graduate Management Consulting Association Student Club at the University of Toronto Scarborough (2023-2024)

OFFICIAL NAME

Graduate Management Consulting Association at the University of Toronto Scarborough (GMCA @UTSC SC)

PREAMBLE

Be it resolved that the Graduate Management Consulting Association at the University of Toronto Scarborough, hereafter referred to as the 'GMCA @UTSC SC', affirms the equality of all individuals notwithstanding their gender, race, colour, sexual orientation, or socio-economic status. Let it be known that this Constitution is formulated in accordance with guidelines issued by Student Affairs, University of Toronto. Let it be known that members of GMCA @UTSC SC shall abide by this Constitution and hereby dedicate this Constitution for the betterment of GMCA @UTSC SC members.

SECTION I: ORGANIZATION

A) PURPOSE

The GMCA @UTSC SC exists to provide University of Toronto graduate, post-graduate, and postdoctoral fellows (both on and off-site) with the opportunity to engage in management consulting-related events. The GMCA @UTSC SC aims to offer its membership information, networking opportunities and practical experience in management consulting through various activities, including but not limited to:

- ▶ Company information sessions held by professional consultancies;
- ▶ Practical seminars/workshops to cover application and integration topics such as resume and cover letter design, interview practice and case management;
- ▶ The Business Fundamentals program;
- ▶ Case experience through case competitions and joint activities with industry firms for long-term pro-bono casework;
- ▶ Networking evenings between interested members and industry professionals; and
- ▶ Knowledge exchange through the GMCA @UTSC SC Resource Database containing firm literature, application information, preparation resources and past member experience documentation.

B) MEMBERSHIP

Membership in the GMCA @UTSC SC is open to all UTSC community members including graduate students (on and off site), staff, faculty and postdoctoral fellows, and alumni.

To become a member of the GMCA @UTSC SC, one must formally request the addition of their person to the membership database, which is managed by the Executive Council. Membership will expire on May 31st of each year. Earlier termination of membership can occur if the member does not follow the policies of the GMCA @UTSC SC as outlined in this Constitution. Termination of membership is

determined by a majority vote of the Executive Council.

RIGHTS AND PRIVILEGES OF MEMBERSHIP

Every member of the GMCA @UTSC SC shall be entitled to:

- i. Be eligible to participate in activities organized by the GMCA @UTSC SC; and
- ii. Help in the organization of GMCA @UTSC SC activities with approval from the Executive Council.

The privilege to sit on the GMCA @UTSC SC Executive Council and participate in the GMCA @UTSC SC hiring process is limited to official members of the University of Toronto community with a preference for current UTSC-affiliated graduate students. As stipulated by the University of Toronto Student Affairs, members of the University of Toronto community include: graduate students (on and off site), staff, faculty and postdoctoral fellows, and alumni.

SECTION II: EXECUTIVE COUNCIL

A) RESPONSIBILITIES

The responsibilities of the GMCA @UTSC SC Executive Council shall be:

- ▶ To direct the policy, management, and vision of the GMCA @UTSC SC, subject to provision of this Constitution;
- ▶ To plan, organize, and co-ordinate the activities of the GMCA @UTSC SC; and
- ▶ To serve as GMCA @UTSC SC ambassadors to professional management consultancies.

All members of the GMCA @UTSC SC Executive Council are required to perform the following duties:

- ▶ Attend GMCA @UTSC SC Executive meetings (a maximum of three can be missed without sending proper regrets prior to the start of the meeting, which will be tracked by an Executive Council Chair/Co-Chair);
- ▶ Chair executive council meetings on a schedule made by the Executive Council Chair/Co-Chairs at the beginning of the annual session;
- ▶ Promote the GMCA @UTSC SC among fellow colleagues within the academic community;
- ▶ Assist Directors and Chairs in the organization and planning of GMCA @UTSC SC events;
- ▶ Be informed of GMCA @UTSC SC policies and procedures; and
- ▶ Actively pursue sponsorship opportunities on behalf of the GMCA @UTSC SC; and Update the GMCA @UTSC SC of any membership activities/concerns.

B) SESSION

The start of the annual session of the GMCA @UTSC SC Executive Council shall start within seven calendar days of the election and appointment of all Executive Council members for the upcoming session, and end with the finalization of the hiring process for the new Executive Council for the subsequent session.

C) MEMBERSHIP

i. Chair/Vice-Chair/Co-Chair(s) ii. Director(s) of Operations iii. Director(s) of Marketing and Communications iv. Director(s) of Professional Relations v. Director(s) of Education vi. Director(s) of Professional Development vii. Director(s) of Finance

No member of the GMCA @UTSC SC may hold more than one position on the Executive Council, unless there is no other member available to hold the position. Two people may hold the Chair positions, as described below. Each Executive position is subject to the annual hiring process and members of the Executive Council may hold their position for a maximum of two years, unless the position would remain vacant, at which point it may be held until another suitable candidate is found.

D) DUTIES OF THE EXECUTIVE COUNCIL

i. CHAIR/VICE-CHAIR/CO-CHAIR(S)

Purpose: To act as the lead representative(s) of the GMCA @UTSC SC, coordinate internal and external relationships, be responsible for the internal success of the Executive Council, and be accountable for the actions of the GMCA @UTSC SC. The duties of the Chair(s) will be performed by either i) a single Chair, ii) a Chair and a Vice-Chair, iii) or two Co-Chairs, which will be determined by the approximate workload expected for the members.

The Chair(s) shall:

- Serve as the lead representative(s) of the GMCA @UTSC SC and be responsible for the internal actions of the GMCA @UTSC SC;
- Coordinate responsibilities among Executive Council members;
- Ensure the GMCA @UTSC SC and Executive Council members have the opportunities and resources, and act as support for the Executive Council to achieve their goals and perform their duties;
- Manage the GMCA @UTSC SC's annual goals;
- Record and lead goal updates of Executive Council members;
- Track the number of missed meetings without proper regrets sent prior for each Executive Council member;
- Work to develop new GMCA @UTSC SC initiatives;
- Cast final decision in the event of a tie amongst Executive Council voting;
- Call and conduct the hiring process of the next council;
- Act as GMCA National Liaison with other GMCA Canada chapters with regard to sharing information, fostering collaboration, participating in joint events, and connecting to the head GMCA at the UofT St. George Campus;
- Compile resources for distribution with partner sites;
- Attend industry and campus functions, such as management consultancy events, and provide the Executive Council with feedback and information on trends and outcomes; and
- Oversee functions such as promoting upcoming events, emailing news items and releases; also responsible for responding to membership email inquiries within 48 hours.

ii. DIRECTOR(S) OF OPERATIONS

Purpose: To manage the logistics of GMCA @UTSC SC events.

The Director(s) of Operations shall:

- Coordinate necessary materials for all GMCA @UTSC SC events, including printing materials, name badges and brochures (with the Director of Professional Relations, Director of Marketing, and Director of Education);
- Facilitate room and AV bookings and assist with event planning;
- Maintain membership database and curate member attendance lists for all GMCA @UTSC SC events;
- Maintain membership database and manage event registration for all GMCA events; and
- Encourage GMCA @UTSC SC members to provide feedback and discussion about consultancy recruitment, internship or contact experiences.

iii. DIRECTOR(S) OF MARKETING AND COMMUNICATIONS

Purpose: To manage promotional material for GMCA @UTSC SC's internal and external communication.

The Director(s) of Marketing and Communications shall:

- Create and manage promotions and advertisement campaigns for Upcoming Events;
- Manage all aspects of GMCA @UTSC SC website and content, including: updating website information and calendar regarding upcoming events, registration information, and other promotions, news items, and releases;
- Update executive profiles and photos annually for all GMCA @UTSC SC Council members;
- Create and adapt content and website advertisements for each specific social media platform (ie. Twitter, LinkedIn, Facebook, etc.) in order to promote the GMCA @UTSC SC and its upcoming events, including: manage and post photos taken at GMCA @UTSC SC events on social media;
- Monitor, listen and respond to GMCA @UTSC SC members and followers in a positive and professional manner on all social media and forum outlets; and
- Incorporate any content/design changes to sponsorship packages.

iv. DIRECTOR(S) OF PROFESSIONAL RELATIONS

Purpose: To act as liaison between the GMCA @UTSC SC and management consultancies.

The Director(s) of Professional Relations shall:

- Identify and pursue opportunities to create and maintain partnerships between the GMCA @UTSC SC and management consulting firms, organizations and other groups on campus (in collaboration with the Director of Marketing);
- Manage and expand relationships between GMCA @UTSC SC and management consultancies to promote the GMCA @UTSC SC;
- Maintain the GMCA @UTSC SC database of industry contacts;
- Develop and update the content of annual consultancy sponsorship package in collaboration with the Director of Marketing);
- Secure annual consultancy sponsorship as outlined in the annual budget; and
- Together with the Director of Education and Director of Operations, organize all workshops, information sessions and training events involving consultancy contacts.

v. DIRECTOR(S) OF EDUCATION

Purpose: To oversee all aspects related to GMCA @UTSC SC training and educational programs, and develop educational content.

The Director(s) of Education shall:

- Manage the internal resource library of the GMCA @UTSC SC;
- Update and continuously improve educational content (e.g. slides for Business Fundamentals);
- Together with the Director of Professional Relations and Director of Operations, organize all information and training workshops, as well as GMCA @UTSC SC member interaction events including networking events;
- Select and develop business case activities for GMCA @UTSC SC events that are acceptable to the industry; and
- Generate materials for effective resume writing and interviewing strategies.

vi. DIRECTOR(S) OF PROFESSIONAL DEVELOPMENT

Purpose: To provide GMCA @UTSC SC membership with on and off campus opportunities for management consultancy training

The Director(s) of Professional Development shall:

- Communicate with graduate students at UTSC through the membership listserv;
- Seeking out management consulting opportunities on campus and in the GTA;
- Work with the Director(s) of Education to generate materials for case studies;
- Work with the Director(s) of Professional Relations to expand the GMCA @UTSC SC network and make that network available to the GMCA @UTSC SC membership; and
- Disseminate information and resources on professional development including but not limited to skills for networking, resume writing, and interviews.

vii. DIRECTOR(S) OF FINANCES

Purpose: To oversee all finances and to ensure a balanced financial budget.

The Director(s) of Finances shall:

- Produce an annual budget at the start of the financial year;
- Manage the GMCA @UTSC SC bank account;
- Maintain and update an accounting ledger of all receipts and dates of all financial interactions, including debits, credits, cheques, and remaining bank balance;
- Write funding applications and source new funding and sponsorship opportunities;
- Produce financial reports to the Executive Council, including statements of accounts versus budget and cash flow positions, and
- Assist the incoming Director of Finances in developing a financial budget.

E) EXECUTIVE OVERSIGHT

An executive may be dismissed from the GMCA @UTSC SC Executive Council by a majority vote of the full Executive Council as disciplinary action for any one of the following actions:

i. Gross infringement of this Constitution or resolutions of the GMCA @UTSC SC; ii. Acting irresponsibly, such that their actions have a direct negative impact on the GMCA @UTSC SC; iii. Engaging in corruption or fraudulent acts using the name of the GMCA @UTSC SC and thereby marring its reputations; iv. Criminal offenses; v. Three absences from Executive Council meetings without sending valid regrets prior to the meeting time; and vi. Repeated inability to meet deadlines for self assigned and delegated goals.

F) RESIGNATION OF EXECUTIVE COUNCIL MEMBERS

Executive Council members may resign at any time by giving two weeks prior notice in writing to the Executive Council.

G) VOTE OF NON-CONFIDENCE

If the GMCA @UTSC SC membership is sufficiently displeased with the current Executive Council, or a member of Executive Council, that they desire the selection of a new council, or Executive, prior to the closure of the session, they must obtain the signatures of 50% or more of the general members to support a vote of non-confidence. This will result in the immediate dissolution of the Executive Council and a hiring process headed by a GMCA @UTSC SC member selected by majority vote.

SECTION III: MEETINGS

A) TIME OF MEETINGS

Meetings of the GMCA @UTSC SC Executive Council shall:

- i. Be convened weekly or bi-weekly as needed, during the annual session which runs from June to May;
- ii. Be convened by the Chair/Co-Chairs when necessary;

B) QUORUM

The quorum of the GMCA @UTSC SC Executive Council meetings shall consist of a minimum of half of the Executive Council in attendance and at least one of the Co-Chairs. If the quorum is not fulfilled within the first twenty minutes after the specified meeting time, the meeting shall be adjourned to a future date, time and place decided by the Meeting chair.

C) PROCEEDINGS

The proceedings of each Executive Council meetings shall include:

- i. Each meeting will be chaired by an executive member based on a rotating schedule made by the Chair/Co-Chairs at the beginning of the annual session;
- ii. The Meeting chair will distribute the agenda to the executive council a minimum of 12 hours prior to the meeting;
- iii. The meeting chair

will record and distribute the meeting minutes of the meeting to every GMCA @UTSC SC Council member within two days of the meeting, then subsequently adopted by the Executive Council at the next Executive Council meeting; and iv. The confirmation of the date, place and time of the following Executive Council meeting at the end of each meeting.

SECTION IV: ELECTIONS

A) HIRING COMMITTEE

i. A Hiring Committee shall be formed to supervise the hiring process of all executives for the upcoming session. The Hiring Committee should be formed before September. ii. An Executive Council Member shall chair this committee; iii. All current members of the Executive Council may become members of the Hiring Committee; iv. The Chair of the Hiring Committee shall guide the committee to conduct a fair election according to the procedures described in Section II B); and v. Other members of the Hiring Committee shall assist the Chair in matters concerning the hiring process.

B) RESPONSIBILITIES OF THE HIRING COMMITTEE

i. Schedule interviews for all suitable candidates of the next session's GMCA @UTSC SC Executive Council; ii. Contact all GMCA @UTSC SC members to inform them of the Call for Applications; iii. Manage the list of all candidates and respective running positions; and iv. Distribute the hiring criteria as determined by the Hiring Committee to the candidates.

C) HIRING PROCESS RULES

i. Qualifications – every candidate running for a position on the GMCA @UTSC SC Executive Council must be part of the official University of Toronto community, as outlined in Section I (B) for the full tenure of the position; ii. Candidates running for the position of Chair(s) must have held a position on the GMCA @UTSC SC Executive Council for at least one year prior to the current year's Call for Applications. In the event that there is no eligible candidate for the Chair position that meets the former criterion, any GMCA @UTSC SC member who will also be a part of the official University of Toronto community for the full tenure of the position may apply for this position; iii. Call for applications will be announced during the summer semester; iv. The hiring process will take place on a rolling basis, closing in early October to form the new session of the GMCA @UTSC SC Executive Council; and v. The final decision will be made by the Hiring Committee.

Failure to abide by any of these rules, either by the Hiring Committee or any of the candidates will result in termination of the hiring procedure and an immediate re-do.

In the case of vacancy of any of the Executive Council positions outside of the normal annual Call for Applications time, the current Co-Chairs shall be responsible for replacing the former executive, be

accountable for the duties, or delegate the duties amongst the remaining executive members.

SECTION V: FINANCES

A) FISCAL YEAR

The financial year of the GMCA @UTSC SC shall correspond to the session (June - May) of the Executive Council.

B) ACCOUNTS

The Director of Finances of the Executive Council shall keep true accounts of the money received and expensed by the GMCA @UTSC SC, and the matters in respect to which such receipt and expenditure took place. All cheques and bank books shall be jointly signed by two signees of the bank account, preferably a Chair and the Director of Finances. All money obtained for deposit shall be made payable to the "GMCA@UTSC".

C) ESTIMATED ANNUAL BUDGET

The estimated annual budget shall be prepared by the Director of Finances and submitted to the Executive Council for adoption by early September of the annual session. This estimated budget must not contain a deficit as the final case position of the final fiscal year.

D) STATEMENTS OF ACCOUNT AND BALANCE SHEETS

i. Financial Reports

A brief monthly statement of accounts shall be prepared by the Director of Finances at least once per semester or upon request from the Chair(s) to ensure the budget is on track, and plan for any changes.

ii. Annual Financial Report

An annual statement of accounts and balance sheets of the current GMCA @UTSC SC fiscal year shall be prepared by the Director of Finances prior to the first Executive Council meeting of the next year. Copies of this document shall be made available to the Executive Council. This will include a minimum of a Balance Sheet, Income Statement and Statement of Changes in Financial Position. In the event of a mid-session audit by the Office of Student Affairs or request for financial statements out of session cycle, the Director of Finances shall work with the Director of Operation or Chair(s) to compose a full report encompassing all GMCA @UTSC SC financial information to that timepoint in the session.

iii. Accessibility

All financial statements and documents must be made accessible by the Director of Finances to

any member of the GMCA @UTSC SC upon request within two weeks.

E) SURPLUS AND DEFICITS

The surplus or deficit of each financial year shall be carried forward as the starting financial position of the following year.

F) FINANCIAL RESOURCES OF THE ASSOCIATION

i. The source of revenue for the GMCA @UTSC SC shall be:

▸ Sponsorship from professional consultancies; ▸ Net income of events and activities organized by the GMCA @UTSC SC; ▸ Unconditional gifts and donations; ▸ Surplus funds obtained from the previous session's Executive Council; ▸ Club funding ii. The GMCA @UTSC SC cannot borrow money from any sources; and iii. The GMCA @UTSC SC cannot conduct any financial investments.

G) Responsibilities of GMCA @UTSC SC Executive to Succeeding Council

The GMCA @UTSC SC Executive must leave no less than 33% of the previous year's surplus for the incoming council. For example, if a council is left \$ 3000 based on the previous year's surplus, it must leave at least \$1000 for the next incoming council.

SECTION VI: CONSTITUTION

A) INTERPRETATION

The interpretation of the Constitution shall rest with the Executive Council, and the Co-Chairs shall be the final interpreters.

B) AMENDMENT

The Constitution shall not be altered or amended except by a motion carried at a GMCA @UTSC SC Executive Council meeting. A motion to alter or amend the Constitution shall be resolved by a vote, and carried only if the majority of the votes made by the Executive Council is in favour of the amendment.

D) DISTRIBUTION

The Hiring Committee shall make a copy of the Constitution available to each candidate for the GMCA @UTSC SC Executive Council before election and it shall be posted on the GMCA @UTSC SC page on the Student Organization Portal.