



Graduate Management Consulting Association

CONSTITUTION

OFFICIAL NAME

Graduate Management Consulting Association (GMCA)

PREAMBLE

Be it resolved that the Graduate Management Consulting Association affirms the equality of all individuals notwithstanding their gender, race, religion, sexual orientation, or socioeconomic 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 the Graduate Management Consulting Association, hereafter referred to as the 'GMCA', shall abide by this constitution and hereby dedicate this constitution for the betterment of GMCA members.

Executive Member Name

Executive Member Signature

Date
(MM/DD/YYYY)

SECTION I: ORGANIZATION

A) PURPOSE

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

1. Company information sessions held by professional consultancies;
2. Practical seminars/workshops to cover application and integration topics such as resume and cover letter design, interview practice and case management;
3. Case experience through an annual case competition and joint activities with industry firms for long-term pro-bono case work;
4. Networking evenings between interested members and industry professionals;
5. Knowledge exchange through the GMCA Resource Database containing firm literature, application information, preparation resources and past member experience documentation.

B) MEMBERSHIP

Membership in the GMCA is open to all University of Toronto community members including students, staff, faculty, and alumni, both on and off campus. To become a member of the GMCA, one must formally request the addition of their person to the membership database, which is managed by the Executive Council. Earlier termination of membership can occur if the member does not follow the policies of the GMCA 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 shall be entitled to:

1. Be eligible to participate in activities organized by the GMCA;
2. As stipulated by the University of Toronto Student Affairs, members of the University of Toronto community include: on site students, staff, faculty and postdoctoral fellows, off site students and alumni.

SECTION II: EXECUTIVE COUNCIL

A) RESPONSIBILITIES

The responsibilities of the GMCA Executive Council shall be:

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

B) SESSION

The start of the annual session of the GMCA Executive Council shall start within seven calendar days of the transition and appointment of all Executive Council members for the upcoming session, and end with the transition of a new Executive Council for the subsequent session.

C) MEMBERSHIP

- I. President (Officer);
- II. Vice-President of Business Development (Officer);
- III. Vice-President of Digital Analytics (Officer);
- IV. Vice-President of Operations (Officer);
- V. Director of Marketing & Communications (Executive);
- VI. Director of Professional Relations (Executive);
- VII. Director of Professional Development (Executive);
- VIII. Associates of the GMCA (Executives);
- IX. Additional Liaison(s) (Members);

The President, Vice-President of Business Development, Vice President of Digital Analytics, and Vice President of Operations comprise the Leadership team of the GMCA, herein referred to as Leadership.

No member of the GMCA may hold more than one position on the Executive Council, unless there is no other member available to hold the position. Each Officer & Executive Council Member may hold his/her position for a maximum of two years. All members of the GMCA Executive Council are required to perform the following duties: attend GMCA Executive meetings (only 3 can be missed/year – including the summer term); promote the GMCA among fellow colleagues within the academic community; assist Directors and Chairs in the organization and planning of GMCA events; be informed of GMCA policies and procedures; actively pursue sponsorship opportunities on behalf of the GMCA; and update the GMCA of any membership activities/concerns.

Please note that no member part of the Case Competition Organizing Committee (typically comprised of all Executive Council members) shall be eligible to compete in any case competition in which the GMCA is involved from the time they join the council (including the period after they resign). Those executive members who help organize the conference, but are not involved in the case competition, are free to participate in the competition. Although

attendance is mandatory for all Executive Council members, all GMCA members are encouraged to attend meetings.

I. PRESIDENT

The President role has three primary functions: (1) ensure the overall health of the organization, (2) ensure the growth and expansion of the organization, and (3) maintain cohesiveness of the GMCA brand across all chapters. To ensure the health of the organization President shall:

- Serve as the lead representative of the GMCA and be responsible for the internal actions of the GMCA;
- Coordinate responsibilities among Executive Council members;
- Set the GMCA's annual goals, including goals for each Director to set goals for the portfolio, and hold a bi-annual review on the progress of each executive member;
- Ensure the GMCA and Executive Council members have the opportunities and resources available to them to achieve their goals;
- Call meetings and preside over the Executive Council, and distribute reminder notices of Executive Council meetings at least 48 hours prior to the meeting;
- Appoint a minute-taker for Executive Council meetings, including attendance and items discussed, to be distributed to the Council following said meeting;
- Cast final decision in the event of a tie amongst council member voting;
- Call and conduct the transition of the next council (if not running for an additional term);
- Act as the Leadership team representative for the Professional Relations functional group within the GMCA by managing the projects within the functional group and overseeing the deliverables through a stepwise approval process;
- Act as Project Lead for GMCA events on a rotating basis with Leadership, with the following responsibilities
 - Initiate and oversee the event Planners;
 - Lead discussion on event feedback and log report for next year within the event Planner;
 - Design surveys to encourage GMCA members and professionals to provide feedback about event

To oversee growth and expansion of the GMCA by locating the President shall:

- Identify and pursue opportunities to create and maintain partnerships between the GMCA and management consulting firms, organizations and other groups on campus;
- Act as GMCA National Liaison by providing support and oversight for all GMCA Canada chapters with regard to the establishment of new chapters, needs related to event planning, and other projects.

To ensure brand cohesiveness across all chapters, the President shall:

- Meet with each chapter President at least once annually to set expectations and communicate the growth and expansion plan of the GMCA.

II. VICE-PRESIDENT OF BUSINESS DEVELOPMENT

The Purpose of the Vice-President of Business Development has two primary functions (1) to act as support for the President and (2) to oversee all financial activities to ensure financial stability of the GMCA, and (3) ensure cohesiveness across all chapters. To act as support for the President, the Vice- President of Business Development shall:

- Serve as Acting President if the president is unable to attend a GMCA meeting;
- Assume the duties of the President in their absence or inability to fulfill their responsibilities;
- Ensure Directors and Chairs of GMCA activities are adequately fulfilling their duties;
- Along with the President, be present and participate in Executive Council member bi-annual reviews;
- Work with the President to develop new GMCA initiatives;
- Facilitate room and AV bookings for all GMCA events, including Executive Council meetings;
- Can conduct the transition of the next council if the President is running for an additional term;
- Act as the Leadership team representative for the Professional Relations functional group within the GMCA by managing the projects within the functional group and overseeing the deliverables through a stepwise approval process;
- Act as Project Lead for GMCA events on a rotating basis with Leadership, with the following responsibilities
 - Initiate and oversee the event Planners;
 - Lead discussion on event feedback and log report for next year within the event Planner;
 - Design surveys to encourage GMCA members and professionals to provide feedback about event

To oversee all financial activities to ensure financial stability of the GMCA, the Vice-President of Finance & Business Development shall:

- Produce an annual budget at the start of the fiscal year, and event-specific budgets;
- Manage the GMCA 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 and facilitate the process of obtaining sponsorships as outlined in the annual budget;
- Attend industry and campus functions, such as management consultancy events, and provide the Executive Council with feedback and information on trends and outcomes.

To ensure cohesiveness across all chapters, the Vice-President of Business Development shall:

- Contact national and international universities in order to foster collaboration between graduate students at those institutions and the GMCA;
- Compile resources for distribution with partner sites;

- Works with the Director of Marketing & Communications to ensure that partner institutions will have full access to GMCA case preparation resources.
- Coordinate necessary materials for all GMCA events, including printing materials, name badges and brochures.

III. VICE-PRESIDENT OF DIGITAL ANALYTICS

The Purpose of the Vice-President of Operations role has two primary functions: (1) to act as support for the President and (2) to ensure the operational health of the organization. To act as support for the President, the Vice-President of Operations shall:

- Serve as Acting President if the president is unable to attend a GMCA meeting;
- Assume the duties of the President in their absence or inability to fulfill their responsibilities;
- Ensure Directors and Associates of GMCA activities are adequately fulfilling their duties;
- Along with the President, be present and participate in Executive Council member bi-annual reviews;
- Work with the President to develop new GMCA initiatives;
- Can conduct the transition of the next council if the President is running for an additional term;
- Maintain membership database and curate member attendance lists for all GMCA events;
- Attend industry and campus functions, such as management consultancy events, and provide the Executive Council with feedback and information on trends and outcomes;
- Act as the Leadership team representative for the Marketing & Communications functional group within the GMCA by managing the projects within the functional group and overseeing the deliverables through a stepwise approval process.
- Act as Project Lead for GMCA events on a rotating basis with Leadership, with the following responsibilities
 - Initiate and oversee the event Planners;
 - Lead discussion on event feedback and log report for next year within the event Planner;
 - Design surveys to encourage GMCA members and professionals to provide feedback about event

IV. VICE-PRESIDENT OF OPERATIONS

The Purpose of the Vice-President of Operations role has two primary functions: (1) to act as support for the President and (2) to ensure the operational health of the organization. To act as support for the President, the Vice-President of Operations shall:

- Ensure Directors and Associates of GMCA activities are adequately fulfilling their duties;
- Along with the President, be present and participate in Executive Council member bi-annual reviews;
- Work with the President to develop new GMCA initiatives;
- Can conduct the transition of the next council if the President is running for

an additional term;

- Facilitate room and AV bookings for all GMCA events (online and in-person), including Executive Council meetings;
- Maintain membership database and curate member attendance lists for all GMCA events;
- Attend industry and campus functions, such as management consultancy events, and provide the Executive Council with feedback and information on trends and outcomes;
- Re-enlist GMCA as a University of Toronto student organization;
- Coordinate necessary materials for all GMCA events, including printing materials, name badges and brochures;
- Plan GMCA Executive Council retreats;
- Act as the Leadership team representative for the Professional Development functional group within the GMCA by managing the projects within the functional group and overseeing the deliverables through a stepwise approval process.
- Act as Project Lead for GMCA events on a rotating basis with Leadership, with the following responsibilities
 - Initiate and oversee the event Planners;
 - Lead discussion on event feedback and log report for next year within the event Planner;
 - Design surveys to encourage GMCA members and professionals to provide feedback about event

V. DIRECTOR OF MARKETING & COMMUNICATIONS

The Purpose of the Director of Marketing & Communications role is to manage and direct GMCA's brand as well as internal and external communication, principally as

the face of the GMCA Executive Council with its membership. The Director of Marketing & Communications shall:

- Work closely with the Associate(s) of Marketing & Communications to create and manage promotions and advertisement campaigns for Upcoming Events;
- Design the strategy to market content and website advertisements for each specific social media platform (i.e. Twitter, LinkedIn, Facebook, etc.) in order to promote the GMCA and its Upcoming Events;
- Coordinate emailing membership with information and promotions for Upcoming Events, as well as other news items and releases; also responsible for responding to membership email inquiries within 48 hours;
- Manage all aspects of GMCA website and content, including: updating website information and calendar regarding Upcoming Events, Registration Information, and other promotions, news items, and releases;
- Collection of information of event applicants and registrants, then sending these demographics to the VP of Operations/VP Digital Analytics;
- Facilitating the update of executive profiles and photos annually for all GMCA chapters; manage and post photos taken at GMCA events on social media;
- Liaise with chapters throughout the year and answer questions that the chapters might have;
- Monitor, listen and respond to GMCA members and followers in a positive and professional manner on all social media and communication outlets;
- Develop and expand new community and outreach efforts.

VI. DIRECTOR OF PROFESSIONAL RELATIONS

The Purpose of the Director of Professional Relations role(s) is to act as liaison between the GMCA and management consultancies. The Director(s) of Professional Relations shall:

- Oversee the Associate(s) of Professional Relations who help with firm relationship management;
- Manage and expand relationships between GMCA and management consultancies to promote the GMCA;
- Build an in-person rapport with firm representatives at GMCA events and personally thank them online after the event;
- Maintain the GMCA database of consultancy contacts;
- Support the development of the annual consultancy sponsorship package;
- Facilitate securing consultancy sponsorship as outlined in the annual budget;
- Create materials to prepare judges for case competitions;
- Together with the Director of Professional Development, organize all workshops, information sessions and training events involving consultancy contacts.

VII. DIRECTOR OF PROFESSIONAL DEVELOPMENT

The Purpose of the Director of Professional Development role is to oversee all aspects related to GMCA training and educational programs. The Director of Professional Development shall:

- Oversee the Associate(s) of Professional Development who help implement the program planning;
- Develop the curriculum for the GMCA: Business Fundamentals program;
- Select and develop business case activities for GMCA events that are acceptable to industry;
- Create materials to prepare participants for case competitions;
- Manage the internal resource library of the GMCA;
- Oversee the transition of members to events including resume screening and interviewing;
- Ensure that selected members have opportunities and resources available to achieve success in GMCA programs;
- Oversee all professional development content for events.

VIII. ASSOCIATES OF THE GMCA

The Associates of GMCA shall manage all activities related to their assigned event as stipulated at time of appointment. Their purpose is to aid the Directors of their function.

IX. ADDITIONAL LIAISONS

Additional Liaison(s) may be appointed as required. They will be tasked with: Contacting external organizations in order to foster collaboration between membership at those organizations and the GMCA;

- Compiling resources for distribution with collaborators;
- Will jointly create a budget for these activities with the GMCA President and Vice Presidents.

D) DISCIPLINARY ACTIONS AGAINST EXECUTIVES

1. OFFENSES

An executive member who is found guilty by $\frac{1}{2}$ of the full Executive Council of one of the following shall be dismissed from the GMCA Executive Council:

1. Infringement of this Constitution or resolution of the GMCA;
2. Infringement of The Executive Team Member Agreement;
3. Acting irresponsibly such that their actions have direct negative impact on the GMCA;
4. Three absences from Executive Council meetings;
5. Engaging in corrupt or fraudulent acts using the name of the GMCA and thereby marring its reputations;
6. Criminal offenses.

//. RESIGNATION OF EXECUTIVES

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

///. VOTE OF NON-CONFIDENCE

If the GMCA membership is sufficiently displeased with the current Executive Council that they desire the transition of a new council prior to the closure of the session, they must obtain the signatures of 3/4 or more of the members to support a vote of non-confidence. This will result in the immediate dissolution of the Executive Council and a new transition headed by a GMCA member selected by majority vote.

SECTION III: MEETINGS

A) TIME OF MEETINGS

Meetings of the GMCA Executive Council (President, Vice-Presidents, Directors, and Associates) shall:

1. Be convened bi-weekly during the annual session which runs from June 2023 to May 2024;
2. Be convened by the President when necessary;
3. Meet with their respective functional groups when necessary.

B) QUORUM

The quorum of the GMCA Executive Council meetings shall consist of a minimum of 1/2 of all the Council Officers and 1/2 of all other Council members. 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 President.

C) OBSERVERS

Upon approval from the President, observers may attend an Executive Council meeting, but do not have the right to move, second or vote on any motions.

D) PROCEEDINGS

The proceedings of each Executive Council meeting shall include:

1. The drafting and distribution of an agenda by the President to the GMCA membership at least one calendar day prior to the meeting;
2. Attendance of each executive member will be recorded at the beginning of each meeting by the VP of Operations and acknowledged by members present at the end of the meeting;
3. The recording and distribution of the minutes of the meeting by the VP of Operations to every GMCA executive member within two weeks of the meeting;
4. The confirmation of the date, place and time of the following Executive Council meeting at the end of each meeting;
5. Functional group updates.

SECTION IV: TRANSITIONS

A) Succession Committee

- i. A Succession Committee shall be formed before mid-April to supervise the transition of all executives for the upcoming session.
- ii. The current Executive Committee shall vote in a Transition Committee of three individuals who will spearhead the application process.
- iii. The Transition Committee will appoint a Chair, who shall guide the committee to conduct a fair transition according to the process described in Section IV (B);
- iv. Other members of the transition Committee shall assist the Chair in matters concerning the transition.

B) TRANSITIONS PROCESS RULES

- i. Every candidate applying for a position on the GMCA Executive Council must be a member of the GMCA and the official University of Toronto community, as outlined in SECTION I (B) for the full tenure of the position;
- ii. It is suggested that candidates running for the position of President have held a position on the GMCA Executive Council or have acted as a chair for at least one year prior to the current year's transition;
- iii. Transitions will commence in April to form the new session of the GMCA Executive Council in June;
- iv. The procedures of transitions shall be determined by the Transition Committee;
- v. Failure to abide by any of these rules, either by the Transition Committee Chair or any of the nominees will result in termination and restart of the transition procedure.
- vi. In the case of vacancy of any of the Executive Council positions outside of the normal annual transition time, the current President shall be responsible for initiating the transition process again.

SECTION V: FINANCES

A) FISCAL YEAR

The financial year of the GMCA shall correspond to the session of the Executive Council.

B) ACCOUNTS

The VP Business Development of the Executive Council shall keep true accounts of the money received and expended by the GMCA, and the matters in respect to which such receipt and expenditure took place. All cheques and bank books shall be jointly signed by the VP of Business Development and one of the President or Vice-President(s). All monies obtained for deposit shall be made payable to the "Graduate Management Consulting Association" or the President.

C) ESTIMATED ANNUAL BUDGET

The estimated annual budget shall be prepared by the VP of Business Development and submitted to the Executive Council for adoption within 60 calendar days of a 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. Monthly Financial Reports: A brief monthly statement of accounts shall be prepared by the VP of Business Development and submitted to the Executive Council for adoption at each monthly Executive Council meeting;
- ii. Bi-Annual Financial Reports: An annual statement of accounts and balance sheets of the current GMCA fiscal year shall be prepared by the VP of Business Development for adoption at the final Executive Council meeting of each session. Copies of this document shall be submitted to the following 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 VP of Business Development shall be required to compose a second full report encompassing all GMCA financial information to that time point in the session.
- iii. Accessibility: All financial statements and documents must be made accessible by the VP of Business Development to any member of the GMCA upon request within two weeks.

E) SURPLUS OR DEFICIT

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. Sponsorship from professional consultancies;
- ii. Net income of events and activities organized by the GMCA;

- iii. Unconditional gifts and donations;
- iv. Surplus funds obtained from the previous session's Executive Council;
- v. The GMCA cannot borrow money from any sources;
- vi. The GMCA cannot conduct any financial investments.

G) RESPONSIBILITIES TO SUCCEEDING COUNCIL

The GMCA Executive must leave no less than 50% of the previous year's surplus for the incoming council. For example, if a council is left \$2,000 based on the previous year's surplus it must leave at least \$1,000 for the next incoming council.

SECTION VI: CONSTITUTION

A) INTERPRETATION

The interpretation of the constitution shall rest with the Executive Council, and the President shall be the final interpreter.

B) AMENDMENT

The constitution shall not be altered or amended except by a motion carried at a GMCA Executive Council meeting. A motion to alter or amend the constitution shall be resolved by a vote and carried only if 1/2 of the votes made by the Executive Council Officers and 1/2 of the votes of other executives are in favour of the amendment.

C) DISTRIBUTION

The transition Committee shall distribute a copy of the constitution to each candidate for the GMCA Executive Council before transition and shall be posted in its entirety on the GMCA website.