



UNIVERSITY OF TORONTO
CONSULTING
ASSOCIATION

University of Toronto Consulting Association (UTCA)

CONSTITUTION 2023-24

Last Updated: September 3rd, 2023

Table of Contents

1. Purpose	3
2. Membership	3
3. Executive	3
3.1 Elected Positions	3
3.2 Appointed Positions	4
3.3 Resignation	5
3.4 Impeachment	5
4. Finances	6
4.1 Financial Statements and Sponsorship	6
4.2 Signing Officers	6
4.3 Membership Fees	6
5. Meetings	6
6. Elections	6
7. Amendments	7

1. Purpose

The UTCA aims to educate the University of Toronto community about the field of management consulting and to raise awareness about the career opportunities available within the industry. The UTCA seeks to provide support to students interested in pursuing a career in consulting by accomplishing the following:

- Form mutually beneficial partnerships with firms in the industry and provide students with networking opportunities
- Organize various seminars/workshops featuring guest speakers from the consulting industry and an annual case competition
- Provide a forum to practice case interview skills prior to the recruiting process
- Provide students with real world consulting experience through our volunteer pro-bono Consulting Group
- Acquire resource materials including a selection of practice cases, tips for solving cases, industry information, and firm-specific literature

2. Membership

Membership of the UTCA is open to all community members at the University of Toronto, including students, staff, faculty, and alumni. To be recognized as a member of the UTCA, one is required to request registration with the UTCA Executive. Proof of status as a University of Toronto community member must be presented in order to register (e.g. University of Toronto student number). Members are invited to attend all seminars, workshops, and general meetings organized by the UTCA.

Voting membership is open to **currently registered students and only currently registered students at the University of Toronto.**

There is a merit-based application and appointment process for Members to enter an Appointed Position. Those wishing to become appointed to one of the positions listed in Section 3.2 can do so through an application form available on all UTCA social media and the official website, <https://www.uoftconsulting.com/>.

3. Executive

Elections for President and Vice President occur in March of each year for the following school year. Members in appointed positions are selected by the incoming President and Vice President in May each year for the following school year. The only elected positions in the executive are the **President** and **Vice President**.

See “**6. Elections**” for information regarding the elections for President and Vice President. The Executive of the UTCA consists of the following positions:

3.1 Elected Positions

President (May 1, 2022 - April 30, 2022)

- Be eligible to cast votes at meetings of the Executive Committee
- Oversees all UTCA operations
- Sets organization goals for the year, including goals for each executive member
- Develops and maintains relationships with faculty and other UofT groups
- Responsible for team development, team training & team building
- Organizes executive social events
- Maintains contact with UTCA Alumni
- Obtains external sponsorships for UTCA in conjunction with the BD team
- Coordinates with the Events team to organize events for the UofT community

Vice-President (May 1, 2022 - April 30, 2022)

- Be eligible to cast votes at meetings of the Executive Committee
- Oversees all UTCA operations alongside the President
- Sets organization goals for the year, including goals for each executive member
- Develops and maintains relationships with faculty and other UofT groups
- Coordinates and runs internal meetings
- Responsible for soliciting campus financing alongside the Co-Directors of Finance
- Organizes social events alongside the Director of Internal Affairs
- Ensure executives are achieving their personal goals via bi-weekly reviews

3.2 Appointed Positions

Co-Directors of Business Development (June 1, 2022 - April 30, 2022)

- Creates a sponsorship package with event details to be sent out to consulting firms
- Maintains professional relationships with consulting firms in Toronto to encourage partnerships and attendance at UTCA events
- Oversees communications with consulting firms and firm representatives before and after UTCA events, coordinating logistics

Co-Directors of Events (June 1, 2022 - April 30, 2022)

- Ideates and organizes the scheduling of a series of events throughout the year to be hosted for the University of Toronto community
- Collaborates with other professional development clubs at UofT to provide opportunities to students interested in niches in consulting
- Hosts and manages logistics during events

Co-Directors of Marketing and Design (June 1, 2022 - April 30, 2022)

- Designs creative and unique graphics to be used as promotional materials on UTCA social media platforms (i.e. Instagram, Facebook, LinkedIn)
- Oversees promotional vehicles and communication to the UofT community through social media, email responses, a mailing list, and physical posters.
- Ensures effective outreach about UTCA events and resources to UTCA members

Co-Directors of Finance (June 1, 2022 - April 30, 2022)

- Create strategies to determine the funding and resource allocation (budget) for UTCA operations
- Secure traditional and non-traditional funding sources through UofT and external partnerships
- Track and record all incoming and outgoing financial transactions

Co-Directors of Development (June 1, 2022 - April 30, 2022)

- Develop training resources such as a Consulting 101 Guide, introduction to consulting frameworks, and other materials to post on our official website for the UofT community
- Deliver training content and professional development events separate from our main events including but not limited to: a case preparation program, Resume/Cover Letter workshop, and interview preparation sessions

Director of Internal Affairs (June 1, 2022 - April 30, 2022)

- Assists the President and Vice-President with team building and social events
- Manages the first-year internship program to recruit future leadership candidates and empower students to explore the consulting industry
- Leads the mentorship program to bolster relationships between members and offer guidance
- Collaborates with the Co-Directors of Development to design professional development workshops
- Enhances the UTCA alumni network to identify potential job/networking opportunities for UTCA members

Director of Consulting Group (June 1, 2022 - April 30, 2022)

- Seeks and contacts local non-profit and start-up organizations in Toronto to partner with as clients for the UTCA Consulting Group, a student-run volunteer pro-bono consulting group
- Designs the structure and implementation timeline of client projects
- Organizes team recruitment of the Consulting Group
- Coordinate training sessions with professional consultants currently in industry to support professional development for the CG team

4. Termination of Membership

4.1 Resignation

Any member of the Executive may voluntarily resign from their position. Individuals choosing to do so are required to remain in their position until a replacement can be found. They shall be bound to do so for no longer than one month's time from the date of their initial statement of resignation.

4.2 Impeachment

Any elected member of the UTCA Executive may be impeached for the following reasons:

- The duties which were assigned to the individual have not been met, and in failing to do so, the individual has caused significant harm to the goals or public standing of UTCA
- The member, acting as a representative of the UTCA, has undertaken an activity which serves to undermine the goals or public standing of UTCA
- The individual is deemed unsuitable for their executive position, for reasons considered relevant to the proper functioning of the UTCA
- Prior to the Impeachment of an Executive, the individual must first be given a clear warning. If the individual has failed to make sufficient reparations, they may be impeached by the remaining members of the Executive Team, comprising of all elected and appointed executives, on a 2/3 majority vote.

4.3 Dismissal

Any member or appointed executive of the UTCA may be dismissed for the following reasons:

- The duties which were assigned to the individual have not been met, and in failing to do so, the individual has caused significant harm to the goals or public standing of UTCA
- The member, acting as a representative of the UTCA, has undertaken an activity which serves to undermine the goals or public standing of UTCA
- The individual is deemed unsuitable for their executive position, for reasons considered relevant to the proper functioning of the UTCA
- Prior to the dismissal of an appointed executive, the individual must first be given a clear warning. If the individual has failed to make sufficient reparations, they may be dismissed by the President and Vice-President by a unanimous vote.

4.4 Appeals

Any member facing removal shall have the right to appeal the decision to the

executive committee. In the case of an appeal, a simple majority vote at a meeting of the executive committee shall be required to sustain the revocation of membership.

5. Finances

5.1 Financial Practices & Responsibilities

1. The Director of Finance shall keep an active record of income and expenses.
2. The Director of Finance shall present the group's updates on the group's financial position at annual general meetings.
3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
4. The group may not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
7. The group will not pay salaries to any of its officers.

5.2 Financial Statements and Sponsorship

The UTCA complies with the financial statement requirements of the Government of Canada. The Co-Directors of Finance must prepare a Balance Sheet, an Income Statement, and a Statement of Changes in Financial Position to be presented at a general meeting and filed with the University within six months of the end of the UTCA's fiscal year. The UTCA accepts sponsorship from industry firms to fund seminars, workshops, resource materials and publications.

5.3 Signing Officers

The signing officers of the club shall be the President, Vice-President, and the Co-Directors of Finance. The club bank account will be held under the name of the President.

5.4 Membership Fees

There shall be no membership fee for all those who are current students or alumni of the University of Toronto.

6. Meetings

The date, time and place of all UTCA meetings are determined by the President and Vice-President. Executive meetings may be set any time during the year with a minimum of one meeting per month. Executive members are notified at least seven days

prior to the date. The quorum for any meeting is 50% plus 1.

7. Elections

Elections for the position of President and Vice-President of the UTCA are held prior to April 15 of each year. Successful election will be indicated by a majority vote amongst the candidates running for each position. If a majority is not achieved by any individual candidate, an instant-runoff will be conducted until a majority is reached.

All registered members of the UTCA are eligible to run for an Executive position. It is preferred, but not required, that the presidential candidates have at least one year of experience on the UTCA Executive team.

8. Amendments

Any member of the UTCA Executive team may propose an amendment to the UTCA Constitution. Amendments to the Constitution require a 2/3 majority vote at an Executive meeting of the UTCA. Proposed amendments must be presented at an Executive meeting prior to the general meeting. The amended Constitution must be posted on the UTCA website as soon as possible.