

# **Constitution of “Global Research and Consulting University of Toronto Student Chapter”**

## **1. Name**

The official name of this recognized student group is “Global Research and Consulting University of Toronto Student Chapter”

The acronym or abbreviation of this group is: “GRC Toronto”, “GRC U of T” or simply “GRC”

## **2. Purpose and Objectives**

The purpose, objectives, mission and/or mandate of organization is outlined here:

GRC is a 501c3 nonprofit with the mission of helping global NGOs and social impact startups achieve their goals while simultaneously empowering students to give back to the global community. Our philosophy is to attract talented, ambitious students who are passionate about social impact and give them the necessary tools and training to make a positive impact around the world.

- (1) Our mission is to help social impact-oriented organizations solve their most challenging problems.
- (2) Our goal is to develop the next generation of entrepreneurial, socially minded leaders.
- (3) Our organization is founded on an idea of collaboration, not competition.
- (4) Our aspiration is to continuously innovate and act as a leading student organization globally.
- (5) GRC is designed to be a democratic and transparent organization.

## **3. Membership**

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the

Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$ 20 per year to be sent to our global body.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

#### **4. Executive List and Duties**

The core executive team consists of seven (7) elected officers. These include two Presidents, VP of Project Development, VP of Insights, VP of External Relations, VP of Marketing, and VP of Operations.

The Presidents shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The VP of Project Development shall:

- Host training workshops as necessary
- Ensure Project Directors are on track to meet client deadlines
- Responsible for building the GRC slide deck
- Oversee development of reports, including reviewing and editing, acting as an advisor
- Attend a number of project team meetings
- Ensure quality is in line with client expectations and the GRC standard

The VP of External Relations shall:

- Host development workshops on consulting case studies and career opportunities • Source clients for both the local and global chapters
- Bring in relevant guest speakers from professional consultants, researchers, and social impact entrepreneurs
- Publish achievements of local chapter

- Establish partnerships with other clubs for the purpose of social and pre-professional events
- Establish partnerships with Offices for the purpose of funding and event sourcing

The VP of Insights shall:

- Host training workshops as necessary
- Ensure Project Directors are on track to meet client deadlines
- Oversee development of reports, including reviewing, editing, and acting as an advisor • Attend a number of project team meetings
- Ensure quality is in line with client expectations and the GRC standard
- Oversee data analytics projects

The VP of Marketing shall:

- Develop marketing strategies to increase the reach of GRC Toronto
- Improve the brand of the GRC as a whole
- Highlight initiatives and promote GRC functions
- Ensure cohesiveness with the GRC global body as a whole
- Maintain social media channels

The VP of Operations shall:

- Oversee internal communications and finance activities, ensuring smooth operations of the organization in weekly activities
- Maintain technology channels
- Build internal culture of chapter
- Oversee recruitment process

The group may appoint Directors or Coordinators for various committees such as the project development committee, external relations committee, insights committee, operations committee; however, such positions do not hold executive decision making authority. In addition, the Director of Finance will play a pivotal role in the club and will report directly to the VP of Operations (as further outlined below).

The Director of Finance shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Source and apply for funding

- Evaluate the financial needs of all activities within the organization and create a semester budget
- Manage Chapter account

### **Termination of Executives or General Members:**

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, or the unapproved distribution of GRC branded materials or documents, may be given notice of removal. Following notice to executive members and the member up for removal, the member up for removal shall have the right to defend their actions prior to the vote, and be provided an opportunity to do so. A vote will be held at an executive meeting no earlier than one week after notice to the member up for removal, and a two-thirds majority vote of the current executives present in favor of removal is required (13/19 for the year of 2022-23, 12/18 if an executive is up for removal).

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group. If such a course of action is followed, a replacement member to fill the vacant executive position may be appointed by the remaining executives.

## **5. Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30<sup>th</sup> for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select a U of T registered student executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th the following year.

## **6. Finances**

### **6.1 Director of Finance & Account Holder Responsibilities**

The Director of Finance shall keep records of all income and expenses in a designated tracking form accessible to the entirety of the executive committee. The Director of Finance shall be the primary account holder for any bank account under the name of the Global Research and Consulting Group Toronto, as well as present the group's financial health at any meeting where it is requested to a minimum of once (1) per academic year. The Director of Finance shall also conduct an unofficial monthly audit on the account, and provide the report to a member of the GRC Toronto who is considered a Vice President or above to conduct a separate unofficial audit.

Other “Account Holders” will be provided access to any bank account created in the name of the Global Research and Consulting Group Toronto, and are able to be in possession of an access/debit card. These additional “Account Holders”, which shall be limited to GRC Toronto Presidents, Vice President of Operations, and any future Co-Director of Finance, are able to authorize transactions, access online banking, and view account balances. These members, with the exception of any individual currently holding one of these positions transitioning into another mentioned position, will be removed from the account following the end of the academic year, relinquishing their access/debit card and ceasing any actions regarding any bank account.

## 6.2 Community Account Guidelines and Regulations

The intended purpose of any community bank account formed under the name of the Global Research and Consulting Group Toronto is to provide ease of use and credibility to any expenditures necessary for the benefit of the club. For this reason, the group’s executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

Additionally, any community bank account formed under the name of the Global Research and Consulting Group Toronto may not be used for activities of an investment nature, including but not limited to investing in any financial capital or assets, acting as a lender to other entities/individuals, or engaging in any activities of a borrowing nature, including but not limited to receiving a loan from a bank, drawing a line of credit, financing the purchase of any asset, and receiving a mortgage.

## 6.3 Purchase Procedures

The Executive Committee will vote on expenditures of over \$100.00 by majority vote between the Director of Finance, Vice Presidents, and the President(s) of the GRC Toronto Chapter.

Account Holders, prior to making any purchase, promise of reimbursement, or other shall notify the other account holders, with the purpose of purchase, what the purchase will entail/ grant the club, as well as the exact cost of the purchase. The remainder of the account holders must acknowledge and agree to the transaction before it is made/promised, as well as the majority vote (if required) must be made.

Following any purchase / reimbursement, the Account Holder who initialized the transaction will immediately notify the other Account Holders, and will promptly collect and upload itemized receipts / proof of transactions to a shared online storage space, and document the transaction on the GRC Toronto's official budget sheet. Any physical copies of receipts must be kept until the next audit conducted by the Director of Finance at the end of each month.

## **7. Meetings**

### a) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

### b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

## **8. Amendments**

Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.