

Constitution of “180 Degrees Consulting – University of Toronto”

1. Name

The official name of this recognized campus group is “180 Degrees Consulting – University of Toronto”.

The acronym or abbreviation of this group is: 180DC or 180DC - UofT.

2. Purpose and Objectives

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

The goal of the 180 Degrees Consulting – University of Toronto branch is to encourage and foster student interest in the fields of consulting and non-profit/social enterprise. This will be accomplished by providing comprehensive training programs that will give students the opportunity to provide consulting services to solve real business problems affecting nonprofits, charities, and social enterprises, hence helping them develop necessary skills, such as project management and professional networking, to gain visibility in this field. The Executive members will serve as a support to these consultants year-round, while also serving the larger 180DC community by providing seminars, workshops, networking opportunities, and socials. These aforementioned initiatives will further spread the mission of the 180DC organization within the University community and encourage members to connect with each other.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni). Membership entitles individuals to attend social events and skill development sessions.

Throughout the year, members will be periodically notified and updated on the ongoing accomplishments of 180DC.

Only registered students at the University of Toronto can maintain voting membership, while non-students (such as staff and alumni) can hold only non-voting membership. Members must register with a designated Executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

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.

*It should be made clear that membership does not constitute becoming a consultant. The consulting training program, along with certain workshops and/or networking events, are selective events/processes that will require an application and interviews from the Executive. These specified programs are open to University of Toronto students only.

4. Executive List and Duties

The Executive Committee shall be comprised of two (2) elected officers and at least five (5) appointed officers. The elected officers shall be the Co-Presidents. The Co-Presidents, once elected, are

to then appoint the Finance Director(s), Internal Director(s), Marketing Director(s), External Director(s), Consulting Director(s), and External Relations Director(s). The aforementioned positions are not democratically chosen, and thus are ineligible for executive authority; nonetheless, they are important positions, and their mentioning here is for clarification with regards to role authority.

The (2x) Co-Presidents shall:

- Collaboratively coordinate and chair all Executive-level meetings on a weekly basis, with prior notice.
- Engage in high-level strategic management of all portfolios, including setting portfolio goals, success metrics, timelines, and execution strategies.
- Act as signing officer, along with the Finance Director, on all fiduciary documents for the branch.
- Coordinate and prioritize branch goals, re-evaluating on a weekly basis.
- Delegate tasks to appropriate portfolios and Directors.
- Act as primary contact for the branch for the 180GLT.
- Serve as a spokesperson for the group, sharing responsibilities with the other Co-President.
- Co-lead the interviewing process for non-voted Executive positions.
- Assist in all portfolio tasks, including but not limited to client acquisition, sponsorship, marketing, logistics, etc.
- Receive and respond to official executive complaints and constitutional concerns.
- Develop a shared vision, strategy, and roadmap for the consulting team.
- Design and operationalize key performance indicators to bolster deliverable quality.
- Lead talent development efforts to upskill and train consultants, in coordination with the other Co-President.
- Lead service development and oversee all consulting services.
- Oversee all formal client and firm partnerships of the branch.
- Provide guidance for External Relationship activities between 180DC and professional firms, coordinating the internal teams.

NON-ELECTED ROLES

The Consulting Director(s) shall:

- Identify and secure new clients, establishing and maintaining strong professional relationships.
- Lead and mentor team leaders, ensuring effective project management and high-quality deliverables.
- Develop and maintain connections with key stakeholders and industry professionals.
- Organize and facilitate regular meetings with teams and clients to ensure smooth communication and project progress.
- Provide strategic direction and support to enhance the overall effectiveness and impact of consulting projects.
- Provide mid-point reviews of projects and wrap-up at the end, presenting project work to the wider 180DC community and external guests at the annual showcase.

The External Relations Director(s) shall:

- Reach out to consulting firms and other external organizations to establish and maintain professional relationships and partnerships.
- Coordinate with the internal departments to hold joint events, such as fireside chats, firm visits, and networking events.
- Organize and manage the "Expand Your Horizons" networking event and the annual showcase, highlighting the club's achievements and fostering connections with industry professionals.
- Develop and execute strategies to increase the club's visibility and reputation within the broader consulting and business communities.
- Foster collaboration with external partners to create opportunities for sponsorships, guest speakers, and

professional development for members.

- Ensure effective communication and coordination with external stakeholders to support the club's initiatives and objectives.

The Finance Director(s) shall:

- Oversee the budget for events and initiatives, ensuring all financial activities align with the branch's goals and objectives.
- Secure funding through sponsorships, grants, university student associations, and other financial sources to support the branch's operations and growth.
- Manage the budget for project work with clients, ensuring resources are allocated efficiently and projects stay within financial constraints.
- Develop and maintain financial reports, providing regular updates to the executive team on the branch's financial status, as well as for audit purposes to partners & sponsors.
- Ensure compliance with financial policies and procedures, maintaining transparency and accountability in all financial dealings.
- Collaborate with other directors to plan and execute financially sustainable initiatives and events.

The Marketing Director(s) shall:

- Manage and promote the club's presence on Instagram and LinkedIn, creating and scheduling engaging content to enhance visibility and engagement.
- Work on the club's website, ensuring it is up-to-date, user-friendly, and effectively communicates the club's mission, services, projects' work, and events.
- Develop and implement branding strategies to strengthen the club's identity and reputation within the university and the wider community.
- Create marketing materials such as brochures, newsletters, and promotional videos to support the club's initiatives and events.
- Collaborate with other directors to ensure consistent and effective communication of the club's activities and achievements.
- Monitor and analyze the performance of marketing efforts, using insights to improve future campaigns and strategies.

The Internal Director(s) shall:

- Oversee internal operations to ensure smooth and efficient functioning of the club's activities.
- Coordinate and manage internal events, such as training sessions for consultants and interns, social activities, office hours, town halls, team-building activities, and member meetings.
- Maintain effective communication within the club, ensuring all members are informed and engaged in ongoing projects and initiatives.
- Develop and implement internal policies and procedures to streamline operations and enhance organizational effectiveness.
- Foster a positive and collaborative club culture, addressing any internal conflicts or issues that arise.
- Support the recruitment and onboarding of new members, ensuring they are integrated into the club and have the resources they need to succeed.

**Other positions are available on the team; however, such positions do not hold Executive decision-making authority.

Termination of Executives:

Any Executive 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, may be given notice of removal. Such conflicts of interest include the following:

- Missing more than three Executive meetings in a semester without documented medical or academic excuse.
- Providing non-public or confidential information on the affairs of 180DC to other university campus groups, informally or otherwise.
- Bribing any current or potential executives in exchange for favors or additional benefits.
- Misrepresenting the goals and missions of the larger 180DC Club community at formal events; such values include a commitment to specifically non-profits, providing advisory services, and being specifically student-oriented.
- Demonstrated inability to fulfill responsibilities as outlined above under role descriptions.
- Etc.

If there are grounds for termination, the Executive in question shall receive a formal warning from the Co-Presidents. No response is warranted from the individual at this time and no additional meetings are required. However, a meeting with Internal Director(s), alongside the Co-Presidents, will be later determined to resolve the issue and help create a better environment for all team members.

Internal Department will make all efforts to assist the Executive member if the issue is task related.

Should the behaviour continue to persist, the issue will be brought forth to the larger 180DC Executive team. The individual in question shall have the right to defend his/her actions before the entire Executive team.

A two-thirds majority vote of the current Executives present in favor of removal is required.

The member will be removed from the club's Executive team but is still permitted to attend 180DC events and programs should they wish to.

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.

Any executive who is terminated has a right to appeal to the general membership see Article 9

Termination of Consultants:

Members who have been selected to be consultants are expected to act professionally in all meetings with clients. The grounds for consultant termination are as follows:

- Behaving unreasonably in front of clients, which may potentially jeopardize the greater 180DC network.
- Revealing confidential client information to any individual outside of the project team and Consulting Directors.
- Regularly missing meetings and training sessions, at the discretion of the Consulting Director(s).
- Providing information on the affairs of 180DC to other university campus groups, informally or otherwise.
- Bribing any potential Presidents/Managing Directors in exchange for favors or additional benefits.
- Misrepresenting the goals and missions of the larger 180DC community at formal events; such values include a commitment to specifically non-profits, providing advisory services, and being specifically student oriented.
- Etc.

The member in question must be given an initial formal warning by the Consulting Director(s). Should the behaviour persist, they will be given the opportunity to defend themselves to their team and the Consulting Directors; the remaining team members and the Consulting Directors will then vote on the question of termination. A 2/3 majority vote is also required for consultant termination.

Upon termination, consultants will lose their consultant status and will only be permitted to receive email updates and attend non-consultant-exclusive 180DC Club events. They shall not be permitted to meet formally with the client again or re-apply to the consultant team until the next academic year.

Termination of General Members:

Members who are not involved in the consulting program have no grounds for termination; 180DC acts as more of an informational and social club and general members have no general responsibilities to uphold to the club.

Termination in General

Anyone affiliated with or who participates with 180 Degrees Consulting must respect members, the community, and the partners that are connected to us. 180 Degrees Consulting does not allow any form of discrimination, such as racism and sexism. If a member does not abide by this, they are subject to immediate termination.

Any executive who is terminated has a right to appeal to the general membership see Article 9

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 non-biased 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 also registered U of T students for candidacy of 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.

Non-elected Executives, by nature of their selection, are not considered to have executive authority, and thus may cast a vote in elections.

The CRO shall select three (3) election dates before March 30th 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 U of T student with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an 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 members may not vote by proxy. Non-U of T students may not nominate or vote in elections.

Term of Executive positions shall be from May 1st to April 30th. Term of Associate positions shall be from June 1st to May 31st.

6. Finances

The Finance Director(s) shall keep records of all income and expenses. The Finance Director(s) shall present the group's financial health at the annual general meetings. The President and Finance Director(s) are to vote on all expenditures exceeding \$100.00. All expenditures require signatures from both signing officers (Co-Presidents and Finance Director(s)).

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.

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 weekly during the school year and bi-weekly basis during the summer period 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.

9. Article Nine - Termination of Membership

9.1. The Executive Committee may revoke the membership of 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.

9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

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

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

9.7. Executive Committee members are subject to the same termination of membership process as general members.