

Constitution of the Graduate Management Consulting Association Student Club at the University of Toronto Scarborough (2024-2025)

Article I: Name of Organization

1.1 Graduate Management Consulting Association at the University of Toronto Scarborough Student Club

1.2 GMCA @UTSC SC

Article II: Purpose

2.1 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.

2.2 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.

2.3 The fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.

2.4 The operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: MEMBERSHIP

3.1 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.

3.2 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. The term of membership for the will be from September 1 – August 31 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.

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

3.3.1 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.

3.3.2 The right to communicate and to discuss and explore all ideas;

3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;

3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;

3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;

3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful

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.

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

3.4.1 Support the purpose of the organization;

3.4.2 Uphold the values of the organization;

3.4.3 Contribute constructively to the programs and activities offered by the organization;

3.4.4 Attend general meetings;

3.4.5 Abide by the constitution and subsequent official organizational documents;

3.4.6 Respect the rights of peers and fellow members;

3.4.7 Abide by University of Toronto policies, procedures, and guidelines;

3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

3.5 The GMCA@UTSC SC will not collect a mandatory membership fee from each member each year.

3.6 The GMCA@UTSC SC values and respects the personal information of its members. The secures its member's information at all times and will not supply names or other confidential information to third-parties.

3.7 The GMCA@UTSC SC will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executives

4.1 The executives of the organization shall include:

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.

4.2 The broad responsibilities of each executive position are as follows:

4.2.1 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.

4.2.2. 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.

4.2.3 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.

4.2.4 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.

4.2.5 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.

4.2.6 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.

4.2.7 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.

4.3 Only student members of the organization may hold executive positions.

4.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.

4.5 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

4.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

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.

4.7 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. The term of each executive will last from May 1 following their election to April 30 of the following year.

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

4.9 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

4.10 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

4.11 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

5.1.1 A member or executive has engaged in unlawful actions or activities;

5.1.2 A member or executive has violated the constitution;

5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

5.1.4 A member or executive has violated the rights of a fellow member;

5.1.5 A member or executive has not fulfilled their organizational responsibilities;

5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

5.2 The process for removing a member or executive may also be initiated when 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.

5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

5.3 The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:

5.3.1 First Tier: The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

5.3.2 Second Tier: (i) Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior. (ii) The Vice President Human Resources will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern. (iii) The Vice President Human Resources must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days. (iv) The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to demonstrate progress or correction of behavior.

5.3.3 Third tier: (i) Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior. (ii) The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each. (iii) The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article VI: Finances

6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.

6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.

6.3 All Budgets shall be prepared by the Director of Finance of the Executive Council in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.

6.4 The Director of Finance of the Executive Council shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

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".

6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

6.8 The President(s) and Director of Finance, and only in special circumstances the Director of Operations shall be the sole signing authorities of banking instruments for the organization.

6.9 The Director of Finance will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

6.10 The Director of Finance will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

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

6.10.2 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.

6.10.3 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.

6.11 Surplus and deficits: The surplus or deficit of each financial year shall be carried forward as the starting financial position of the following year.

6.12 Financial resources of the association: 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. › 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.

Article VII: General Meetings

7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.

7.2 General meetings will be facilitated by a chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:

7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

7.2.3 Moderating the discussion at meetings according to the agenda;

7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.

7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

7.4 There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.

7.5 General meetings may be called to order by the President, through a petition by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.

7.6 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.

7.7 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.

7.8 All executives are expected to make brief progress reports on their activities at every general meeting.

7.9 Minutes of all general meetings must be recorded and maintained for reference purposes.

7.10 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.

7.11 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

7.12 Any question at a valid general meeting shall be decided by a show of hands.

7.13 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

7.14 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

7.15 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

8.1.1 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.

8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

8.2.1 Formulating and distributing an agenda for each meeting;

8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.2.3 Moderating the discussion at meetings according to the agenda;

8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30.

8.3.1 The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.

8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

8.4.1 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;

8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

8.6 Executive meetings are restricted to executive members only. 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.

8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.

8.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

8.10 Any question at an Executive Meeting shall be decided by a show of hands.

8.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

8.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Emergency Meetings

9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

9.2 These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article X: Elections

10.1 Executive elections will be held prior to October 1st each year.

10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.

10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.

10.3.1 (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 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.

10.3.2 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.

10.3.3 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.

10.4 All screening of candidates will be conducted by a committee comprised of majority number of non-executive general members and minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.

10.4.1 (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; and (v) Other members of the Hiring Committee shall assist the Chair in matters concerning the hiring process.

10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.

10.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.

10.6.1 (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.

10.7 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.

10.8 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.

10.9 This committee will be comprised of two (2) non-executive general members and one (1) executive.

10.10 Successful candidates will be determined by accrual of the greatest number of votes tallied from amongst the general membership.

10.11 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.

10.12 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.

10.13 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

Article XI: Amendments

11.1 The organization may make, amend or repeal the constitution or certain sections therein.

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

11.1.2 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.

11.2 Notice of a meeting called to consider such a resolution shall be given as follows:

11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).

11.4 The general membership must have the final say on amendments to the constitution.

Article XII: Transition

12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Emergency Powers

13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

13.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIV: Food Handling on Campus

14.1 will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XV: Precedence of University Policies

15.1 will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the University's policies, procedures, and guidelines will take precedent.

Article XVI: Legal Liability

16.1 The University of Toronto Scarborough does not endorse the 's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVII: Banking

17.1 agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary, as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.

4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VIII. Voting

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.