

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 of 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 President and Managing Director. The President, once elected, is to then appoint the Finance Director, Human Resources Director, Marketing Director, Learning & Development Director, 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 President shall:

- Coordinate and chair all Executive-level meetings on a bi-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 bi-weekly basis.
- Delegate tasks to appropriate portfolios and Directors.
- Act as primary contact for the branch for the 180GLT.
- Be the spokesperson for the group.
- Be the primary interviewer 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.

NON-ELECTED ROLES

The Managing Director shall:

- Develop a 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.
- 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.

The Consulting Director(s) shall:

- Hire student consultants according to an application pre-approved by the entire Executive.
- Instruct student consultants on a weekly/ad-hoc basis in the consulting methodology, providing advice for meeting benchmark goals.
- Communicate closely with 180DC clients, meeting with them regularly and assisting the consultant teams and clients in creating achievable goals.
- Be responsible for contract management and deliverables from consultants to clients.
- Meet regularly with the Executive to provide updates on client progress and provide recommendations to better the consultant program throughout the year.
- Acquire relevant projects for consultants to work on throughout the year.

The External Relations Director(s) shall:

- Build strong relationships with professional consulting firms using customer engagement strategies
- Reach out to potential workshop speakers
- Plan events and workshops throughout the year
- Oversee the mentorship program by acquiring and matching mentors with consultants

The Finance Director shall:

- Oversee, set, and modify all budgets for events and funds throughout the year.
- Record receipts and debts accurately, including reimbursements for Executives, sponsors, and 180GLT through Stripe account.
- Create and manage a branch bank account.
- Direct management of UTSU Fluidreview account.
- Apply for funding-related matters for both on-campus and off-campus sponsorship.
- Be one of two primary signing officers of the 180DC treasury (alongside the President).
- Attend ULead sessions to ensure eligibility for university funding and UTSU recognition.

The Marketing Director shall:

- Oversee all branding and promotional efforts of the branch.
- Find opportunities for marketing through on-campus connections (ex: newspapers, radio, digital advertisements from other clubs).
- Create and maintain organizational social media groups (Facebook, Instagram, LinkedIn) for different 180DC sub-units (consultant teams, 180DC Executives, Consulting Directors + consulting applicants, etc.).
- Distribute marketing materials such as newsletters and social media posts regularly to assist in maintenance of 180DC ‘brand’.
- Assist the Finance department in creation of an external sponsorship package.
- Ensure that upcoming events and deadlines have a relevant and properly executed marketing strategy.
- Assist in storytelling related to consultants and clients for a potential branch blog.

The Professional Development Director shall:

- Establish professional relationships with University groups and external organizations to provide training workshops and development opportunities to consultants and general members.
- Develop training strategy for consultants and team leads - alongside the Consulting Director(s) and Human Resources Director.
- Develop database of branch members and connect student talent to interested organizations.
- Host at least two workshops, seminars, or skill-building/networking/development-oriented events per academic semester.

The Interns Director shall:

- Establish professional relationships with University groups and external organizations to provide training workshops and development opportunities to consultants and general members.
- Develop training strategy for consultants and team leads - alongside the Consulting Director(s) and Human Resources Director.
- Develop database of branch members and connect student talent to interested organizations.
- Host at least two workshops, seminars, or skill-building/networking/development-oriented events per academic semester.

- Develop a comprehensive plan for the first year interns program
- Oversee the First-year interns and support their transition into university
- Compile a list of resources for the interns to
- Prepare weekly/bi-weekly training sessions revolving around career paths, internship recruiting, and academics

**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 favours 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.
- 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 President and/or Managing Director. No response is warranted from the individual at this time and no additional meetings are required. However, a meeting with Human Resources, alongside the President, will be later determined to resolve the issue and help create a better environment for all team members.

Human Resources 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. 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.

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 favours 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 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.

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

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.