

## **Graduate Management Consulting Association CONSTITUTION**

### **OFFICIAL NAME**

Graduate Management Consulting Association (GMCA)

### **PREAMBLE**

Be it resolved that the Graduate Management Consulting Association affirms the equality of all individuals notwithstanding their gender, race, colour, sexual orientation, or socioeconomic status. Let it be known that this Constitution is formulated in accordance with guidelines issued by Student Affairs, University of Toronto. Let it be known that members of the Graduate Management Consulting Association, hereafter referred to as the 'GMCA', shall abide by this constitution and hereby dedicate this constitution for the betterment of GMCA members.

### **SECTION I ORGANIZATION**

#### **A) PURPOSE**

The GMCA exists to provide University of Toronto graduate and post-graduate trainees (both on and off-site) with the opportunity to engage in management consulting-related events. The GMCA 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;
- Case experience through an annual case competition and joint activities with industry firms for long-term pro-bono case work;
- Networking evenings between interested members and industry professionals;
- Knowledge exchange through the GMCA Resource Database containing firm literature, application information, preparation resources and past member experience documentation.

#### **B) MEMBERSHIP**

Membership in the GMCA is open to all University of Toronto community members including students, staff, faculty and alumni, both on and off campus. To become a member of the GMCA, one must formally request addition of their person to the membership database, which is managed by the Executive Council. Membership will expire on April 30<sup>th</sup> of each year. Earlier termination of membership can occur if the member does not follow the policies of the GMCA as outlined in this constitution.

Termination of membership is determined by a majority vote of the Executive Council.

## **RIGHTS AND PRIVILEGES OF MEMBERSHIP**

Every member of the GMCA shall be entitled to:

- i. Be eligible to participate in activities organized by the GMCA;
- ii. Help in the organization of GMCA activities with approval from the Executive Council

The privilege to sit on the GMCA Executive Council and vote in GMCA annual elections is limited to official members of the University of Toronto community with a preference for current registered non-MBA graduate students. As stipulated by the University of Toronto Student Affairs, members of the University of Toronto community include: on site students, staff, faculty and post-doctoral fellows, off site students and alumni.

## **SECTION II EXECUTIVE COUNCIL**

### **A) RESPONSIBILITIES**

The responsibilities of the GMCA Executive Council shall be:

- To direct the policy, management, and vision of the GMCA, subject to provision of this Constitution;
- To plan, organize, and co-ordinate the activities of the GMCA;
- To serve as GMCA ambassadors to professional management consultancies.

### **B) SESSION**

The start of the annual session of the GMCA Executive Council shall start within seven calendar days of the election and appointment of all Executive Council members for the upcoming session, and end with the election of a new Executive Council for the subsequent session.

### **C) MEMBERSHIP**

- i. President (Officer);
- ii. Vice-President(s) (Officer);
- iii. Director of Member Relations (Officer);
- iv. Director of Finance (Officer);
- v. Director of Communications (Executive);
- vi. Director(s) of Professional Relations (Executive);
- vii. Director of Education (Executive);
- viii. Director of Case Development (Executive);
- ix. Chair(s) of GMCA events (Member).

No member of the GMCA may hold more than one position on the Executive Council, unless there is no other member available to hold the position. Only one person may hold each position with the exception of the Vice-President (maximum of two positions), Director of Professional Relations (maximum of two positions), or Chair of GMCA events (number is defined by the number of individual GMCA events requiring management). Each member of the Executive Council may hold his/her position for a maximum of two years. However, each position is subject to re-election each year.

All members of the GMCA Executive Council are required to perform the following duties: attend GMCA Executive meetings (only 3 can be missed/year – including summer term); promote the GMCA among fellow colleagues within the academic community; assist Directors and Chairs in the organization and planning of GMCA events; be informed of GMCA policies and procedures; and update the GMCA of any membership activities/concerns.

The President, Vice-President(s) and Executives require a majority vote during the GMCA's annual elections. Chairs are appointed positions. Once a member has been appointed as a Chair of a GMCA event, their roles and responsibilities shall be the same as any general Executive Council member. Please note that no member of the Executive Council shall be eligible to compete in any case competition in which the GMCA is involved from the time they join the council (including the period after they resign). Although attendance is mandatory for all Executive Council members, all GMCA members are encouraged to attend meetings.

#### D) DUTIES OF THE EXECUTIVE COUNCIL

##### i. PRESIDENT

The President shall:

- Serve as the lead representative of the GMCA and be responsible for the internal actions of the GMCA;
- Co-ordinate responsibilities among Executive Council members;
- Set the GMCA's annual goals, including goals for each Executive Council member;
- Ensure the GMCA and Executive Council members have the opportunities and resources available to them to achieve their goals;
- Hold quarterly reviews of Executive Council members to ensure they are achieving personal goals;
- Call meetings and preside over the Executive Council;
- Cast final decision in the event of a tie amongst council member voting;
- Call and conduct the election of the next council (if not running for an additional term).

##### ii. VICE-PRESIDENT(S)

The Vice-President(s) shall:

- Act as support for the president;

- Serve as Acting President if the president is unable to attend a GMCA meeting;
- Assume the duties of the president in their absence or inability to fulfill their responsibilities;
- Ensure Directors and Chairs of GMCA activities are adequately fulfilling their duties;
- Along with the President, be present and participate in Executive Council member quarterly reviews;
- Work with the President to develop new GMCA initiatives;
- Can conduct the election of the next council if the president is running for an additional term.

iii. **DIRECTOR OF MEMBER RELATIONS**

The Director of Member Relations shall:

- Be responsible for distributing reminder notices of Executive Council meetings at least 72 hours prior to the meeting;
- Record the minutes of the Executive Council meetings, including attendance, and items discussed and distribute to membership;
- Distribute official documents and records of the GMCA to the GMCA Executive Council;
- Be involved in GMCA activities with Directors/Chairs including:
  - Membership lists;
  - Attendance tracking;
  - E-mail organization and reply;
  - Room/AV booking for events;
- Official contact person for the Student Affairs office of the University of Toronto;
- Together with the Director of Communications, maintain the member's database;
- Together with the Directors of Education and Professional Relations, organize any GMCA member interaction events including networking events;
- Manage e-mail communication with members.

iv. **DIRECTOR OF FINANCE**

The Director of Finance shall:

- Be the financial officer of the GMCA, and together with the President, be responsible for the financial stability of the GMCA;
- Produce an annual budget at the start of the fiscal year;
- Manage the GMCA's bank account;
- Maintain an accounting ledger of all receipts and dates of all financial transactions, including debits, credits, cheques, and remaining bank balance;
- Produce monthly financial reports to the Executive Council, including statements of accounts versus budget, and cash flow positions.

v. **DIRECTOR OF COMMUNICATIONS**

The Director of Communications shall:

- Maintain the GMCA website including:
  - Update executive profiles and pictures annually;
  - Update information regarding Upcoming Events, Meeting minutes, Registration information;
  - Post pictures taken at GMCA events on the website;
  - Update the website calendar with upcoming events;
  - Together with the Director of Education, manage the knowledge database and regularly update any online resources;
  - Monitor discussions on website-directed forums.
- Together with the Director of Member Relations, maintain the member's database;
- Develop and maintain relationships with faculty and other University of Toronto groups including acting as the official contact person for the University of Toronto Graduate Students' Union and Post-Doctoral Association;
- Manage promotional campaigns to increase campus awareness about the GMCA and recruit new members including:
  - Event marketing material development, posting and distribution;
  - Quarterly membership e-mail newsletters development and distribution.

vi. **DIRECTOR(S) OF PROFESSIONAL RELATIONS**

The Director(s) of Professional Relations shall:

- Act as the liaison between the GMCA and management consultancies;
- Manage and expand the relationship between the GMCA and management consultancies to promote the GMCA;
- Maintain the GMCA database of consultancy contacts;
- Develop and update the annual consultancy sponsorship package;
- Secure annual consultancy sponsorship as outlined in the annual budget;
- Together with the Director of Member Relations and other GMCA Directors, organize all workshops, information sessions and training events involving consultancy contacts.

vii. **DIRECTOR OF EDUCATION**

The Director of Education shall:

- Manage the internal resource library of the GMCA;
- Promote interaction amongst GMCA members involved in consultancy recruitment;
- Together with the Directors of Communication and Professional Relations, organize any GMCA member interaction events including networking evenings;

- Encourage GMCA members to provide feedback and discussion about consultancy recruitment, internship or contact experiences;
- Together with the Director(s) of Professional Relations, organize all information and training workshops.

viii. DIRECTOR OF CASE DEVELOPMENT

The Director of Case Development shall:

- Develop the long-term case agenda for the GMCA;
- Together with the Director(s) of Professional Relations, develop case activities that are acceptable to the industry;
- Together with the Directors of Professional Relations and Communications, direct the selection of members to staff cases including:
  - Marketing and advertising to obtain applications;
  - Resume screening;
  - Interviewing;
- Ensure staffed members have the opportunities and resources available to them to achieve successful case outcomes including:
  - Securing training opportunities;
  - Organizing progress review sessions;
  - Together with the Director(s) of Professional Relations, obtaining industry expertise for case progress.

ix. CHAIR(S) OF GMCA EVENTS

The Chair(s) of GMCA events shall manage all activities related to their assigned event as stipulated at time of appointment.

E) DISCIPLINARY ACTIONS AGAINST EXECUTIVES

An executive who is found guilty by  $\frac{3}{4}$  of the full Executive Council of one of the following:

- i. infringement of this Constitution or resolution of the GMCA;
  - ii. acting irresponsibly such that their actions have direct negative impact on the GMCA;
  - iii. engaging in corrupt or fraudulent acts using the name of the GMCA and thereby marring its reputations;
  - iv. criminal offenses;
  - v. 3 absences from Executive Council meetings;
- Shall be dismissed from the GMCA Executive Council.

F) RESIGNATION OF EXECUTIVES

Executive Council members may resign at any time by giving one month prior notice in writing to the Executive Council.

G) VOTE OF NON-CONFIDENCE

If the GMCA membership is sufficiently displeased with the current Executive Council that they desire the election of a new council prior to the closure of the session, they must obtain the signatures of  $\frac{3}{4}$  or more of the members to support a vote of non-confidence. This will result in the immediate dissolution of the Executive Council and a new election headed by a GMCA member selected by majority vote.

### **SECTION III MEETINGS**

#### **A) TIME OF MEETINGS**

Meetings of the GMCA Executive Council shall:

- i. Be convened monthly or bi-monthly as needed, during the annual session which runs from May to April;
- ii. Be convened by the President when necessary;
- iii. Be conveyed to the general GMCA membership on the GMCA website calendar at least 2 weeks in advance of the meeting.

#### **B) QUORUM**

The quorum of the GMCA Executive Council meetings shall consist of a minimum of  $\frac{1}{2}$  of all the Council Officers and  $\frac{1}{2}$  of all other Council members. 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 President.

#### **C) OBSERVERS**

Observers may attend an Executive Council meeting, but do not have the right to move, second or vote on any motions.

#### **D) PROCEEDINGS**

The proceedings of each Executive Council meeting shall include:

- i. The generation of a five day reminder notice by the Director of Member Relations and distributed to the GMCA membership;
- ii. The drafting and distribution of an agenda by the President to the GMCA membership at least one calendar day prior to the meeting;
- iii. The recording and distribution of the minutes of the meeting by the Director of Member Relations to every GMCA member within two weeks of the meeting, then subsequently adopted by the Executive Council at the next Executive Council meeting;
- iv. The confirmation of the date, place and time of the following Executive Council meeting at the end of each meeting.

### **SECTION IV ELECTIONS**

#### A) ELECTION COMMITTEE

- i. An election committee shall be formed to supervise the election of all executives for the upcoming session. The election committee should be formed before mid April.
- ii. The current President of the Executive Council shall chair the Election Committee, if they are not running for another position (including President) the following year. If the President is running for re-election or another position the following year, a Vice-President, not running for another position shall chair this committee;
- iii. All current members of the Executive Council who are not participating in the election as candidates may become members of the Elections Committee;
- iv. The Chair of the Election Committee shall guide the committee to conduct a fair election according to the procedures described in Section IV (B);
- v. Other members of the Election Committee shall assist the Chair in matters concerning the election.

#### B) RESPONSIBILITIES OF THE ELECTION COMMITTEE

- i. Set the date for the election of the next session's GMCA Executive Council;
- ii. Contact all GMCA members to inform them of the coming election and take nominations for the election;
- iii. Manage the list of all nominees and respective running positions;
- iv. Distribute the rules of the election as determined by the Election Committee to the nominees.

#### C) ELECTION PROCESS RULES

- i. Qualifications – every candidate running for a position on the GMCA Executive Council must be a member of the GMCA and the official University of Toronto community, as outlined in SECTION I (B) for the full tenure of the position;
- ii. Candidates running for the position of President must have held a position on the GMCA Executive Council or have acted as a chair for at least one year prior to the current year's elections. In the event that there is no eligible candidate for the President position that meets the former criterion, any GMCA member who will also be a part of the official University of Toronto community for the full tenure of the position may run for this position;
- iii. Elections will take place in late April to early May to form the new session of the GMCA Executive Council;
- iv. The procedures for polling shall be determined by the Election Committee;
- v. All GMCA members will have voting privileges so long as they are members of the official University of Toronto community as outlined in SECTION I (B) at the time of the election.

Failure to abide by any of these election rules, either by the Election Committee Chair or any of the nominees will result in termination of the election procedure and an immediate re-election.

In the case of vacancy of any of the Executive Council positions outside of the normal annual election time, the current President shall be responsible for replacing (by a vote) the former executive or delegate the duties amongst the remaining executives.

#### D) APPOINTMENT OF CHAIR(S) OF GMCA EVENT(S)

Chair(s) of GMCA events shall be appointed based on a majority decision of the Executive Council.

### **SECTION V FINANCES**

#### A) FISCAL YEAR

The financial year of the GMCA shall correspond to the session of the Executive Council.

#### B) ACCOUNTS

The Director of Finance of the Executive Council shall keep true accounts of the money received and expensed by the GMCA, and the matters in respect to which such receipt and expenditure took place. All cheques and bankbooks shall be jointly signed by the Director of Finance and one of the President or Vice-President(s). All monies obtained for deposit shall be made payable to the "Graduate Management Consulting Association".

#### C) ESTIMATED ANNUAL BUDGET

The estimated annual budget shall be prepared by the Director of Finance and submitted to the Executive Council for adoption within 60 calendar days of a session. This estimated budget must not contain a deficit as the final case position of the final fiscal year.

#### D) STATEMENTS OF ACCOUNT AND BALANCE SHEETS

##### i. Monthly Financial Reports

A brief monthly statement of accounts shall be prepared by the Director of Finance and submitted to the Executive Council for adoption at each monthly Executive Council meeting;

##### ii. Annual Financial Report

An annual statement of accounts and balance sheets of the current GMCA fiscal year shall be prepared by the Director of Finance for adoption at the final Executive Council meeting of each session. Copies of this document shall be

submitted to the following 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 Finance shall be required to compose a second full report encompassing all GMCA financial information to that time point in the session.

iii. Accessibility

All financial statements and documents must be made accessible by the Director of Finance to any member of the GMCA upon request within two weeks.

E) SURPLUS AND DEFICITS

The surplus or deficit of each financial year shall be carried forward as the starting financial position of the following year.

F) FINANCIAL RESOURCES OF THE ASSOCIATION

i. The source of revenue for the GMCA shall be:

- Sponsorship from professional consultancies;
- Net income of events and activities organized by the GMCA;
- Unconditional gifts and donations;
- Surplus funds obtained from the previous session's Executive Council;

ii. The GMCA cannot borrow money from any sources;

iii. The GMCA cannot conduct any financial investments.

**SECTION VI CONSTITUTION**

A) INTERPRETATION

The interpretation of the constitution shall rest with the Executive Council, and the President shall be the final interpreter.

B) AMENDMENT

The constitution shall not be altered or amended except by a motion carried at a GMCA Executive Council meeting. A motion to alter or amend the constitution shall be resolved by a vote, and carried only if ½ of the votes made by the Executive Council Officers and ½ of the votes of other executives are in favour of the amendment.

E) DISTRIBUTION

The Election Committee shall distribute a copy of the constitution to each candidate for the GMCA Executive Council before election and shall be posted in its entirety on the GMCA website.