



University of Toronto Consulting Association

CONSTITUTION

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1. Purpose

The UTCA aims to educate the University of Toronto community about the field of management consulting and to raise awareness about the career opportunities available within the industry. The UTCA seeks to provide support to students interested in pursuing a career in consulting by accomplishing the following:

- Form mutually beneficial partnerships with firms in the industry and provide students with networking opportunities
- Organize various seminars/workshops featuring guest speakers from the consulting industry and an annual case competition
- Provide a forum to practice case interview skills prior to the recruiting process
- Provide students with real-world consulting experience through our Volunteer Consulting Group
- Acquire resource materials including a selection of practice cases, tips for solving cases, industry information, and firm specific literature

2. Membership

Membership of the UTCA is open to all community members at the University of Toronto including students, staff, faculty, and alumni. To be recognized as a member of the UTCA, one is required to sign up with the executive. Proof of status as a University of Toronto community member must be presented in order to register (eg. Student number). Membership will expire automatically on August 31 of each year. Members are invited to attend all seminars, workshops, and general meetings organized by the UTCA.

3. Executive

The Executive of the UTCA consists of the following positions:

3.1 Elected Positions

Co-Presidents

- Oversee all UTCA operations
- Set organization goals for the year, including goals for each executive member
- Develop and maintain relationships with faculty and other U of T groups
- Coordinate and run meetings
- Responsible for team development, team training & team building
- Organize executive social events
- Ensure executives are achieving their personal goals – bi-monthly reviews to ensure they are achieving their goals, by their own effort and that they have the opportunities and resources needed to achieve them
- Maintain contact with UTCA Alumni
- Obtain sponsorship for UTCA

3.2 Appointed Positions

Vice President Internal

Director of the UTCA Annual Case Competition

- Assist Co-Presidents with team building and executive social events
- Coordinate production of Annual Report for Student Affairs
- Maintain membership list and tracks attendance at each event
- Coordinate room bookings and club renewal forms
- Maintain and manage all emails directed to the UTCA (including folder organizations and email replies) and internal executive communication (meeting minutes)

Vice President Professional Events

- Develop and market events to firms and sponsoring campus or external organizations
- Organize all workshops, seminars, and speaker events (includes planning of event and all event logistics)
- Coordinate executive responsibilities for events

Vice President Marketing (Engineering and Arts/Science)

- Manage all marketing campaigns and promotional materials including: posters, mailing list, Ulife, Engineering Society Digest, newspaper articles, Facebook etc.
- Organize Clubs Fairs – UTSU, Engineering
- Organize membership drives periodically throughout the year
- Ensure communications and marketing for all UTCA events to members

Vice President Finance

- Manage group finances and furnishes monthly reports to the executive on financial status, this will include year end financial statements
- Coordinates budget and expense files with VCG, Events and Marketing at beginning of the year
- Responsible for on campus funding opportunities

Vice Presidents Volunteer Consulting (Junior and Senior Position)

- Commit to a two-year obligation
- Seek non-profit consulting projects for student teams
- Contact for non-profit organizations
- Recruit Subject Matter Experts and Case Team Advisors
- Organize Volunteer Consulting recruitment
- Coordinate training sessions with firms and other organizations for the teams

Vice President Graduate Studies

- Represent graduate student interests
- Liaison with other graduate student organizations

- Promote all UTCA events to graduate students
- Organize at least one event targeting graduate students

UTCA will seek executive members from a broad cross section of faculties, so as to fairly represent the program composition of UTCA's membership.

3.3 Resignation

Any member of the Executive may voluntarily resign from their position. Individuals choosing to do so are required to remain in their position until a replacement can be found. They shall be bound to do so for no longer than one month's time from the date of their initial statement of resignation.

3.4 Impeachment

A member of the UTCA Executive may be impeached for the following reasons:

- The duties which were assigned to the individual have not been met, and in failing to do so, the individual has caused significant harm to the goals or public standing of UTCA
- The member, acting as a representative of the UTCA, has undertaken an activity which serves to undermine the goals or public standing of UTCA
- The individual is deemed unsuitable for their executive position, for reasons considered relevant to the proper functioning of the UTCA
- Prior to the Impeachment of an Executive, the individual must first be given a clear warning. If the individual has failed to make sufficient reparations, they may be impeached by the remaining members of the Executive Team on a two thirds majority vote

4. Finances

4.1 Financial Statements and Sponsorship

The UTCA complies with the financial statement requirements of the Government of Canada. The Director of Finance must prepare a Balance Sheet, an Income Statement, and a Statement of Changes in Financial Position to be presented at a general meeting and filed with the University within six months of the end of the UTCA's fiscal year. The UTCA accepts sponsorship from industry firms to fund seminars, workshops, resource materials and publications.

4.2 Signing Officers

The signing officers of the club shall be the Co-Presidents and the Vice President Finance. The club bank account will be held under the name of the Vice President Finance.

4.3 Membership Fees

There shall be no membership fee for all those who current students or alumnus of the University of Toronto.

5. Meetings

The date, time and place of all UTCA meetings are determined by the Co-Presidents. Executive meetings may be set any time during the year with a minimum of one meeting per month. Executive members are notified at least seven days prior to the date. Quorum for any meeting is 50% plus 1%.

6. Elections

Elections for the position of Co-President of the UTCA are held prior to March 15 of each year. An Elections Committee consisting of the new Co-Presidents and at least 2 current Executive members will conduct the selection process of the new Executives. The Elections Committee must consist of current UTCA Executive members who are not candidates in the election. All registered members of the UTCA are eligible to run for an Executive position. It is preferred that the presidential candidates have at least one year of experience on the UTCA Executive team. The candidates for the Vice President positions must submit a cover letter and résumé as an application for each Executive position they are applying for. The Elections Committee will then select candidates to interview and make a final decision of the composition of the new Executive team.

7. Ratification Process

To ensure that the members of the organizations have a say in the selection of the new executive, a ratification process has been developed. The Elections Committee will inform the current UTCA Executive team, along with a paragraph that highlights the reasons why the individual was selected for the task. This information will be communicated either through a general meeting or via e-mail. The UTCA Executive team will then vote either in favour or against the selections, a simple majority or 2/3 majority in favour would solidify the candidate's status as a new executive member. Anything less, would indicate that the candidate is not the choice of the general members and a new member will have to be selected. This process will repeat to ensure satisfactory executives are chosen.

8. Amendments

Any member of the UTCA Executive team may propose an amendment. Amendments to the Constitution require a two-thirds majority vote at the Executive meeting of the

UTCA. Proposed amendments must be presented at an Executive meeting prior to the general meeting. The amended Constitution must be posted on the UTCA website as soon as possible.