



CONSTITUTION OF MCGILL STUDENTS GRADUATE MANAGEMENT CONSULTING ASSOCIATION

Ratified by SSMU Council on: March 27, 2014

1 Article I: Name

- 1.1** McGill Students Graduate Management Consulting Association, also referred to hereinafter as the Club.

2 Article II: Mandate

- 2.1** The Club's mandate shall be to provide McGill undergraduate, graduate and postgraduate trainees (both on and off-site) with the opportunity to engage in management consulting-related events. The McGill Students 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 McGill Students GMCA Resource Database containing firm literature, application information, preparation resources and past member experience documentation.

2.2 Code of Conduct

- 2.2.1** The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 2.2.1.1** No member shall make personal profit from the club
- 2.2.2** Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

2.3 Student Group Civility

- 2.3.1** The club will maintain cordial and respectful relations with all other clubs, services and independent student groups
- 2.3.2** The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.



- 2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Clubs and Services and attempt to remedy the problem in a collegial fashion.

2.4 Environment

- 2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations
- 2.4.1.1 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited to the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators
- 2.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

3 Article III: Membership

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

4 Article IV: Executive Committee

- 4.1 The responsibilities of the McGill Students GMCA Executive Council shall be:
- To direct the policy, management, and vision of the McGill Students GMCA, subject to provision of this Constitution;
 - To plan, organize, and co-ordinate the activities of the McGill Students GMCA;
 - To serve as McGill Students GMCA ambassadors to professional management consultancies.
- 4.2 The start of the annual session of the McGill Students 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.
- 4.3 Membership:
1. President
 2. Vice - President(s)
 3. Director of Member Relations
 4. Director of Finance
 5. Director of Communications
 6. Director(s) of Professional Relations



7. Director of Education
8. Director of Case Development
- 4.4 Executive member positions are open to any SSMU or PGSS member. No member of the McGill Students 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). Each member of the Executive Council may hold his/her position for a maximum of two years.
- 4.5 However, each position is subject to re-election each year. All members of the McGill Students GMCA Executive Council are required to perform the following duties: attend McGill Students GMCA Executive meetings (only 3 can be missed/year –including summer term); promote the McGill Students GMCA among fellow colleagues within the academic community; assist Directors and Chairs in the organization and planning of McGill Students GMCA events; be informed of McGill Students GMCA policies and procedures; actively pursue sponsorship opportunities on behalf of the McGill Students GMCA; and update the McGill Students GMCA of any membership activities/concerns.
- 4.6 The executive positions require a majority vote during the McGill Students GMCA's annual elections.
- 4.7 No member part of the Case Competition Organizing Committee shall be eligible to compete in any case competition in which the McGill Students GMCA is involved from the time they join the council. Those executive members who help organize the conference, but are not involved in the case selection, are free to participate in the competition. Although attendance is mandatory for all Executive Council members, all McGill Students GMCA members are encouraged to attend meetings.
- 5 Article V: Portfolios**
- 5.1 Executive Committee Duties:
 - 5.1.1 The President shall:
 - 5.1.1.1 Serve as the lead representative of the McGill Students GMCA and be responsible for the internal actions of the McGill Students GMCA;
 - 5.1.1.2 Co-ordinate responsibilities among Executive Council members;
 - 5.1.1.3 Set the McGill Students GMCA's annual goals, including goals for each Executive Council Member,
 - 5.1.1.4 Ensure the McGill Students GMCA and Executive Council members have the opportunities and resources available to them to achieve their goals;
 - 5.1.1.5 Call meetings and preside over the Executive Council;
 - 5.1.1.6 Take the lead in organizing the McGill Students GMCA case competition;
 - 5.1.1.7 Serve as the official liaison to GMCA Canada
 - 5.1.2 The Vice-President(s) shall:
 - 5.1.2.1 Act as support for the president;
 - 5.1.2.2 Serve as Acting President if the president is unable to attend a McGill Students GMCA meeting;



- 5.1.2.3 Assume the duties of the president in their absence or inability to fulfill their responsibilities;
- 5.1.2.4 Ensure Directors and Chairs of McGill Students GMCA activities are adequately fulfilling their duties;
- 5.1.2.5 Work with the President to develop McGill Students GMCA initiatives;
- 5.1.3 The Director of Member Relations shall:
 - 5.1.3.1 Be responsible for distributing reminder notices of Executive Council meetings at least 72 hours prior to the meeting;
 - 5.1.3.2 Record the minutes of the Executive Council meetings, including attendance, and items discussed and distribute to membership;
 - 5.1.3.3 Distribute official documents and records of the McGill Students GMCA to the McGill Students GMCA Executive Council;
 - 5.1.3.4 Be involved in McGill Students GMCA activities with Directors/Chairs including: Membership lists; Attendance tracking; E-mail organization and reply; Room/AV booking for events;
 - 5.1.3.5 Together with the Director of Communications, maintain the members database;
 - 5.1.3.6 Together with the Directors of Education and Professional Relations, organize any McGill Students GMCA member interaction events including networking events;
 - 5.1.3.7 Manage e-mail communication with members.
- 5.1.4 The Director of Finance shall:
 - 5.1.4.1 Be the financial officer of the McGill Students GMCA, and together with the President, be responsible for the financial stability of the McGill Students GMCA;
 - 5.1.4.2 Produce an annual budget at the start of the fiscal year;
 - 5.1.4.3 Manage the McGill Students GMCA's bank account;
 - 5.1.4.4 Maintain an accounting ledger of all receipts and dates of all financial transactions, including debits, credits, cheques, and remaining bank balance;
 - 5.1.4.5 Produce monthly financial reports to the Executive Council, including statements of accounts versus budget, and cash flow positions.
 - 5.1.4.6 Together with the president, be responsible for creating a sponsorship package and, in collaboration with the entire McGill Students GMCA executive, sourcing of sponsorship funds.
- 5.1.5 The Director of Communications shall:
 - 5.1.5.1 Maintain the GMCA website including:
 - 5.1.5.1.1 Update executive profiles and pictures annually;
 - 5.1.5.1.2 Update information regarding upcoming events, meeting minutes, registration information;
 - 5.1.5.1.3 Post pictures taken at McGill Students GMCA events on the website;
 - 5.1.5.1.4 Update the website calendar with upcoming events;



- 5.1.5.2 Together with the Director of Education, manage the knowledge database and regularly update any online resources;
- 5.1.5.3 Monitor discussions on website-directed forums.
- 5.1.5.4 Together with the Director of Member Relations, maintain the members database;
- 5.1.5.4 Develop and maintain relationships with faculty and other McGill groups including acting as the official contact person for the SSMU and the Post Graduate Students' Society.
- 5.1.5.5. Manage promotional campaigns to increase campus awareness about the McGill Students GMCA and recruit new members including: Event marketing material development, posting and distribution; Quarterly membership e-mail newsletters development and distribution.

- 5.1.6 The Director(s) of Professional Relations shall:
 - 5.1.6.1 Act as the liaison between the McGill Students GMCA and management consultancies;
 - 5.1.6.2 Manage and expand the relationship between the McGill Students GMCA and management consultancies to promote the McGill Students GMCA;
 - 5.1.6.3 Maintain the McGill Students GMCA database of consultancy contacts;
 - 5.1.6.4 Develop and update the annual consultancy sponsorship package;
 - 5.1.6.5 Secure annual consultancy sponsorship as outlined in the annual budget;
 - 5.1.6.6 Together with the Director of Member Relations and other McGill Students GMCA Directors, organize all workshops, information sessions and training events involving consultancy contacts.

- 5.1.7 The Director of Education shall:
 - 5.1.7.1 Manage the internal resource library of the McGill Students GMCA;
 - 5.1.7.2 Promote interaction amongst McGill Students GMCA members involved in consultancy recruitment;
 - 5.1.7.3 Together with the Directors of Communication and Professional Relations, organize any McGill Students GMCA member interaction events including networking evenings;
 - 5.1.7.4 Encourage McGill Students GMCA members to provide feedback and discussion about consultancy recruitment, internship or contact experiences;
 - 5.1.7.5 Together with the Director(s) of Professional Relations, organize all information and training workshops.

- 5.1.8 The Director of Case Development shall:
 - 5.1.8.1 Develop the long-term case agenda for the McGill Students GMCA;
 - 5.1.8.2 Together with the Director(s) of Professional Relations, develop case activities that are acceptable to the industry;
 - 5.1.8.3 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;

5.1.8.4 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.

5.2 Disciplinary Actions Against Executives:

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

5.2.1.1 Infringement of this Constitution or resolution of the McGill Students GMCA;

5.2.1.2 Acting irresponsibly such that their actions have direct negative impact on the McGill Students GMCA;

5.2.1.3 Engaging in corrupt or fraudulent acts using the name of the McGill Students GMCA and thereby marring its reputations;

5.2.1.4 Criminal offenses;

5.2.1.5 3 absences from Executive Council meetings;
Shall be dismissed from the McGill Students GMCA Executive Council.

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

5.4 If the McGill Students 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 McGill Students GMCA member selected by majority vote.

6 Article VI: Fees

6.1 The McGill Students GMCA shall not charge a membership fee.

7 Article VII: Finances

7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.

7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account

7.2.1 Each account must have a minimum of two and maximum of three signing officers, including the President and the VP Finance.

7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account.

7.2.3 The VP Finance shall petition the CFI, SSMU, and other relevant organizations for financial support as needed.

8 Article VIII: Meetings

8.1 Meetings of the McGill Students GMCA Executive Council shall:

8.1.1 Be convened monthly or bi-monthly as needed, during the annual session which runs from May to April;



- 8.1.2 Be convened by the President when necessary;
- 8.1.3 Be conveyed to the general McGill Students GMCA membership on the GMCA website calendar at least 2 weeks in advance of the meeting.
- 8.2 The quorum of the McGill Students 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.
- 8.3 Observers may attend an Executive Council meeting, but do not have the right to move, second or vote on any motions.
- 8.4 The proceedings of each Executive Council meeting shall include:
 - 8.4.1 The generation of a three day reminder notice by the Director of Member Relations and distributed to the McGill Students GMCA membership;
 - 8.4.2 The drafting and distribution of an agenda by the President to the McGill Students GMCA membership at least one calendar day prior to the meeting;
 - 8.4.3 The recording and distribution of the minutes of the meeting by the Director of Member Relations to every McGill Students GMCA member within one week of the meeting, then subsequently adopted by the Executive Council at the next Executive Council meeting;
 - 8.4.4 The confirmation of the date, place and time of the following Executive Council meeting at the end of each meeting.

9 Article IX: Electoral Procedures

- 9.1 Election Committee:
 - 9.1.1 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.
 - 9.1.2 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;
 - 9.1.3 All current members of the Executive Council who are not participating in the election as candidates may become members of the Elections Committee;
 - 9.1.4 The Chair of the Election Committee shall guide the committee to conduct a fair election according to the procedures described in Section IV (B);
 - 9.1.5 Other members of the Election Committee shall assist the Chair in matters concerning the election.
- 9.2 Responsibilities of the Election Committee:
 - 9.2.1 Set the date for the election of the next session's McGill Students GMCA Executive Council;
 - 9.2.2 Contact all McGill Students GMCA members to inform them of the coming election and take nominations for the election;
 - 9.2.3 Manage the list of all nominees and respective running positions;
 - 9.2.4 Distribute the rules of the election as determined by the Election Committee to the nominees.



- 9.3 Electoral Process Rules:
- 9.3.1 Qualifications – every candidate running for a position on the McGill Students GMCA Executive Council must be a member of the McGill Students GMCA and the official McGill community.
 - 9.3.2 Candidates running for the position of President must have held a position on the McGill Students GMCA Executive Council 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 McGill Students GMCA member who will also be a part of the official McGill community for the full tenure of the position may run for this position;
 - 9.3.3 Elections will take place in late April to early May to form the new session of the McGill Students GMCA Executive Council;
 - 9.3.4 The procedures for polling shall be determined by the Election Committee;
 - 9.3.5 All McGill Students GMCA members will have voting privileges so long as they are members of the official McGill community 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 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.

10 Article X: Affiliations

- 10.1 The Club shall be affiliated with the University of Toronto Graduate Management Consulting Association, the McMaster Graduate Management Consulting Association, and any other GMCA chapters that are established at other universities over the course of the McGill Students GMCA Council session.

11 Article XI: Constitutional Amendment Procedure

- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment
- 11.3 All amendments shall be submitted to the Interest Group Coordinator, will be reviewed by the Interest Group Committee and ratified by the SSMU council before they take effect.

12 Article XII: Bylaws and Policies

- 12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
- 12.2 The club's bylaws shall not contravene the Constitution.
- 12.3 The club by laws must be available to any member of the SSMU when and if requested.

13 Article XIII: SSMU Constitution, By-Laws and Policies

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.



- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.