

Constitution of the University of Alberta Interdisciplinary Consulting Association

Effective 2013-07-15

Preamble

The U of A Interdisciplinary Consulting Association (ICA) provides supportive, interdisciplinary programming for students of all backgrounds to discover possibilities in consulting. We believe in making information and skills pertinent to the consulting industry accessible to all students at the University of Alberta.

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1. Name and Purpose

1.1. Name

- 1.1.1. The name of the student group shall be “University of Alberta Interdisciplinary Consulting Association”.
- 1.1.2. The group may also be referred to as “Consulting Club” or “ICA”.

1.2. Objectives and Goals

- 1.2.1. To provide a common ground for students of varying disciplines to learn about the consulting field and network with like-minded individuals.
- 1.2.2. To promote professional development of its members through seminars and networking with industry professionals.
- 1.2.3. To collaborate with similar University of Alberta clubs on events to increase student interaction and networking.
- 1.2.4. To increase the critical thinking, problem solving, and case development skills of all members which can then be applied to many career fields.

1.3. Compliance

- 1.3.1. The Association operates at the University of Alberta, subject to the University’s policies and procedures.
- 1.3.2. The Association will comply with laws in the jurisdiction of Alberta, Canada.
- 1.3.3. The Association will follow Bylaw 5600 of the University of Alberta Students’ Union.

2. Membership and Eligibility

2.1. Membership Classes and Eligibility

- 2.1.1. Members are classified as either “inactive”, “active”, or “external” members.
- 2.1.2. All past and present University of Alberta students and faculty are eligible for membership in the Association. Individuals become members by declaring their intention to join the Association in writing to the Administrative Officer.
- 2.1.3. Declared members who meet the eligibility above, and either have had their attendance recorded by the Administrative Officer at at least two meetings of the Association in the last year, or have had a special exemption made by the Board of Directors within the last year, are considered *active members*.
- 2.1.4. Unaffiliated individuals external to the University may apply for *external membership*. The Board of Directors may approve such persons to join the society, but they are not eligible to become active members.

2.2. Member Standing

- 2.2.1. Members are considered to be in good standing unless a two thirds majority of the Board of Directors votes to disqualify the member, at which point they are

no longer eligible for active membership unless further action is taken by the Board. Reason for disqualification might include abusive behavior, behavior damaging the reputation of the ICA, or behavior contrary to the University Code of Student Behavior.

- 2.2.2. A simple majority of the Board of Directors may reinstate a disqualified member's qualification.

2.3. Membership Dues

- 2.3.1. No fee shall be charged for membership in the Association.

3. Directors

3.1. Powers

- 3.1.1. The Board of Directors shall govern the Association.
- 3.1.2. The Board of Directors may select or remove Officers of the Association.
- 3.1.3. The Board may designate members to have signing authority on the Association's bank account.

3.2. Number of Directors

- 3.2.1. The Directors in office at any particular time may, at any Board meeting, choose to increase or decrease the size of the board.
- 3.2.2. Decreases will not remove any Director before their term ends.
- 3.2.3. The number of Directors shall neither be less than five nor more than nine.

3.3. Filling Vacancies

- 3.3.1. In the event that a Director resigns or is removed, the Board may choose to either call a by-election or fill the seat directly by majority vote.

3.4. Removal of Directors

- 3.4.1. Directors may be removed if they demonstrate negligence or misconduct.
- 3.4.2. Notice of removal shall be given to the Director in question no fewer than fourteen days before the proposed date, stating the reasons for the removal.
- 3.4.3. The Director being removed shall be given an opportunity to be heard by the Board, orally or in writing, no fewer than seven days before the removal.
- 3.4.4. Two-thirds majority vote is required to remove a Director.

3.5. Quorum

- 3.5.1. A majority of the number of Directors, not including any vacancies, shall constitute a quorum for the purpose of the Board's business.

3.6. Chair of the Board

- 3.6.1. The Chair of the Board, if a Director is designated as such, shall preside over all meetings of the Board of Directors.

4. Election of Directors

4.1. Preamble

- 4.1.1. The primary intent of our election policy is to facilitate an equitable democratic process. A secondary goal is to ensure that the leadership roster is filled with the most qualified persons, with focus on the team, rather than the individual. To this end, candidates are not required to declare their intent for specific positions at the outset of the election, as this could lead to unnecessary competition and loss of talent in contested races. Instead, candidates are ranked by the election. The top candidates are appointed to the Board of Directors, at which point they appoint themselves to the Executive Committee, typically in order of ranking in the election. The principle of this policy is that a strong team is more important than having specialists in any particular executive role.

4.2. Eligibility for Director Positions

- 4.2.1. Any member who is considered *active* at the time polls will open is eligible to run for a Director position.

4.3. Election Supervision

- 4.3.1. The Board shall appoint a Chief Returning Officer in February each year. An honorarium or gift of value up to \$50 CAD may be offered to the CRO at the Board's discretion, to be awarded at the successful completion of the election.
- 4.3.2. The Chief Returning Officer will monitor the elections according to the procedures outline below.

4.4. Election Procedures

- 4.4.1. General Elections of the Board will take place each April.
- 4.4.2. By-elections may take place beginning 4 weeks after announcement by the Board of Directors.
- 4.4.3. Current active members in good standing, as of the time polls open, are entitled cast one ballot, ranking from zero to all of the running candidates.
- 4.4.4. In the event that more than one third of active members in good standing are not undergraduate students, then ballots shall be given to non-undergraduates on a first-come-first-served basis, so long as the total number of these ballots given out does not exceed one half (rounded down) of the total number of active undergraduate student members in good standing.
- 4.4.5. Candidates will be ranked preferentially on secret ballots.
- 4.4.6. Ballots will be tallied using a Meek Single Transferable Vote.
- 4.4.7. Terms on the Board will begin May 1 and end April 30. Past board members are encouraged to remain as advisors through May 31st to allow for a month of transition.
- 4.4.8. Terms beginning later in the year, whether by appointment or by-election, still end April 30.

- 4.4.9. In the event of a tie, the Chief Returning Officer may cast the tie-breaking vote.

5. Executive Committee

5.1. Standing Officers

- 5.1.1. The Executive Committee shall be comprised of the following Standing Officers: President, Finance Officer, and Administrative Officer.

- 5.1.2. All Standing Officers must all be undergraduate students.

5.2. Ad Hoc Officers

- 5.2.1. Further Officer positions may be created or removed immediately by two thirds majority vote of the Executive Committee.

- 5.2.2. Officer positions may consist of any number of persons, the number of seats also being determined by $\frac{2}{3}$ majority of the Board of Directors.

- 5.2.3. Motion of the Board of Directors is also sufficient to define or redefine duties of Ad Hoc Officer positions.

- 5.2.4. Majority vote of the Board of Directors is sufficient to appoint a member to a newly created position.

5.3. Duties of Standing Executive Committee Officers

- 5.3.1. The President shall call and preside over meetings of the Executive Committee.

- 5.3.2. The Finance Officer shall prepare financial statements, manage the budget, and keep the books.

- 5.3.3. The Administrative Officer shall distribute notice and minutes of all meetings, and maintain a registry of Association members.

- 5.3.4. All three Standing Officers shall possess signing authority on the Association's bank account.

5.4. Appointment, Removal, and Replacement of Officers

- 5.4.1. The Board of Directors shall have the power to appoint, remove, and replace Officers of the Executive Committee.

- 5.4.2. Officers of the Executive Committee may be removed for demonstrating negligence or misconduct, following two thirds majority vote of the Board of Directors.

- 5.4.3. Should a Standing Officer seat remain vacant for over a month, and cannot be otherwise filled by the Board of Directors, the Director who received the highest ranking in the preceding General Election may appoint a member directly.

6. Ad-Hoc Committees

- 6.1. Ad-hoc committees may be created or dissolved by the executive committee at any time to fulfill association objectives.

- 6.1.1. Committee members will be selected by the Board of Directors.
- 6.1.2. Any Association member may serve on any committee.
- 6.1.3. Committees meet on an as-needed basis.
- 6.2. Committees must provide a monthly update to the Board of Directors.

7. Meetings

- 7.1. Annual General Meeting
 - 7.1.1. The Annual General Meeting (AGM) will be held between March 1 and April 15 each year, as determined by the Board of Directors.
 - 7.1.2. All members of the Association will be notified no later than fourteen days prior to the date of the AGM.
- 7.2. General Meetings
 - 7.2.1. Meeting chairs may be appointed by the Board of Directors, or by a vote of members present in the chair's absence.
- 7.3. Board of Directors Meetings
 - 7.3.1. A minimum of one Board of Directors meeting will be held during each of the Fall and Winter terms of the University of Alberta.
 - 7.3.2. Meetings will be governed by Robert's Rules of Order.
- 7.4. Executive Committee Meetings
 - 7.4.1. A minimum of one Executive Committee meeting will be held during each of the Fall and Winter terms of the University of Alberta.
- 7.5. Notice of Meetings
 - 7.5.1. Written notice stating place, date, and time of any meeting where voting may occur shall be given between fourteen and sixty days before the meeting.
- 7.6. Quorum
 - 7.6.1. Unless otherwise specified, a minimum of three people are required to constitute quorum at a meeting.

8. Finances

- 8.1. Fiscal Timelines
 - 8.1.1. The Association's fiscal year runs from May 1 to April 30.
 - 8.1.2. The Finance Officer shall keep electronic copies of all financial documents for a minimum of two years.
- 8.2. Expenses and Reimbursement

- 8.2.1. A minimum of two Officers with signing authority must approve all expenses prior to funds changing hands.
- 8.2.2. Members may be reimbursed for approved expenses as long as their reimbursement request is made, with original receipts, within two months after the transaction.
- 8.2.3. Any expenses over \$500 CAD require approval by the Board of Directors.

9. Amendments to the Constitution

- 9.1. Any member may propose an amendment to the constitution by submitting in writing to the Board of Directors.
- 9.2. Notice of the proposal shall be circulated to all active members at least fourteen days before voting.
- 9.3. Amendments shall be voted on by secret ballot.
- 9.4. The Constitution may be amended by a two thirds majority vote of active members.

10. Dissolution of the Association

- 10.1. The Association may be dissolved by two thirds majority vote at the Annual General Meeting.
- 10.2. 90 days written notice must have been provided to all members.
- 10.3. Upon dissolution, the Board of Directors is responsible for ensuring that remaining resources are donated to charity and that the bank account is closed. Remaining assets will be donated as per the Board's discretion.