



Constitution of the
University of Alberta
Interdisciplinary Consulting Association

Effective 2013-03-11

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 and case development skills of all members which can then be applied to many career fields.

2. Membership and Eligibility

2.1. Membership and Eligibility

2.1.1. All University of Alberta students and faculty are eligible for membership in the Association.

2.1.1.1. The Administrative Officer shall be notified in writing by an individual who wishes to join the Association.

2.1.1.2. As per SU requirements, two thirds of members must be undergraduate students.

2.1.2. All members have the opportunity to serve on the Executive Committee.

2.1.3. Members are considered to be in good standing unless a two thirds majority of the Executive Committee votes to disqualify the member.

2.1.3.1. A two thirds majority of the Executive Committee may reinstate such a member’s qualification.

2.1.4. All former members are honorary members of the Association.

2.1.4.1. Honorary members may not vote in general elections or run for Executive Committee positions.

2.2. Membership Dues

2.2.1. No fee shall be charged for membership in the Association.

3. Eligibility and Election of Group Executive Committee

3.1. Eligibility for Executive Committee Positions

3.1.1. Any current member in good standing is eligible to run for an Executive Committee position.

- 3.1.1.1. Only undergraduate students may run for the positions of Chair and Finance Officer.
 - 3.1.2. There is no limit on how many positions a member may fill.
 - 3.1.3. Members may run as a part of any number of slates for a given position.
- 3.2. Election Procedures
 - 3.2.1. Elections for executive positions will take place each April.
 - 3.2.2. Current members in good standing are entitled to cast one vote per race.
 - 3.2.3. “None of the Above” shall be included as a candidate.
 - 3.2.3.1. In a multi-seat position, any candidates ranking lower than “None of the Above” are not elected.
 - 3.2.4. Candidates will be ranked preferentially on secret ballots.
 - 3.2.4.1. Single-seat positions shall be tallied using Instant Runoff Voting.
 - 3.2.4.2. Multi-seat positions shall be tallied using Meek Single Transferable Vote.
 - 3.2.5. Terms in office will begin May 1 and end April 30.
 - 3.2.5.1. Terms beginning later in the year, by appointment or by-election, end April 30.

4. Executive Committee

- 4.1. The Executive Committee shall be comprised of:
 - 4.1.1. Chair
 - 4.1.2. Finance Officer
 - 4.1.3. Administrative Officer
 - 4.1.4. Ad Hoc Officers
 - 4.1.4.1. Further Officer positions may be created or removed immediately by two thirds majority vote of the Executive Committee.
 - 4.1.4.2. Officer positions may consist of any number of persons, the number of seats also being determined by $\frac{2}{3}$ majority of the Executive Committee.
 - 4.1.4.3. Two thirds majority vote of the Executive Committee is sufficient to appoint a member to a newly created position.
 - 4.1.4.4. The Executive Committee may also move to hold a by-election; otherwise, the position remains vacant until the next annual election.
- 4.2. Duties of Executive Committee Members
 - 4.2.1. Chair
 - 4.2.1.1. Preside over meetings and Executive Committee.
 - 4.2.1.2. Calls meetings of Executive Committee.

4.2.2. Finance Officer

4.2.2.1. Prepare financial statements.

4.2.2.2. Manage budget and keep books.

4.2.3. Administrative Officer

4.2.3.1. Prepare minutes of all society meetings.

4.2.3.2. Maintain registry of society members.

4.2.3.3. Distribute notices of meetings.

4.2.4. Ad Hoc Officers

4.2.4.1. Duties are defined at creation by the Executive Committee.

4.2.4.2. Duties may be changed by motion of the Executive Committee.

4.3. Impeachment / Removal and Replacement of Officers and Members

4.3.1. Should an Executive Committee member demonstrate negligence or misconduct, they may be impeached following two thirds majority vote of the Executive Committee.

4.3.2. Upon resignation or impeachment of a member filling an Ad Hoc Officer position, the Executive Committee may choose to reduce the number of individuals filling that position, to as low as zero (abolishing the position), by two thirds majority vote.

4.3.3. Should a seat remain vacant, the Executive Committee may, at its discretion, call a by-election.

4.3.3.1. If a by-election is called, notice will be sent out to all members calling for a nomination of candidates within 2 weeks, with a by-election announced within four weeks.

5. Committees

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

5.1.1. Committee members will be selected by the Executive Committee.

5.1.2. Any association member may serve on any committee.

5.1.3. Committees meet on an as-needed basis.

5.2. Committees must provide a monthly update to the Executive.

6. Meetings

6.1. Annual General Meeting

6.1.1. The Annual General Meeting (AGM) will be held by April 15 each year.

6.1.1.1. All members of the Association will be notified no later than two weeks prior to the date of the AGM.

6.2. General Meetings

- 6.2.1. Members will be notified of all meetings by email.
- 6.2.2. 3 members will constitute quorum at any meeting.
- 6.2.3. Meetings will be governed by Robert's Rules of Order.
 - 6.2.3.1. Meeting Chairs may be appointed by the Association's Chair, or by a vote of members present in the Chair's absence.

6.3. Executive Meetings

- 6.3.1. A minimum of one Executive Meeting will be held during each of the Fall and Winter terms of the University of Alberta.
- 6.3.2. Meetings will be governed by Robert's Rules of Order.
- 6.3.3. Meetings will be chaired by the Association Chair.
 - 6.3.3.1. In the Association Chair's absence, a Chair may be appointed in writing by the Association Chair, or by a vote of present members in the Chair's absence.
- 6.3.4. Three Executive Committee members, or their proxies appointed in writing, constitute quorum.
 - 6.3.4.1. Executive Committee members and votes are counted as the number of natural persons, regardless of how many positions a particular individual may hold, or how many individuals are a part of one slate.

7. Amendments to the Constitution

- 7.1. Any member may propose an amendment to the constitution by submitting in writing to the Executive Committee.
- 7.2. Notice of the proposal shall be circulated to all members, at least seven days before voting.
- 7.3. Amendments shall be voted on by secret ballot.
- 7.4. The constitution may be amended or modified by a two thirds majority vote of voting members.