

The University of Toronto
Joseph L. Rotman School of Management
Constitution of the Graduate Business Council (GBC)
Passed April 1st, 2016

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Article I – Name and Mission

1. The Graduate Business Council (“GBC”) is the student government for all students enrolled in the Master’s Programs at the Joseph L. Rotman School of Management of the University of Toronto (“Rotman”).
2. The mission of the GBC is:
 - a. To represent the interests of the Master’s students at Rotman;
 - b. In cooperation with Rotman administration and faculty, to ensure an exceptional academic and social experience at Rotman; and
 - c. To oversee the development and maintenance of a strong sense of community and pride within the Rotman.
3. The GBC receives the majority of its funding from the University of Toronto Head Grant, and from the Graduate Student Union Grant, with both grants being ultimately sourced from student tuition. Thus, GBC funding is the property of the Rotman Master’s student body, which the GBC administers on its behalf. Members of the GBC shall make best efforts to minimize the cost of this administration and to maximize the value derived by the student body as a whole.

Article II – Definitions

1. For the purposes of this Constitution and any By-laws adopted by the GBC,

“1YR Students” means students enrolled in the 1YR MFRM program

“2YR Students” means students enrolled in the 2YR MBA program, any joint MBA programs (including JD/MBA, MGA/MBA and International exchange students), as well as MFin program students;

“3YR Students” means students enrolled in the 3YR MBA program, either morning or evening;

“Managers” means those non-voting members of Council identified in subsection 8(a) of this Constitution;

“Core courses” means those courses that are mandatory for every student;

“Core Course Representatives” means members of the GBC, either elected or appointed, who have yet to complete their core courses at Rotman;

“Council” means the GBC;

“Council members” means all members of the GBC as set out under Article II of this Constitution;

“Directors” means those voting members of Council identified in subsection 7(b) of this Constitution;

“Executive” means those voting members of Council identified in subsection 7(a) of this Constitution;

“Full Council” means all Council members;

“Graduating students” means those students who are expected to graduate in the current calendar year;

“Industry club” means clubs whose purpose is to educate, connect and/or otherwise assist students with respect to their current, future or prospective employment;

“Non-industry club” means all clubs other than industry clubs, either social or cultural;

“Non-voting member of Council” means a member of Council so identified in section 8 of this Constitution;

“Non-graduating students” means those students who are not expected to graduate in the current calendar year;

“Normal working hours” means Monday to Friday, 9:00 am - 5:30 pm;

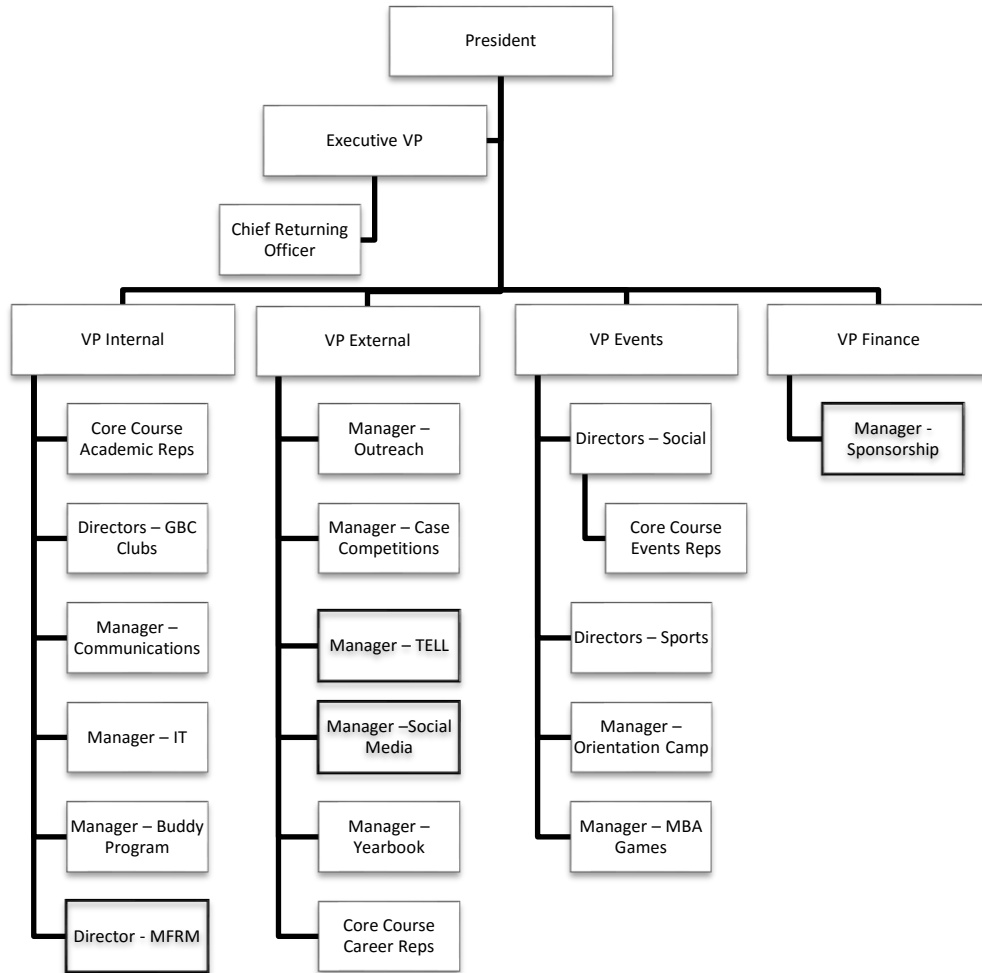
“Upper-Year Representatives” means members of the GBC, either elected or appointed, who have completed their first academic year at Rotman;

“Voting member of Council” means a member of Council so identified in section 7 of this Constitution;

Any term not specifically defined in this Constitution or the By-laws shall be given its ordinary and plain meaning in the following order: words that relate to matters specific to Rotman shall be given their ordinary and plain meaning within the Rotman community first; any terms that are not specifically defined in this Constitution or the By-laws and which have no ordinary and plain meaning within the Rotman community shall be given their ordinary and plain meaning as set out in the Oxford English Dictionary.

Article III – GBC Organizational Structure

- The Organizational Structure of the GBC shall be as follows:



- For greater clarity, the VP Internal, VP External, VP Events, and VP Finance each report to both the Executive VP and the President.
- The Chief Returning Officer will report to the Executive Vice President but will not sit as a member of Council.

Article IV – Membership

- All members of the GBC must be students enrolled in a Master’s program at Rotman.

2. The voting members of Council shall be as follows:
 - a. The six (6) Executive members (in order of succession):
 - i. President
 - ii. Executive Vice President
 - iii. Vice President – Internal
 - iv. Vice President – External
 - v. Vice President – Events
 - vi. Vice President – Finance
 - b. The seven (7) Directors:
 - i. Social Director – 2YR
 - ii. Social Director – 3YR
 - iii. Sports Director – 2YR
 - iv. Sports Director – 3YR
 - v. Clubs Director – 2YR
 - vi. Clubs Director – 3YR
 - vii. MFRM Director – 1YR
 - c. The Core Course Academic Representatives for 2YR and 3YR sections (one representative per section). If a 2YR or 3YR section elects more than one Core Course Academic Representative, only one member is eligible to vote at Council meetings.
3. In addition, the following shall be non-voting members of Council:
 - a. The eleven (11) Managers:
 - i. Communications Manager
 - ii. Yearbook Manager
 - iii. IT Manager
 - iv. Competitions Manager
 - v. Orientation Camp Manager
 - vi. MBA Games Manager
 - vii. Buddy Manager
 - viii. Outreach Manager
 - ix. Sponsorship Manager
 - x. TELL Manager
 - xi. Social Media Manager
 - b. The Core Course Events and Career Representatives for 1YR, 2YR and 3YR sections. Each 2YR and 3YR section will elect two Events Representatives and one Career Representative. Each 1YR section will elect one Events Representative and one Career Representative.
 - c. The Chief Returning Officer.

Article V – Council Meetings

1. Full Council meetings shall be held no less than two (2) times per fall and winter term.
2. Full Council meetings may be called with at least 72 hours' notice by any two (2) Executives or by four (4) voting members of the Council.
3. The Executive shall, when petitioned by a minimum of forty (40) current students, be required to call a Full Council meeting within a period of not less than 3 days and not more than 5 days of receipt of a qualifying petition.
4. Executive meetings and Full Council meetings shall be chaired by the President or another voting member of the Council appointed by the President.
5. Over one-half (50%) of the voting members are required for quorum. If quorum is not met, the meeting may proceed if desired by the members in attendance, but no motions or voting can be carried until quorum is achieved or another meeting is called.
6. Any motions presented at Council meetings must be approved by at least 50% of voting Council members present in order to pass. The Chair of the meeting shall abstain from voting except in the case of a tie, in which case the Chair shall be given the deciding vote.
7. Council meeting agenda must be circulated at least 24 hours in advance of a meeting.
8. Any Voting Council member has the right to add an item to the agenda by sending it to the President at least 48 hours in advance of a meeting.
9. Voting by proxy is permitted, provided that the following conditions are met:
 - a. Proxy must be given to another voting member of Council.
 - b. Proxy applies only to motions that were included in the agenda circulated to Council members prior to the meeting. (Proxy voting is not permitted for new motions raised during the course of a meeting.)
 - c. The President (or meeting Chair) must be notified of the Council member's absence, to whom their proxy has been given, and to which motion(s) their proxy applies.
10. This Constitution may be amended provided that the following conditions are met:
 - a. All current students must be notified of proposed changes and given the opportunity to comment on them to Council.
 - b. Written notice of the motion must be given to voting Council members at least seven (7) days prior to the motion being heard.

- c. Proposed constitutional amendments require approval by at least two-thirds (67%) of all Voting Council members of the Full Council in order to pass. In these matters the Chair of the meeting has the right to vote.
 - d. Constitutional amendments may not be approved during the summer months or at any point before core course representatives have been elected for all sections.
 - e. For administrative expediency, constitutional amendments that do not materially affect the scope or substance (grammar/spelling) of the constitution may be executed under a simplified process, which shall include:
 - i. Unanimous approval by the entire GBC Executive;
 - ii. Formal notice to the Council and the Chief Returning Officer ("CRO");
 - f. Challenges/concerns may be filed with the CRO within two (2) weeks of formal notice. The CRO may provide clarification, and/or make a recommendation to the GBC Executive to revert the challenged amendment.
11. Full Council meetings shall be open to all members of the student body in an observing capacity.
12. In the absence of constitutional guidelines to the contrary, Council meetings shall be governed by Robert's Rules of Order.

Article VI - By-Laws

1. It is intended that By-laws will be used by the GBC in order to establish detailed procedures, rules, guidelines or policies with respect to matters set out within this constitution, as amended from time to time. Except for those matters listed below the GBC may chose, but is not required, to establish such procedures, rules, guidelines or policies for any particular matter set out within this constitution. The matters for which the GBC must establish By-laws detailing procedures, rules, guidelines or policies are:
 - a. GBC Meetings;
 - b. Elections;
 - c. Roles and Responsibilities of Council Members.
2. New By-laws and amendments to existing By-laws can be adopted in any one of two processes:
 - a. approval from 5/6 (>80%) of the Executive; or
 - b. approval by the majority (50%+1) of the GBC Council present in a meeting with quorum.
3. The Chair shall vote on amendments to the By-laws.

Article VII – Elections

Upper-Year Elected Positions

1. Executives and Directors shall be elected on or before the end of March, but no earlier than February 15. 1YR MFRM Director shall be elected at the same time as the core course representatives and shall be subject to the same voting regulations as the core course representatives (See Article VII (7) & (8)).
2. All current, non-graduating Master’s students in the 2YR or 3YR program are eligible to run for the following positions:
 - a. Vice President – Internal
 - b. Vice President – External
 - c. Vice President – Events
 - d. Vice President – Finance
3. Only current Master’s students in the first year of the 2YR program are eligible to run for the following positions:
 - a. President
 - b. Social Director – 2YR
 - c. Sports Director – 2YR
 - d. Clubs Director – 2YR
4. Only current, non-graduating MBA students in the 3YR program are eligible to run for the following positions:
 - a. Executive Vice President
 - b. Social Director – 3YR
 - c. Sports Director – 3YR
 - d. Clubs Director – 3YR
5. Students who are participating in the international exchange program are not eligible to run for an upper-year elected position where the exchange overlaps either the fall or spring term during which they plan to serve.
6. Students are entitled to vote on Executive and Director positions as follows:
 - a. President: Non-graduating 2YR and 3YR students
 - b. Executive Vice President: Non-graduating 3YR students, as well as non-graduating MFin students
 - c. VP Internal, VP External, VP Events, and VP Finance: Non-graduating 2YR and 3YR students
 - d. 2YR Social Director, Sports Director and Clubs Director: Non-graduating 2YR students, excluding MFin students

- e. 3YR Social Director, Sports Director and Clubs Director: Non-graduating 3YR students, as well as non-graduating MFin students

Core Course Elected Positions (2YR and 3YR)

- 7. Core Course Academic, Career, and Events Representatives for the 1YR, 2YR and 3YR programs shall be elected on or before the fifth week of the first semester for each section, but no earlier than the second week of the first semester.
- 8. MFRM Director should also assume the role of Academic Representative for his/her section.
- 9. When electing Core Course Academic, Career, and Events Representatives for the 1YR, 2YR and 3YR programs, students can only vote for representatives in their own sections.

Non-Elected Positions

- 10. The following positions shall be selected by an application and interview process, occurring after upper-year club elections but no later than the end of the academic year:
 - a. Communications Manager
 - b. Yearbook Manager
 - c. IT Manager
 - d. Competitions Manager
 - e. Orientation Camp Manager
 - f. MBA Games Manager
 - g. Buddy Manager
 - h. Outreach Manager
 - i. Sponsorship Manager
 - j. TELL Manager
 - k. Social Media Manager
- 11. The selection committee shall comprise, at a minimum, the outgoing Manager in that role, and the outgoing and incoming Vice President to whom that Manager reports. One of the incoming President and/or Executive Vice President must be on the selection committee.
- 12. Positions shall be filled by a vote of the majority of the selection committee.
- 13. Students who are participating in an international exchange program are eligible for consideration for Manager positions; however, they must disclose their participation in the exchange to the selection committee.

Chief Returning Officer

- 14. The Executive shall appoint a Chief Returning Officer (“CRO”) for all elections.
 - a. The CRO shall be selected by the Executive through an application and interview process.

- b. If no suitable candidate applies, then the Executive shall appoint a Rotman student to fill the position.
- 15. The CRO shall be appointed prior to the election of Core Course Representatives for incoming classes and shall hold office until April 30 of that academic year.
- 16. The CRO will receive a stipend of \$500 per year to ensure his/her impartiality.
- 17. The CRO may not simultaneously hold another position on the Council.
 - a. The CRO may not simultaneously hold another executive position within a club

Selection Process for Volunteers, Committees and Delegates

- 18. Notwithstanding any article in the GBC Constitution and its By-Laws, all volunteers, committees and delegates, that represent or are a part of the GBC shall be selected in a manner that embodies the following elements:
 - a. an impartial selection process;
 - b. the position shall be accessible to all students where possible;
 - c. the selection process, and the selection criteria must be approved by the respective Portfolio VP and the CRO before any communication is made to the student body; the selection process (including the selection criteria), shall be clearly communicated to the student body; and
 - d. the selection committee formed shall comprise, at a minimum, the manager of the portfolio manager to whom the volunteer will report and the respective portfolio VP; and
 - e. the execution and results of the selection process must be ratified by the respective Portfolio VP and the CRO before any communication of the selection results are made.

Article VIII – Terms of Office

- 1. All upper-year representatives shall hold office for one year, from May 1 until April 30.
- 2. Core Course Academic, Events and Career Representatives for the 1YR and 2YR program shall hold office from the date of their election until April 30 of that academic year.
- 3. Core Course Academic, Events and Career Representatives for the 3YR program shall hold office from the date of their election until April 30 of their section’s second year.
- 4. No student may be elected to more than one voting position on the Council. In the event that a student held a voting position on Council and is elected to another voting position, that student shall immediately vacate their existing voting position upon the commencement of their most recently elected voting position. In the event where a sitting Council member takes on the responsibilities of another voting member of the Council in accordance with the procedures

established in this Constitution, that member of Council will continue to hold only one vote in all voting matters.

5. All outgoing GBC executives, directors, and managers must formally sign over responsibility to the incoming student as part of their transition.
6. All elected GBC members must be in Toronto or reasonably able to travel to Rotman on short notice for the entirety of their tenure, unless given approval otherwise by the GBC executive. Any leaves of absence in excess of three weeks, outside of normal holidays, must have GBC executive approval. In the case of such a leave, the member must find and have approved by the GBC executive a suitable replacement for their position. If approval is not sought or granted by the GBC executive and the member takes a leave regardless, their position shall be considered forfeit, and a replacement shall be found following the guidelines set forth in Article XI of this constitution.

Article IX – Finance

1. The fiscal year shall be from May 1 to April 30. The signing authority must be transferred by the first business day of May to the incoming President and VP Finance.
2. The books and accounts of Council shall be kept by the VP Finance and shall be open for inspection to all Rotman students provided that 72 hours' notice is given.
3. The books and accounts of Council must be audited at least once per fiscal year by independent external auditors.
4. The Executive must approve a preliminary budget, to be prepared by the VP Finance, by no later than September 1 each year. The preliminary budget requires approval from 5/6 (>80%) of the Executive in order to pass. The Chair shall vote for the preliminary budget.
5. The final budget must be approved by Council no later than 45 days after approval of the preliminary budget. A copy of the budget must be circulated to Council members for review at least seven (7) days prior to the motion to approve the budget being heard.
6. Council funds may be disbursed, where necessary, prior to the approval of the final budget provided that all of the following are met: the preliminary budget has been approved; the disbursement was part of the approved preliminary budget; and no more than 40% of the previous year's student fees have been spent prior to approval of the final budget.
7. The Orientation Camp budget must be created by the Orientation Camp Manager and sent to the GBC Executive for approval by June 15th.

8. The six Executive members have signing authority on Council accounts. Two signatures are required for all account withdrawals. One signature must be from the GBC President or VP Finance; the second signature may be from any other Executive member.
9. Reasonably avoidable expenses, including credit card charges, NSF charges, parking tickets, and other administrative penalties, shall not be eligible for reimbursement. Exceptions may be made under extenuating circumstances and at the discretion of the VP Finance.
10. To ensure the sustainability of student clubs and to minimize disruptions to annually held club events, an absolute minimum of 25% of total GBC funding (consisting of inflows from the University of Toronto Head Grant, and the Graduate Student Union Grant) shall be allocated towards clubs.
 - a. This minimum club funding requirement is put in place to safeguard clubs, which depend on GBC funding for their operations. Clubs provide an essential set of services to the Rotman student body and to that end, it is imperative that GBC funding remain strong and resilient year-to-year.
 - b. Note: This 25% minimum in no way constitutes a recommended level of funding – club funding should be set (except under extraordinary circumstances) at a significantly higher percentage of the overall GBC budget (excluding orientation camp).

Article X – Honoraria

1. No honoraria shall be paid to any voting member of Council.
2. Honoraria may be paid to non-voting members of Council if a motion to that effect is made by an Executive member and passed by Council.
3. Any gifts from a third party in excess of \$50 (in cash or cash equivalent) must be disclosed to Council at the next full Council meeting. Representatives of the University of Toronto shall not be considered third parties.
4. Council funds will not be used for the individual benefit of Council members.

Article XI – Impeachment and Forfeiture

1. A member of Council may be impeached by:
 - a. a three-quarters (75%) vote of voting Council members for Elected Council Members, provided that three-quarters (75%) of all voting members vote;
 - b. a majority (51%) vote of voting Council members for Acclaimed Council Members, provided that three-quarters (75%) of all voting members vote;

- c. a unanimous vote of the GBC Executives for Appointed Council Members, provided that all GBC Executives vote.
2. A Council member provides grounds for impeachment when, in the judgment of Council, at Council's sole and absolute discretion, he or she fails to fulfill his/her duties as defined by the Constitution and the By-laws.
3. If an elected member of Council is impeached or abdicates his/her position, then a by-election must be held no later than three weeks after the position becomes vacant. The election rules set out in this Constitution and the By-laws, modified as necessary to give full force and effect to their intention, will apply to the by-election.
4. If an appointed member of Council is impeached or abdicates his/her position, then a replacement must be appointed no later than three weeks after the position becomes vacant. The replacement shall be appointed in the same manner as the original appointment. In the absence of interested candidates, the appointed position may be left vacant, with responsibilities being assumed by the respective Portfolio VP.
5. If the position of President becomes vacant, the Executive Vice President will fill the role temporarily until a by-election can be held. If the position of Executive Vice President becomes vacant, the President will fill the role temporarily until a by-election can be held.
6. If the positions of both President and Executive Vice President are vacant simultaneously, or if the President or Executive Vice President is unable to assume his/her counterpart's role, then the vacant position(s) will be filled temporarily by one of the other Executive members. Any Executive who temporarily fills a vacant position as set out in this section will then be ineligible to run for that position in a by-election.
7. If a Council member chooses to run for another position on Council that has become vacant, then he or she must resign his/her original position, which will then be filled by a by-election as detailed above.

Article XII – Duties of Council Members

Executives

1. The President retains overall responsibility for all aspects of the GBC and its constituents (2YR and 3YR students), including finances, administration, student life and clubs.
2. The Executive Vice President represents the interest of 3YR and MFin students on the GBC and promotes interaction between 2YR and 3YR students.

3. The Vice President – Internal oversees all student day-to-day touch points, including academics, communications, IT, buddy program, and clubs.
4. The Vice President – External oversees all matters that have an external facing element including the Toronto Experience & Learning Lab, outreach, case competitions, and sponsorship. He/she is the main student liaison with Rotman on all matters that deal with external issues (eg. marketing, advancement, sustainability, and alumni)
5. The Vice President – Events oversees all major event delivery functions, including sports, social, orientation, and MBA Games.
6. The Vice President – Finance oversees the financial operations and ensures the financial sustainability of the GBC.

Directors

7. The Social Directors (2YR and 3YR) promote interaction between and community spirit for all Rotman students by coordinating and facilitating student participation in school-wide events, competitions, programs, and initiatives.
8. The Sports Directors (2YR and 3YR) promote healthy lifestyles and community spirit for all Rotman students by coordinating and facilitating student participation in events, athletic competitions, programs, and initiatives.
9. The Clubs Directors (2YR and 3YR) are the liaisons between the GBC and Clubs, and are responsible for overseeing the management and operation of GBC clubs, including issues related to finance and governance.
10. The MFRM Director (1YR) is the liaison between the GBC and the MFRM class and is responsible for escalating any issue the MFRM class may have to the GBC Executive and Council level for consideration. The MFRM Director shall also assume the Academic Representative position for his/her section.

Managers

11. The Communications Manager communicates with the student body on behalf of the GBC and provides a vehicle for students and clubs to communicate with the Rotman community.
12. The IT Manager supports the GBC in the area of information technology and seeks to enhance the student experience at Rotman through the use of technology.
13. The Yearbook Manager acts as Editor-in-Chief of the Rotman MBA program yearbook, with the mandate of capturing the history of the Rotman community.

14. The Competitions Manager promotes internal and external competitions at Rotman and acts as a liaison between competition organizers, the GBC and the Program Services Office.
15. The Orientation Camp Manager plans and runs an annual Orientation Camp for 2YR and 3YR students.
16. The MBA Games Manager coordinates the Rotman team for participation in the annual MBA Games competition.
17. The Buddy Manager works with the VP Internal to pair incoming and current students at Rotman in order to foster long-lasting, supportive relationships between them, and to plan a series of initiatives to support this program.
18. The Outreach Manager works with the VP External to facilitate fundraising and volunteering opportunities for all students and where applicable, all members of the Rotman Community.
19. The Sponsorship Manager works with the VP External and the VP Finance to assist in the coordination of GBC sponsorship activities and to act as the primary contact for GBC sponsors as required.
20. The Manager of the Toronto Experience and Learning Lab (TELL) is responsible for coordinating and managing activities and events related to exploring the city of Toronto and gaining experiences aligned to alternative career paths.
21. The Merchandizing Manager coordinates the ordering and distribution of Rotman/GBC branded for sale to students.

Core Course Representatives

22. The Core Course Academic Representatives represent the interests of their respective classes to the GBC and Rotman administration and faculty.
23. The Core Course Events Representatives assist the Social Directors and represent the interests of their respective classes in planning social activities.
24. The Core Course Career Representatives represent the interests of their respective classes to the GBC and the Rotman Career Centre.

Chief Returning Officer

25. The Chief Returning Officer coordinates all GBC elections and by-elections, and oversees all club elections.

Article XIII – Clubs

1. Under the oversight of the GBC, there are three club classifications:
 - a. Industry Clubs – clubs with a primary focus on career-related events and programming
 - b. Cultural Clubs – clubs with a primary focus on a language and/or geographic region
 - c. Student Interest Clubs – clubs with a primary focus of a social, non-career, non-cultural nature

2. The formation of new GBC clubs is subject to the following process:
 - a. Students seeking to form a new GBC club must first:
 - i. Contact the GBC Clubs Directors to discuss their goals, seek guidance on this club formation process, and determine which, if any, existing GBC clubs should be consulted
 - ii. Be non-graduating MBA students at the time of the formation request (prior to the Fall Academic Term)
 - iii. Seek the feedback of existing GBC clubs where the proposed new club’s programming could be interpreted as overlapping with and/or extending upon the mandate of an existing club
 - iv. Draft a succinct explanation of how the proposed new club would fulfill a need among the student body that is not currently being served and cannot be served in conjunction with or as a subsidiary of an existing club
 - v. Submit a club name that clearly distinguishes the proposed club's scope and mandate and differentiates it from existing GBC clubs
 - vi. Submit a Club Charter using the GBC club charter template
 - vii. Submit a detailed list of proposed events and budget for the first year of operation using the GBC club budget template
 - viii. Meet the following minimum criteria dependent upon club classification:
 - Industry Clubs must:
 - a. Register a minimum membership of 5% of the MBA student body
 - b. Collect a minimum membership fee of \$20 per club member
 - c. Obtain the support of the Career Centre as a priority industry/functional career area
 - Cultural Clubs must:
 - a. Register a minimum membership of 3% of the MBA student body
 - b. Collect a minimum membership fee of \$10 per club member
 - Student Interest Clubs must:
 - a. Register a minimum membership of 3% of the MBA student body

- b. Collect a minimum membership fee of \$10 per club member if the club chooses to collect membership fees (must collect to be eligible for discretionary funding from the GBC)
 - b. The GBC Clubs Directors must:
 - i. Support students seeking to form new clubs through the club formation process
 - ii. Confirm that the students requesting club formation are non-graduating MBA students at the time of the formation request (prior to the Fall Academic Term)
 - iii. Moderate, if necessary, the feedback process between the proposed new club
 - iv. Moderate, if necessary, the request for support from the Career Centre
 - v. Collect all submitted documents from the proposed new club, confirm all minimum requirements have been met, and submit to the GBC Executive Committee for review
 - c. The GBC Executive Committee must:
 - i. Support, as needed, the GBC Clubs Directors throughout the club formation process
 - ii. Review the proposed new club's submission and determine whether to:
 - Reject the request due to insufficient commitment and/or justification as demonstrated within the submission, or;
 - Conditionally approve the request, dependent upon the formal support of existing GBC clubs
 - d. The GBC Executive Committee cannot reject a new club formation request based on the assessment of unique need without first receiving feedback from existing clubs
 - i. Seek the formal support of existing GBC clubs if the new club's request has been conditionally approved (facilitated by the GBC Clubs Directors, VP Internal, or VP Finance):
 - ii. GBC club executives will have two weeks, upon receipt of a new club's proposal, to submit a written appeal intervening in the instatement of the new club
 - iii. If a written appeal is lodged by an existing club, the GBC Clubs Director shall inform the proposed new club and they may submit a rebuttal within one week of receiving the notification from the GBC Clubs Directors
 - iv. The GBC Clubs Directors, VP Internal, and/or VP Finance shall facilitate a meeting between appealing club(s) and proposed new clubs to hear both perspectives; a minimum the following are required to attend the meeting:
 - The President of the proposed new club
 - The President of the appealing club(s)
 - At least the VP Internal and VP Finance of the GBC Executive Committee
 - v. Seek the formal support and commitment of the Career Centre if the new club request is for an "Industry" club and its request has been rejected by the existing GBC Clubs (facilitated by the VP Internal or VP Finance):
 - 1. The GBC Clubs Directors, VP Internal, and/or VP Finance shall facilitate a meeting between the Career Centre and proposed new clubs to

determine the extent of the Career Centre’s formal support and commitment of the new club (e.g., dedicated oversight, financial support, etc.)

2. Only proposed clubs that have fully satisfied the minimum criteria for club formation as specified in Section 2.a.v-viii are eligible for this exceptional support and commitment from the Career Centre
- vi. After either or both meetings, the GBC Executive Committee will make a final decision on whether to approve or reject the new club’s formation request
 - If a proposed club’s formation request is not approved by the GBC Executive Committee, then the membership funds collected by the proposed club must be returned within two weeks of the final decision
 - If a proposed club’s formation request has been approved by the GBC Executive Committee, then the new club will be approved with “probationary” GBC club status
3. The review and/or audit of all GBC club performance is subject to the following process:
 - a. All GBC clubs will be reviewed by the GBC Clubs Directors three times per year:
 - i. Beginning of Fall Term when prior to allocating the first instalment of mandatory and discretionary funding to GBC clubs
 - ii. Beginning of the Spring Term prior to allocating the second instalment of mandatory and discretionary funding to GBC clubs
 - iii. Ending of the Spring Term, prior to final examination period
 - b. During each review period, the GBC Clubs Directors have the authority to request from clubs any information they require in order to assess whether each club has:
 - i. Operated in a manner so as to not harm the reputation of Rotman or the GBC
 - ii. Maintained the minimum criteria for club formation as specified in Section 2.e-h
 - iii. Maintained the minimum criteria for club operation as specified in By-Law 3
 1. This will include a review of the club’s events to ensure compliance with By-Law 3 item 2. In the event that a club has not been compliant with item 2, they are required to provide a written explanation as to why.
 - iv. Adhered to the minimum of its annual list of proposed events and budget
 - c. The top 10% of GBC clubs (by number of members, and by total allocation of GBC funds) will be audited by the GBC Clubs Directors and VP Finance at the end of the Fall and Spring Terms:
 - i. GBC clubs subject to the audit will be notified of their status by the GBC Clubs Directors at the time of the first installment of GBC funding
 - ii. GBC clubs subject to the audit will be provided with an additional Audit Form that must be completed by the clubs and submitted to the GBC Clubs Directors before the end of the Fall and Spring Terms
 - d. During each audit, the GBC Clubs Directors and VP Finance will assess whether each club has:
 - i. Operated in a manner so as to not harm the reputation of Rotman or the GBC

- ii. Maintained the minimum criteria for club formation as specified in Section 2.e-h
 - iii. Maintained the minimum criteria for club operation as specified in By-Law 3
 - iv. Adhered to the minimum of its annual list of proposed events and budget
 - v. Managed its planned expenses by event such that they vary with actual expenses by event by no more than 5% (without satisfactory explanation for greater variances)
 - e. All GBC Clubs must provide information for all financial accounts they hold. During each of the three review periods clubs shall submit official bank statements or screenshots of official bank statements, account number(s), bank branch address(es), and a list of authorized cheque signers to the GBC Clubs Directors
 - f. The GBC Clubs Directors shall coordinate all submission and review timelines with the affected clubs
 - g. Any GBC club deemed by the GBC Clubs Directors to have not met its expected performance will be recommended to the GBC Executive Committee to have its club status changed to “probationary” GBC club for the remainder of the academic year
 - i. Following the end of Spring Term review as outlined in Section 3.a.iii., if a GBC Club is unable to elect an Executive committed to operating the club in compliance with GBC expectations as outlined in Section 3.b., then the GBC Club Directors may recommend the club’s status be changed to “probationary”
 - ii. The GBC Executive Committee will determine whether to maintain a club’s “official” status or change it to “probationary”
4. The review of “probationary” GBC clubs is subject to the following process:
- a. All GBC clubs with a status of “probationary” shall be formally reviewed by GBC Council during the final GBC Council meeting of the academic year (i.e., late Spring Academic Term)
 - b. The GBC Clubs Directors will provide, one week prior to the meeting, the original rationale for placing GBC clubs on probation
 - c. Any probationary GBC club choosing to do so, will be provided a brief opportunity to speak to the original rationale and suggest its intentions going forward
 - d. Consistent with the criteria used in Section 3.b. and 3.d., the GBC Council will determine whether to award each club with “official” status, maintain the “probationary” status, or dissolve the club.
 - e. Upon dissolution, all GBC club funds must be returned to the GBC.
5. The allocation of GBC funds to GBC clubs is subject to the following processes:
- a. The portion of the overall GBC budget designated as funding for GBC clubs shall be split 20/80 between mandatory funding and discretionary funding
 - b. All GBC clubs seeking mandatory and/or discretionary funding must submit an up-to-date Club Charter, list of proposed events, and a detailed budget prior to August 15.

- i. In the case of industry clubs, clubs must also provide a list of at least three upper-year executive members who will avail themselves for at least two peer to peer electives advising sessions taking place at the end of the academic year.
- c. All GBC clubs seeking the second instalment of their mandatory and/or discretionary funding must submit semi-annual financial reports by January 31
- d. The GBC Clubs Directors shall coordinate all submission timelines and templates with the GBC clubs
- e. Club funding cheques (mandatory and/or discretionary) that remain unclaimed by December 31 for the first instalment or March 31 for the second instalment will be cancelled and repurposed by the GBC VP Finance

Mandatory Funding

- f. Only “Industry” and “Cultural” clubs are eligible for mandatory funding and will be allocated to those clubs on a per-member basis according to the following formula:

$$\begin{aligned} & \text{Funding for Club } \square \\ & = \frac{\text{Total Mandatory Funding for All Clubs}}{\text{Total \# of Paid Members in all GBC Clubs}} \\ & \times \text{\# of Paid Members in Club } \square \end{aligned}$$

- g. Only GBC clubs with “official” status are eligible for mandatory funding

Discretionary Funding

- h. Only GBC clubs that charge their members at least the minimum membership fee (as specified in Section 2.h.) are eligible to apply for discretionary funding
- i. Discretionary funding for GBC clubs will be allocated by a funding committee comprised of the GBC Clubs Directors, VP Internal, and VP Finance
- j. Discretionary funding decisions for each GBC club shall be based upon:
 - i. The submitted fund requests
 - ii. The impact and value of the club’s programming on:
 - 1. The majority of the MBA student body and their student experience;
 - 2. Rotman’s reputation and profile within the community, or;
 - 3. Rotman’s reputation and profile within a particular industry
 - iii. Benchmarking fund requests against the common cost estimates for all clubs
 - iv. Alignment between a club’s programming and the overall GBC strategy and vision for the year
- k. If more than 10% of the GBC funds designated as discretionary funding are to be allocated to any one club, such disbursement must be approved by the full GBC council

- 6. GBC club elections are subject to the following requirements:

- a. All clubs must run elections for both Full-Time MBA and Morning/Evening MBA positions:
 - i. At least one Full-Time MBA first-year representative must be elected

- ii. At least one Morning/Evening MBA first-year representative must be elected
- iii. At least one Morning/Evening MBA representative must be elected to the club's executive committee by the second year of operation

An exception may be made to these requirements for clubs that do not have members from the Morning/Evening or Full-Time MBA programs.

- b. Club elections shall be conducted according to GBC club election By-laws.
 - c. Voting members of GBC Council cannot be Executive Members of GBC clubs (An exception may be made for Morning/Evening MBA Core Course Representatives acting as Executive Members of a club in the second year of their roles as Core Course Representatives)
7. Changes to GBC club names and mandates are subject to the approval processes and timelines outlined for the formation of new clubs in Section 2 of this article
 - a. Subject to GBC Council approval, the GBC in conjunction with the Career Centre reserve the right to alter a club's name to ensure compliance with Section 2 of this article
 8. GBC clubs may apply to the GBC Clubs Directors and GBC Executive Committee for exemptions to documentation requirements, which shall remain proportionate to the proposed changes
 9. The GBC shall publish, before Clubs Fair, any increases to member fees from the preceding year
 10. Club disciplinary matters are to be dealt with in accordance with the club's charter. Any disputes between the club executive and the associated member(s) that cannot be resolved internally can be escalated by either the club member or the club executives via the following process:
 - a. The escalating party sends a formal email to the GBC Club Directors briefly outlining the issue to be resolved
 - b. The Clubs Directors notify the other party that an escalation has been initiated
 - c. The involved club member(s) and club executives will be required to fill out an incident report detailing each sides' account of the situation using the template provided by the GBC
 - i. For transparency purposes, both parties will be able to view the other side's incident report
 - ii. For documentation purposes, the complete incident report (which includes both parties' statements) must be kept in the club's file for the entire academic year. The GBC will also keep a record of the incident report.
 - d. The GBC Club Directors will meet with the club executives and the associated member(s) separately to discuss the matter
 - e. The GBC Club Directors will come to a conclusion on the matter on behalf of the GBC, which will be the final and binding decision

Article XIV – Student Fees

1. The GBC receives substantially all of its revenues from student fees collected on its behalf by the University and Head Grant allocations from the Graduate Student Union.
2. Fee increases for the GBC must be voted on in a referendum of all students eligible to vote in GBC elections, and approval must be obtained by a majority (50% + 1) of votes cast. Any fee increase referendums should be conducted alongside annual GBC spring elections for upper-year positions.

Graduate Business Council (GBC) Consolidated By-laws

By-Law 1: GBC Meetings

1. **Executive Meetings:** The Executive and Directors shall meet together at least once per month. The Managers may also be included in these meetings at the discretion of the Executive Committee.
 - a. Executives and Directors must attend 75% or more of the Executive meetings per semester.
2. **Major Event Delivery Meetings:** The VP Events, Social Directors and Sports Directors shall meet together at least once per quarter. The objective of these meetings is to establish an overall direction for student community life at Rotman, which includes the coordination of social and sports events.
3. **Full GBC Council Meetings:**
 - a. All Full GBC Council meetings are mandatory for all voting members of council. Absences must be communicated to the President (or meeting Manager) at least 24 hours in advance of the meeting.
 - b. Voting Council members must attend a minimum of 75% of all full GBC Council meetings. Although Managers are not required to attend full GBC Council meetings, they may be asked to attend by the Executive to whom they report.
4. Failure to attend meetings as stipulated in this or any other GBC By-law may be considered as failure to fulfill the Council member's duties and may thus constitute grounds for impeachment.

By-Law 2: Elections

1. Upper-year elected position nominees will nominate themselves online and provide the name and e-mail address of one other non-graduating student in the 2YR or 3YR MBA program. After submitting the application an automatic e-mail will be sent to the other student asking them to second the nomination if they want. The nomination of the candidate will be confirmed only when it is seconded by the other non-graduating student.
2. Each candidate for a core course elected position must express their intent to run for a position through a means communicated by the Chief Returning Officer ("CRO"). In the event that another core course student nominates a candidate in their respective section acceptance of the nomination by the candidate must be received by the CRO.
3. If no candidates or only one candidate has been nominated for a position, then nominations for that position shall be reopened for an additional one or two (2) regular days. At this time, nominations for Director positions currently designated for only 2YR or 3YR students may be opened to all non-graduating students.

4. Despite the opening of Director positions designated for only 2YR or 3YR students, in no circumstances shall the nominations for President be open to anyone who is not a 2YR student and the nominations for Executive VP be open to anyone who is not a 3YR student.
5. If only one candidate has been nominated for a position after nominations have been reopened, then that candidate will be acclaimed without a vote.
6. If no candidates have been nominated for a position after nominations have been reopened, then a by-election for that position will be held. By-elections for upper-year positions will be held in September. By-elections for core course positions should be held before the end of the second month of classes.
7. The timing of club elections shall be as follows:
 - a. Club elections for upper-year positions shall be held after elections for GBC Executives and Directors but before the appointment of GBC Managers.
 - b. Club elections for first-year club representatives shall be held after the election of Core Course Academic, Sports and Social Representatives.
8. Candidates may speak with other students individually regarding their candidacy. However, mass campaigning for GBC positions is restricted as follows:
 - a. Campaigning is restricted to a single official speech in person, as described below
 - b. No posters, giveaways or other such mass campaigning is permitted
 - c. Mass emails or other mass messages are not permitted
 - d. Use of Facebook or other social media to announce a student's candidacy to one's friends is permitted, provided that it does not constitute mass messaging to the relevant student body voting on the candidates position

Candidates contravening these rules, according to the judgment of the CRO, may be disqualified. The CRO will, in their sole and absolute discretion, make a determination as to what constitutes a contravention of the campaigning rules. Students may make an application to the CRO, by e-mail, for a pre-emptive determination of whether a particular action by a candidate would qualify as a contravention of the campaign rules. The CRO may, in his/her sole and absolute discretion, make exceptions to the campaign rules for extraordinary circumstances when strict adherence to the campaign rules would result in patent unfairness to one student running in an election. An example of an extraordinary circumstance would be if a student were ill and as a result of his/her illness was unable to make his/her election speech in person; in such a case, the CRO may provide an alternative means for that student to communicate with the student body voting on the candidate's position.

9. Each candidate will be given a maximum amount of time for his/her speech, as follows:

- a. President and Executive Vice President: Maximum of four (4) minutes, plus time to respond to questions from the audience
 - b. VP Internal, VP External, VP Events, and VP Finance: Maximum of three (3) minutes, plus time to respond to questions from the audience
 - c. Directors: Maximum of two (2) minutes
 - d. Core Course Academic, Social and Sports Representatives: Maximum of one (1) minute
10. Official speeches for all elected positions will be scheduled at a time when the maximum number of voting students can attend. For upper-year elected positions and core course elected positions, all election speeches will be made available on RWorld for students who could not attend.
 11. Voting will occur online within 24 hours of the speeches. Voting will be scheduled for a minimum of two (2) and a maximum of five (5) business days. Voting results will be announced by the end of the next business day after the final close of polls.
 12. The total percentage rate of votes for eligible voting students will be disclosed by the CRO at the time that the voting results will be announced.
 - a. The percentage of votes received by each candidate will not be publicly disclosed.
 13. The GBC CRO is responsible for overseeing all aspects of club elections to ensure that they are conducted fairly. The nomination and campaigning rules for club elections are the same as described above in By-Law 2: Elections. Available elected positions in clubs are outlined in each club's constitution and only members of a club may run for and vote for candidates in a club election.
 14. The GBC upper-year elected positions and GBC core course elected positions shall use the instant-runoff voting system. The club elections shall use the first-past-the-post voting system.
 15. In the event of an exact tie, the following process shall be followed:
 - a. The tied candidates shall be informed of the result, together, as soon as possible after the results of the election are known to the CRO.
 - b. 11 ballots shall randomly be selected from the election and counted. The candidate with the higher number of ballots in their favour will be the winner of the election, and awarded the position.
 - c. This process is to be carried out by the CRO, with assistance as needed from the IT manager.

By-Law 3: Clubs

1. Clubs must hold or host a minimum of two club events per semester.

2. All clubs must hold at least 50% of their events or 10 events (whichever is lower) outside of normal working hours, as defined in Article II - Definitions, to accommodate 3YR students. In addition, all initial kick-off meetings must be scheduled outside of normal working hours. An exception to this requirement may be made for non-industry clubs that have no 3YR students in their membership. Additionally, an exception can be made with the unanimous approval of both Clubs Directors, VP Internal, VP Finance, and the Executive VP.
3. All clubs must submit the following financial documents to the Clubs Directors each year as stipulated below. Each clubs' financial documents should be accompanied with a list of account numbers, financial institutions, and signatories for all active accounts.
 - a. Clubs must submit final annual budgets no later than August 15 each year
 - b. Clubs must submit semi-annual financial reports at the end of the fall term
 - c. Clubs must submit year-end financial statements at the end of the winter term
 - i. Year-end financial statements must be completed and signed by both the outgoing and incoming Presidents and Treasurers of each club

Submissions of clubs' financial documents will be consolidated by the Clubs Directors and given to the VP Finance for review and approval. Funding for a club may be suspended at the discretion of the GBC if these documents are not received in a timely fashion or indicate an inappropriate use of funds.

4. All clubs must adhere to email policies as laid out by Rotman and the Clubs Handbook.
5. A student who is expelled from membership in a club may lodge a complaint with the Clubs Directors. The complaint will be reviewed by the Clubs Directors and the GBC Executive, who may overrule the expulsion at their sole and absolute discretion by a majority vote.
6. Outgoing club executives shall give the incoming club executives access to club bank account(s) within 2 weeks of the election of the incoming club executives. Additionally, incoming club executives shall be given full and ongoing access to financial and audit documents, and other information as deemed necessary to ascertain the club's current financial state, as well as, the status of audit filings.

By-Law 4: Communications

1. All external communications that include recommendations or opinions are subject to review by at least one member of the Executive Committee.
 - a. Any message that speaks on behalf of the GBC must be reviewed
 - b. Messages that are operational in nature do not need to be formally reviewed before they are sent
2. The review schedule is as follows:
 - a. President and Executive VP 3YR review each other's messages

- b. One of the VP Internal, VP External or VP Events reviews one of the other’s messages
 - c. VP Finance messages must be reviewed by both the President and the EVP 3YR
 - d. Clubs Director messages must be reviewed by the VP Finance and either the President or the EVP
 - e. All other Directors and Managers must seek review from their reporting VP prior to sending emails containing any recommendations or opinions
3. GBC members may express an opinion on GBC-related matters via email. However, such an email, if sent from their Rotman account, must make clear that it is being sent as an individual student rather than in their capacity as a member of Council. The email must also not include their GBC title in the email signature. If such an email expresses an opinion on GBC-related matters in the student’s official capacity as a member of Council, it is subject to review as per sections 1 and 2 above.

By-Law 5: Roles and Responsibilities of Council Members

Executives

President

1. To set the strategic objectives and goals of the GBC, ensuring inclusion of all Rotman students and building a greater sense of community.
2. To work with each member of the Executive to ensure that individual portfolio goals are aligned with the position of the entire Council.
3. To chair Council meetings and Executive meetings.
4. To be the spokesperson for the GBC to all internal Rotman groups and external parties as necessary.
5. To be the principle contact to the Dean’s Office and all internal Rotman groups and external parties as necessary.
6. To act as an advisor to Rotman administration, including the Program Services Office (“PSO”), Career Connections Centre (“CCC”), Admissions and the Dean’s office and to ensure that regular meetings/communications are maintained between the GBC and the respective parties.
7. To act as a liaison to the Graduate Students’ Union (GSU), on behalf of the GBC and all Rotman students.
8. To coordinate GBC Council meetings, record the decisions of each GBC Council meeting and make them available to all members of the GBC.
9. To coordinate having an attendant at all Graduate Students’ Union general meetings.
10. To ensure student representation on administrative committees at Rotman.
11. To provide any and all support to GBC Executives as necessary.
12. To fulfill ad hoc duties to ensure the functionality and inclusivity of all events at Rotman as necessary.
13. To serve as the office manager to the GBC
14. To prepare a transition document for their successor. The incoming and outgoing President must both sign this document to transfer responsibility.

Executive Vice President

1. To represent morning and evening core and elective 3YR MBA students.
2. To maintain and own the responsibility of the GBC Constitution.
3. To assist the President in his/her role as principal contact for all students.
4. To obtain regular feedback from 3YR cohorts and communicate relevant information to 3YR students.
5. To act as an advisor to PSO and CCC on 3YR-specific concerns.
6. To serve on (or appoint another 3YR student to serve on) any other advisory board or committee including, but not limited to, the Master's Program Committee.
7. To assist the CRO in coordinating all elections.
8. To work with the 3YR class representatives to improve the overall student experience at Rotman.
9. To work closely with GBC executives and directors to ensure involvement of 3YR students in academic, social and sports activities.
10. To prepare a transition document for their successor. The incoming and outgoing Executive Vice President must both sign this document to transfer responsibility.

Vice President – Internal

1. To act as an advisor to the Rotman administration, including the PSO and CCC, to improve the overall student experience at Rotman.
2. To oversee the activities of the following GBC members:
 - a. Clubs Directors
 - b. Buddy Manager
 - c. Communications Manager
 - d. IT Manager
 - e. Core Course Academic Representatives
3. To work with the Core Course Academic Representatives on academic affairs and other issues relevant to core course students.
4. To coordinate the GBC FT Quarterly Chats and PT Term Chats in consultation with the President and Executive Vice President.
5. To coordinate the annual peer-to-peer electives advising sessions and work with the Communications Manager to publish the Unofficial Electives Guide.
6. To participate in the following meetings:
 - a. GBC Executive meetings
 - b. PSO/GBC/CCC meetings
7. To conduct surveys once per semester to collect feedback from students about GBC activities and to gauge the GBC's success in meeting its objectives
8. To ensure that all programming is planned with the intention of being inclusive of all students.
9. To prepare a transition document for their successor. The incoming and outgoing Vice President must both sign this document to transfer responsibility.

Vice President – External

1. To oversee the activities of the following GBC members:
 - a. Case Competition Manager
 - b. TELL Manager
 - c. Outreach Manager
 - d. Sponsorship Manager
 - e. Yearbook Manager

- f. Core Course Career Representatives
- 2. To participate in the Academic Representative/PSO/CCC meetings, or to designate another executive member to attend as necessary.
- 3. To be the principal contact for all external-facing departments in Rotman, including but not limited to Advancement, Marketing, Sustainability and any other group as deemed appropriate by the President and EVP.
- 4. To coordinate, along with the Alumni Office, events to help promote the activities of the Alumni Office to current Rotman students.
- 5. To be the central contact point with other student governments at U of T and the larger U of T administration.
- 6. To be responsible for overall GBC branding and sponsorship strategy.
- 7. To prepare a transition document for their successor. The incoming and outgoing Vice President must both sign this document to transfer responsibility.

Vice President – Events

- 1. To oversee the activities of the following GBC members:
 - a. Social Directors
 - b. Sports Directors
 - c. Camp Manager
 - d. MBA Games Manager
- 2. To work directly with Directors and the Orientation Camp Manager in the Events portfolio to ensure that all events and activities planned align with the objectives of the GBC.
- 3. To ensure the Rotman spirit and pride is incorporated into all student life programming.
- 4. To ensure that all programming is planned with the intention of being inclusive of all students.
- 5. To prepare a transition document for their successor. The incoming and outgoing Vice President must both sign this document to transfer responsibility.

Vice President – Finance

- 1. To act as the chief controller of the GBC, including ledger, bank account(s) and disbursements.
- 2. To act as chief financial advisor to all GBC clubs, in conjunction with Clubs Directors (2YR and 3YR); the VP Finance has final approval on all club budgets.
- 3. To ensure that requirements are met in order to receive student fees from the Graduate Students' Union (GSU).
- 4. To prepare a balanced budget of the GBC prior to September 1 with input from all GBC Executives.
- 5. To ensure that GBC finances are externally audited every fiscal year.
- 6. To ensure that all accounts payable are up to date at the end of each fiscal year.
- 7. To ensure that there is transparency of the GBC finances and club finances to all members of the GBC.
- 8. To oversee the Merchandizing Manager.
- 9. To provide advice and oversight to Sponsorship activities.
- 10. To oversee the finance function for all managers' committees (MBA Games, Orientation Camp, Outreach)
- 11. To chair meetings of the discretionary clubs funding committee.
- 12. To prepare a transition document for their successor. The incoming and outgoing Vice President must both sign this document to transfer responsibility.

Directors

Social Director – 2YR and 3YR

1. To promote interaction between and community spirit for all Rotman students by coordinating and facilitating student participation in events, programs, and initiatives.
2. To plan and promote Rotman Semi-Formal and Rotman Formal.
3. To coordinate and plan social events in partnership with the VP Events and the Sports Directors.
4. To act as a voting member of the GBC.
5. To attend all general GBC meetings as well as any special meetings as required by the VP Events.
6. To meet, coordinate with, and involve Events class representatives in the planning and promotion of all social related events.
7. To prepare a transition document for their successor. The incoming and outgoing Director must both sign this document to transfer responsibility.

Sports Director – 2YR and 3YR

1. To promote healthy lifestyles and community spirit for all Rotman students by coordinating and facilitating student participation in events, athletic competitions, programs, and initiatives.
2. To organize Rotman participation in intramurals for male, female and co-ed teams.
3. To coordinate and plan sports related activities in partnership with the VP Events and the Social Directors.
4. To act as a voting member of the GBC.
5. To attend all general GBC meetings as well as any special meetings as required by the VP Events.
6. To prepare a transition document for their successor. The incoming and outgoing Director must both sign this document to transfer responsibility.

Clubs Director – 2YR and 3YR

1. To act as the liaison between clubs and the GBC, providing support to clubs and overseeing club management, operations, financial and governance issues.
2. To work with internal Rotman groups including but not limited to the PSO and CCC to support clubs as required.
3. To work closely with the VP Finance in providing funding to GBC clubs.
4. To ensure the prudent use of GBC funds provided to the clubs through the oversight of annual audits in conjunction with the VP Finance.
5. To ensure that the rules and spirit of the GBC and club constitutions are adhered to in all programming being offered to students.
6. To coordinate and direct the GBC Clubs Fair in September, in conjunction with the PSO.
7. To coordinate and direct a minimum of two club programs and/or training sessions per year.
8. To ensure that club events are accessible to both 2YR and 3YR students, as stipulated by the Constitution and By-laws.
9. To act as a voting member of the GBC.
10. To attend all general GBC meetings as well as any special meetings as required by the VP Internal.
11. To select a clubs team to assist in achieving the goals outlined above.
 - a. At least one first year student will be selected to assist in this portfolio; additional students will be selected as needed.
 - b. The first year student(s) will act as a liaison between the first year student class and the clubs team and assist with logistics issues and club management as deemed necessary by the Clubs Directors.

- c. Selection will occur through an application and interview process in consultation with the VP Internal and GBC Executive.
12. To prepare a transition document for their successor. The incoming and outgoing Director must both sign this document to transfer responsibility.

MFRM Director – 1YR

1. To liaise between the MFRM cohort and the GBC Executive and the Council.
2. To promote interaction between the MFRM cohort and the rest of the Rotman community.
3. To act as a voting member of the GBC.
4. To attend all general GBC meetings as well as any special meetings as required by the VP Internal.
5. To prepare a transition document for their successor. The incoming and outgoing Director must both sign this document to transfer responsibility.

Managers

1. The manager may establish a committee with 1st and 2nd year representatives as needed. Appointment to the committee must be done through a selection process as outlined in Constitution Article 17.
2. Committee titles should be standardized as follows : 1st/2nd year representative and/or “Head of XX” where XX is the respective function. Sponsorship and finance functions will be performed by the Sponsorship manager and VP Finance respectively. This is to enable the VP Finance to have more central oversight over all GBC finance matters so that he/she may better address any audit observations. The manager may establish a separate finance function in the committee only as an exception, and only upon approval from the VP Finance and the VP in charge of that manager.

Communications Manager

1. To act as the Editor-in-Chief of the Rotman student newsletter, with the mandate of streamlining all GBC/Clubs communications and promoting a strong sense of community.
2. To publish a weekly newsletter summarizing activities at Rotman, including club events and other activities of general interest to the student body.
3. To work with the VP Internal to publish the Unofficial Electives Guide, as a means of communicating the perspective of upper-year students regarding elective courses.
4. To work with the IT Manager and VP Internal to maintain the GBC website.
5. To communicate with Rotman students on an *ad hoc* basis, on behalf of the GBC and Rotman clubs.
6. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility.

IT Manager

1. To conduct regular meetings with the PSO and Rotman IT department to assess current technology priorities within the administration.
2. To solicit suggestions from the student body about IT-related issues and make recommendations to the GBC and Rotman administration for improvements that may enhance the student experience.
3. To assist the GBC with technology-related issues and act as a liaison between the GBC and the Rotman IT department.
4. To work with the Communications Manager and VP Internal to maintain the GBC website.

5. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility.

Yearbook Manager

1. To act as the Editor-in-Chief of the Rotman MBA program yearbook. The duties of the Editor-in-Chief include the following:
 - a. Forming a yearbook staff and providing leadership to this staff;
 - b. Contracting with the yearbook publisher and advertising agency;
 - c. Coordinating with the PSO and a photography studio to complete graduating student photographs and the MBA graduating student composite;
 - d. Running the yearbook as a breakeven project; and
 - e. Ensuring the timely delivery of content for publishing deadlines.
2. To work with the GBC to ensure that all major components of Rotman student life are captured in the yearbook.
3. To work with the PSO to ensure that future MBA program changes are reflected in the yearbook in a timely manner.
4. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility.

Competitions Manager

1. To maintain a database with information on competitions both within and outside Rotman.
2. To work with the Communications Manager to raise awareness of competitions among Rotman students.
3. To support Rotman club executives in the organization of internal competitions.
4. To work with the PSO, faculty and Rotman clubs to develop training programs for students who are interested in participating in internal or external competitions.
5. To act as a liaison with the PSO in selecting students for external competitions and providing financial support where appropriate.
6. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility.

Orientation Camp Manager

1. To plan and run an inclusive and welcoming Orientation Camp experience for incoming 2YR and 3YR MBA students.
2. To establish an Orientation Camp Executive Committee responsible for planning camp, including (but not limited to): logistics, scheduling and planning activities, alcohol training, communications, finance, sponsorship, organizing volunteers, volunteer training and executing orientation camp activities. The Executive Committee is to be selected by the Orientation Camp Manager with assistance of the Vice President Events, through an application process.
3. To create the budget for Orientation Camp and present it to the GBC executive by June 15 for approval. The full GBC Council will ratify this budget as part of the budget approval process in the fall.
4. To maintain a separate bank account and operational funds from that of the GBC for easy access to funds throughout the summer
5. To communicate Orientation Camp plans with the Program Services Office for Orientation Camp student fee payment, insurance, alcohol protocol, and communicating with incoming students. This also helps build institutional memory.

6. To work collaboratively with the Directors of Sports and Social and the Buddy Manager, to ensure that Orientation Camp programming and summer programming for sports and social events do not overlap in timing and purpose.
7. To address any concerns/complaints regarding the Camp budget or operational decision making at the request of the student body.
8. To maintain relationships with sponsors who have historically contributed to Orientation Camp. The Orientation Camp Manager will facilitate sponsorship efforts for Camp and liaise with the GBC Sponsorship Manager to ensure that the historical Camp sponsors are not being targeted by more than one GBC contact.
9. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility.

MBA Games Manager

1. To manage recruitment of Rotman delegates and communication of event details to delegates.
2. To manage communication of event details and provision of event information to Rotman administration.
3. To identify sponsors to raise funds for student participation in the event.
4. To manage the overall budget and allocation of resources.
5. To determine logistics of the event such as event schedule, bus transportation, uniforms and lodging.
6. To assign delegation members to teams that compete at the games.
7. To manage collection of fees from all delegation members and payment to the MBA Games Coordination Committee.
8. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility.

Outreach Manager

1. To spearhead initiatives involving the Rotman student body, which promote and encourage social responsibility
2. To serve as the primary contact between the GBC and its partner non-profit organizations
3. To develop awareness campaigns for supported non-profit organizations
4. To facilitate opportunities for fundraising among the student body, for selected non-profit organizations
5. To inform students of supported causes prior to fundraising
6. To organize opportunities for students to volunteer with the selected non-profit organizations
7. To work with the GBC portfolios to connect the selected non-profit organizations to other programming, where applicable
8. To communicate the results of fundraising and volunteering to the student body
9. To coordinate with and involve social and sports class representatives in the planning and promotion of Outreach events as appropriate
10. To select an Outreach Committee to assist in achieving the goals outlined above.
 - a. An Outreach Representative will be appointed from each section by a selection committee in accordance with the "Selection Process for Volunteers, Committees and Delegates", above.
 - b. At least one first year student from each section will be selected to act as on the Outreach Committee; additional students will be selected as needed.

- c. Committee members will act as a liaison between the student body and the Outreach Team and assist with logistics issues and outreach activities as deemed necessary by the Outreach Manager.
 - d. Members may hold more than one position on the Outreach Committee.
11. To meet, coordinate with, and involve Outreach section representatives in the planning and promotion of all Outreach-related events.
 12. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility.

Buddy Manager

1. To facilitate matching of incoming 2YR and 3YR students with upper year students
2. To coordinate a minimum of two Buddy rendezvous with the PSO prior to class starting
3. To host a mandatory training session for all upper year buddies to ensure expectations are set and that students understand the type of support and advice deemed appropriate between buddies
4. To update and distribute the Buddy handbook
5. To prompt upper year buddies to have regular touch points with their buddies at least once every six weeks
6. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility

Sponsorship Manager

1. To work with all GBC portfolios to create a GBC-wide sponsorship package
2. To serve as the primary contact for all sponsorship initiatives directly related to the GBC.
3. To ensure that near-term sponsorship targets do not jeopardize existing sponsorship relationships held by clubs, the CCC, Alumni/Development and the Dean's Office.
4. To compile best practices on seeking sponsorship from CCC, Alumni and the Dean's Office.
5. To be responsible for the maintenance of sponsorship document templates, as well as universal and consistent "levels" of sponsorship.
6. To oversee and support all sponsorship requirements from the respective GBC managers (eg. MBA Games, Orientation camp)
7. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility

Toronto Experience & Learning Lab (TELL) Manager

1. To lead the Toronto Experience and Learning Lab in finding or developing opportunities for students to explore Toronto.
2. To connect students interested in leadership less common career paths with opportunities in Toronto.
3. To coordinate activities and events with the Martin Prosperity Institute and other community focused partners.
4. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility.

Social Media Manager

1. To lead the efforts in maintaining active GBC social media accounts including Facebook, Twitter and Instagram and other social media platforms.
2. To develop social media campaigns to enhance student engagement in the Rotman community.

3. To be the final check point for the content published on the GBC social media accounts, making sure the content shared is in line with Rotman's values and represents Rotman in a positive manner.
4. To prepare a transition document for their successor. The incoming and outgoing Manager must both sign this document to transfer responsibility.

Core Course Representatives – 1YR, 2YR and 3YR

Core Course Academic Representatives (1YR, 2YR and 3YR)

1. To represent the interests of their classes to the GBC and Rotman administration (including the PSO and Admissions Office), and bring student issues to the attention of the appropriate bodies. This includes, but is not limited to, academic issues.
2. To communicate to their classes on behalf of the GBC and Rotman administration.
3. To work together to coordinate communication across all class representative positions.
4. To attend regular meetings with the PSO and VP Internal.
5. To act as an advisor to Rotman administration, and assist with program development and new initiatives of value to students.
6. To meet with and provide feedback to instructors as appropriate.
7. To conduct instructor evaluations at the end of each course.

Core Course Career Representatives (1YR, 2YR and 3YR)

1. To represent the interests of their classes to the GBC and Rotman Career Centre, and bring student issues to the attention of the appropriate bodies. This includes, but is not limited to, career issues.
2. To communicate to their classes on behalf of the GBC and Rotman Career Centre
3. To work together to coordinate communication across all class representative positions
4. To attend regular meetings with the Career Centre and VP External
5. To act as an advisor to the Career Centre, and assist with new initiatives of value to students with respect to careers.

Core Course Events Representatives (1YR, 2YR and 3YR)

1. To represent, summarize and communicate student concerns about social activities from their respective classes and bring them to the attention of the Social Directors.
2. To represent, summarize and communicate student concerns about sports activities from their respective classes and bring them to the attention of the Sports Directors.
3. To attend meetings with the GBC Social Directors, GBC Sports Directors, and VP Events as necessary.
4. To assist the Social and Sports Directors in organizing all social and sports events and activities throughout the academic year.
5. To organize social and sports activities for their classes, either independently or in conjunction with the other Events Representatives.
6. Assist GBC Outreach with activities as necessary

Chief Returning Officer

1. To coordinate all GBC elections for core course and upper-year representatives, as stipulated in the GBC Constitution and By-laws.

2. To oversee all clubs elections for first-year and executive positions, as stipulated in the GBC Constitution and By-laws.
3. To set the dates for GBC elections, in conjunction with the GBC Executive, and to set the dates for clubs elections, in conjunction with the GBC Executive and Clubs Directors.
4. To ensure that all students are informed about the elections process for GBC and clubs representatives.
5. To respond to student complaints about the conduct of elections for GBC and clubs representatives, as stipulated in the GBC Constitution and By-laws.
6. To execute all initiatives required to ensure fair and transparent elections for the GBC and clubs