

Constitution of Consult Your Community (CYC) at UNC-Chapel Hill

Article I – Name and Purpose of the Organization

Section 1: Name

Consult Your Community (CYC) at UNC-Chapel Hill

Section 2: Purpose

Consult Your Community (CYC) is a student-run nonprofit organization that provides pro bono consulting services to low-income and minority small business owners in college communities across America.

Our Mission: To inspire a generation of students to help the 6,000,000 small businesses that drive the success of our nation.

Our Values: Each member of the CYC team is expected to embody these values in their work ethic and company practices. These descriptions illustrate the atmosphere that our values foster in our organization. After each description, we have provided some guidelines on how to execute them in day-to-day work. Each chapter may want to create their own guidelines to create a uniquely local culture that still fit the spirit of our values and our mission.

Integrity – Do what you say you’re going to do.

Integrity entails being truthful, reliable, and consistent in our actions.

We strive to find the root of our client’s problems with inquisitive minds and all the resources at our disposal. We will never willfully mislead, misrepresent, or misuse confidential client data. We are transparent within our team, to our leaders, and to our client about any issues that arise and judiciously weigh the pros and cons of pursuing different strategies and their implications for the client. We make realistic projections and will not exaggerate the feasibility of our solutions or their impact. At times, we may under-promise, but we always over-deliver.

Excellence – Do ordinary things extraordinarily well.

We achieve excellence by finding ways to constantly make things better.

This means creating business value and putting client satisfaction first. To be on the vanguard of innovation, we look for opportunities where others see insurmountable barriers. And we tackle the few factors that make the most impact.

To better ensure client satisfaction, we regularly communicate with our clients to reveal findings on our research. Sharing our results after thorough data collection, rigorous analysis, and competitive benchmarking, we can collaborate with clients every step of the way to ensure optimal solutions with the most impact.

And we are able to create true impact because we are a dedicated cohort of America's brightest minds. As individuals, we are self-motivated and hungry for a challenge. We are passionate, doggedly determined, and ceaselessly committed to helping America's small business.

Teamwork – Help others to be the best leaders they can be.

Teamwork is about creating an environment that allows members to freely experiment and generate creative solutions.

In order for us to feel comfortable to express ourselves, we must respect others' opinions even when they conflict with our own. We believe open dialogue can be constructive, as it can reveal opportunities for new ways of doing things and disrupting the status quo. As a result, welcoming divergent opinions is our guard against groupthink. Being a team player means actively listening to a person and seeking first to understand *them*, rather than to be first understood. This is how we resolve all challenges: with patience, empathy, and moxie.

Every good team celebrates mutual success, but teamwork is also about rewarding individual initiative and fostering personal and professional development in every member. By having a mentor within the organization to act as a guide, we engage members in a dialogue of how they want to achieve mastery in their current skills, target weaknesses, and better themselves. In this way, our members are more inclined to proudly take ownership in their work and be better equipped to assist their peers in becoming leaders.

Empowerment – Help others to help themselves.

We believe in creating positive change in the short- and long-term.

We identify and provide the resources small business owners can continue to use after the engagement to set future goals and create an actionable plan to achieve them. We also believe in empowering our people, and giving them the resources they need to succeed. We provide them with training from top tier firms and mentorship opportunities within the club to create a supportive network that lives on well after their undergraduate career. As a result, they learn and grow in their knowledge about consulting but also themselves. In this way, we hope to inspire and cultivate the next generation of America's future business leaders.

Section 3: Non-Discrimination Policy

This organization abides by UNC-Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following: Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit participation in the organization to student who, upon individual inquiry, affirm that they support that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under the Title IX, gender.

Article II – Membership: Qualifications and Categories of

Membership

Membership in CYC is limited to currently enrolled UNC-Chapel Hill students. Faculty, advisors, alumni, and business professionals are encouraged to participate in discussions, knowledge sharing, and training; however, they will not have organizational voting rights, and will not be allowed to actively participate in active consulting cases and projects. Active consulting cases and projects include engagements being worked by the organization's analysts, engagement managers, vice presidents, and president (Roles given to enrolled students). Guidance and strategic project direction from non-members is allowed.

Section 2: Procedures for Becoming a Member

Membership Process:

Applications for CYC will be made available on a rolling basis throughout the academic term. Applications will be reviewed by the chapter vice presidents and president. Applicants must have at least a 3.0 GPA at the time of the application to be considered for membership in CYC. For first year and transfer students who do not have a GPA at North Carolina State University, high school and other university GPAs will be considered for review.

Once applications are reviewed, vice presidents and president will decide which applicants will move forward to the interview stage. The interview stage will consist of one 30 minute behavioral interview, as well as one 30 minute case interview. Members will be given more information on the interview process once selected from the online application. After completing the interviews, the organization's president and vice presidents will decide who is selected for membership in the organization.

Dues:

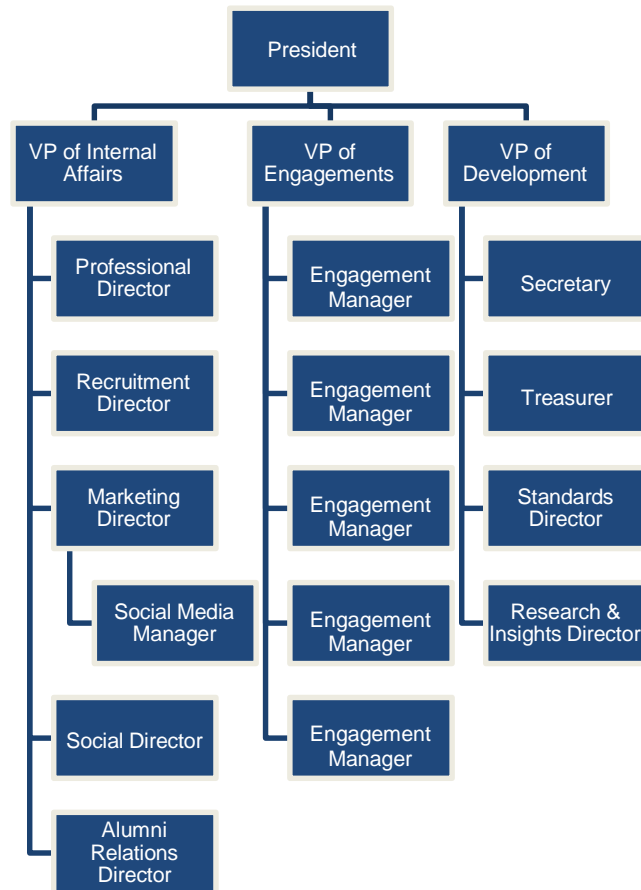
Annual dues of \$30 will be required for all members of CYC

Resignation of Membership:

Resignation from CYC will require an email to the Vice President of Internal Affairs stating a reason for resignation and a recommendation for an individual to fulfill your role. Voting for fulfilling the voided role will take place among the president, vice presidents, and engagement managers of CYC.

Article III – Organization Leadership: Titles, Terms, and Duties of the Leaders

Organization Chart



President – The president is the chief executive officer and main administrator of a Consult Your Community chapter. He or she is responsible for managing the day-to-day operations of the chapter, and ensuring its long-term success and sustainability.

Preside over all meetings of members and the Executive Committee

Supervise and be responsible for all activities of the chapter

Serve as the official representative of the CYC

Maintain and renew CYC’s official status with the University at the beginning of every term

Serve as the chief advocate for small business consulting, our members, their professional development, the overall CYC experience, and the perception of CYC to both them and the external community

Continuously set expectations of CYC and its members, in accordance to CYC’s mission and values

Take initiative to improve CYC in terms of meeting our mission, vision, goals, values, and expectations

Vice-President of Engagements – The VP of Engagements is responsible for overseeing the entire engagement process, and will work with Engagement Managers, Project Advisors, faculty, graduate students, and small business owners to ensure the highest-quality consulting services, chapter-wide.

Oversee client recruitment at the beginning of every term

Lead selection of Engagement Managers, Project Advisors, and team member selection

Ensure the Engagement Managers are given enough/all resources to help teams deliver the highest-quality work for our clients

Maintain client communication and collect feedback at the end of the term

Vice-President of Internal Affairs – The VP of Internal Affairs is responsible for managing the Internal Affairs committee, and all of its members (Professional Development Director, Recruitment Director, Marketing Director, Social Director, and Alumni Relations Director). He or she oversees all internal functions of the organization in order to provide the best possible membership experience for the chapter's members.

- Lead the recruiting / selection process of new members at the beginning of each term
- Oversee the member's continuous professional development
- Manage efforts to organize and plan each semester's social events and retreats
- Ensure the chapter is publicizing itself in a manner that is consistent with National standards
- Lead efforts to keep in touch with chapter alumni

Vice-President of Development – The VP of Development is responsible for managing the Development committee, and all of its members (Secretary, Treasurer, Standards Director, and Research & Insights Director). He or she will work actively with the National Organization to ensure the chapter meets national standards.

- Manage the chapter's finances and maintain fiscal soundness for the current year, and the future
- Oversee all chapter logistics, including meeting minutes, lists of members and committees
- Ensure all members are fully aware of their roles & responsibilities, and keep chapter leaders accountable to National standards & expectations
- Communicate with the National organization and ensure chapter actions are consistent with deadlines
- Lead efforts to continuously improve and learn from engagements

Professional Development Director

- Lead new member's professional development, as instructed by the National organization's training curriculum
- Ensure new members are being properly and effectively trained in consulting methodologies

Recruitment Director

- Craft strategy for recruiting a new class of members at the beginning of every term
- Manage the recruitment process (strategize how to attract new members, design the interview process, determine what personal attributes the chapter is looking for in new members, pick the new class)

Marketing Director

- Develop, print, and pick up marketing materials for new member recruitment
- Manage the chapter's Facebook and Twitter pages, with the Social Media Manager
- Promote the local chapter by developing outreach materials to local media and the university

Social Director

Plan and coordinate all socials
Work with VPIA to plan all member retreat activities and events

Alumni Relations Director (*We may not need this until Spring Semester*)

Create an alumni newsletter for each term
Host an alumni dinner at least one time per term
Maintain relations with the chapter's alumni / alumni board
Manage alumni donation system

Secretary

Record meeting minutes, and collect minutes from all committee meetings
Submit all necessary documentation to the National organization

Treasurer

Manage all chapter finances and maintain fiscal soundness for the current and following years
Conduct reimbursements, as pursuant to chapter policy

Standards Director

Understand all National policies and standards
Ensure chapter leadership is following through with each term's goals and mission, according to prior determined deadlines

Research & Insights Director

Work with Engagement Managers to collect all necessary documentation for each engagement
Communicate with clients from prior terms to collect needed information for quantifying impact
Collect all case studies at the end of the semester and submit documents to the National organization

Engagement Manager

Manage a project team of 4-5 members under the supervision of the VPE, Project Advisor, faculty, and graduate student mentors
Initiate and lead an entire project engagement from client recruitment to implementation completion
Serve as main point of contact with client
Maintain client relationship, updating client on a weekly basis, initiate first client meeting
Scope project after review of project proposal, create and finalize Letter of Engagement by deadlines
Teach project members how to approach project and conduct client meetings, including, but not limited to, deliverable writing, researching, cold calling, presentation making, etc.

Project Advisor (MBA or Professional)

Work under the guidance of the VPE to supervise a specific Engagement Manager
Provide mentorship, expertise, and advice for both the EM and team members
Identify client business problems, brainstorm recommendations, and facilitate the deployment of resources and people to implement their recommendation
Map solution to client needs
Lead consulting team to meet milestones
Manage engagement scope
Manage client expectations
Identify continuous improvement areas
Identify and manage risks
Identify opportunities for cross sales during engagement
Manage multiple deadlines and objectives

How Leadership Positions are Determined

Director, manager, and business analyst positions will be voted upon by the organization's president and vice president after the interview stage of the recruiting process. Vice President Positions will be voted upon by the President and the current Vice Presidents after the interview stage of the recruiting process. The Chapter President will be appointed by the national CYC Chief Operating Officer.

Directors, managers, and business analysts are eligible to remain in their positions after their official term concludes. This privilege is held at the discretion of the President and Vice Presidents.

Term Length

Each of the leadership positions listed above (President, Vice Presidents, Directors) will require a full term, which will commence in April and conclude the following April.

For all other positions, there will be two separate terms. The first term will commence in April and conclude in December. The second term will commence in November and will conclude in the following may.

Article IV – Advisory Board

The **Advisory Board** is made up of the North Carolina State advisor along with community professionals who have a passion for growing and developing the North Carolina State University CYC chapter. Members of the **Advisory Board** are appointed by the leaders of CYC. The **Advisory Board** will serve as a sounding board for our organization to ensure that we are developing and growing in the right direction.

Article V – Method of Removing Officers and Members

Section 1: Expectations of Member

All major officers of the organization are full-time, registered students of The University of North Carolina at Chapel Hill. President, Vice Presidents, and Directors of CYC should miss no more than 2 unexcused meetings/case project working sessions in a given semester. These meetings include general body meetings, specific leadership meetings, and case project working sessions. An absence form will need to be provided in the situation of an absence and will be excused at the discretion of the other organization leaders. Exceeding this unexcused absence threshold will result in the dismissal of the leadership role and an immediate election for replacement at the next general body meeting.

General student body consultants/members will be held to the same absence clause as the organization's leaders. An absence form will need to be provided in the situation of an absence and will be excused at the discretion of their specific project director.

In the event that any member does not meet NC State organization requirements, said member will be subject to probation for the remainder of the academic term. Under this probation, said member will function fully in their responsibilities within the organization, but will be subject to position termination if probation carries across to a second consecutive semester. Termination of the position will follow the procedures for removal in *Article 5, section 2* below.

Section 2: Procedures for Removal

The process described in the constitution should specify which body conducts this review and ultimately makes the decision. It should be noted that the organization's non-discrimination policy should protect members from removal based on those listed statuses.

The NC State CYC members will be removed from their leadership position upon missing 2 or more mandatory meetings with an unexcused absence. For every absence to a mandatory meeting, an absence form must be submitted by the party missing the meeting. The failure to submit an absence form will result in an unexcused absence. For submitted absence forms, the absence will be reviewed by the CYC President and Vice Presidents and they will use their discretion to determine whether or not the absence is excusable. If any given leadership member exceeds 2 missed unexcused mandatory meetings, he/she will be removed from their leadership position immediately and a revote will occur at the next general student body meeting. The leadership position will be decided by the member with the most votes.

Removal from an organization's position based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and North Carolina State University policy, and will not be tolerated.

Article VI – Meetings of the Organization: Required Meetings and Frequency

CYC will have bi-weekly general body meetings, as well as team meetings occurring on a weekly basis. In addition, teams will be expected to meet on an as-needed basis in order to best serve our small business clients. Additional, as-needed meetings will be led by the team's specific engagement manager. Through fluctuations in business cycles and other client's needs, members can expect some teams to have more to complete in their work stream during different periods in the academic semester.

Article VIII – Duties of Advisor

The organization has an advisor who is a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister. The advisor does not have the right to vote.

Responsibilities and expectations of advisors should be clearly and adequately described.

The advisor acts as a sounding board and a general guidance for the organization's overall strategy. In depth advisor participation is strongly recommended. Specific duties of the advisor include: Monitoring general body meetings, providing support on ideas, offering new ideas and strategies, and developing small business clients in the Raleigh community.

The advisor should work very closely with the executive team to ensure that all of the organization's issues are being solved adequately.

Article IX – Method of Amending the Constitution: Proposals, Notice, and Voting Requirement

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

Any voted on constitution changes will be signed off by the President and Vice Presidents. Adequate signatures will be included in the official constitution documentation.

Article X – Method of Dissolution of Organization

Dissolution of the organization will require vote from 2/3's of the voting population (President, Vice Presidents, Directors, Engagement Managers, and Business Analysts), whereas at least 50% + 1 member is present. All debts and assets will be transferred adequately to the national Consult Your Community organization.

Latest Constitution Revision Date *"Revised by Executive Committee: "3/22/18"*