

CONSTITUTION OF THE IRISH STUDENT CONSULTING GROUP 23/24



ISCG

Irish Student Consulting Group

Est. 2014

Article 1: Names Full Name:

Irish Student Consulting Group

Alternative Name:

ISCG

Article 2: Objective

ISCG is a student- led organization which carries out consulting projects for indigenous businesses, start- up and non-profit organizations. Founded in 2014 the ISCG mission is to promote and explore the interest of consulting to students all across Ireland. In addition, we hold national and international case competitions every year!

The organization is ever-growing with reaching 1,000+ members in the past 10 years, and, setting up 8 branches in the following universities: Trinity College Dublin (TCD), University College Dublin (UCD), Dublin City University (DCU), University College Cork (UCC), University of Galway (UG), Maynooth University (MU), Queen's University Belfast (QUB) & finally, University of Limerick (UL).

Article 3: Membership

Membership of ISCG shall comprise of the following categories:

1. Student members

- a) This category shall be confined to registered students currently taking an undergraduate or postgraduate course in an ISCG university.
- b) Prior to becoming a member, individuals must submit an application via the ISCG website. or social media platforms
- c) Only ISCG members are eligible to work on client projects.

2. Alumni Members

1. These Members shall be graduates of university, who were members of ISCG.
2. Entitled to attend all ISCG networking events.
3. Alumni members shall be non-voting
4. These members will not be entitled to work on any client projects.

Article 4: General Meetings

1. There shall be an Annual General Meeting in April to which all group members are to be invited, convened by the President on no less than 14 days' notice.
2. An Extraordinary General Meeting may be called during any Full Term, by any Committee Member, or on the request of ten or more members, stating the reason for which the meeting is to be convened, the request delivered to the President on not less than 7 days' notice of the Meeting.
3. Notice of the agenda shall be sent out with the notice of all General Meetings.
4. Nominations for committee positions must be made in writing to the President with a proposer and a second both of whom must be members of the group; nominations must be made no later than 72 hours before the AGM.
5. Nominations and motions shall be announced at least 48 hours before the AGM.

6. Positions of the group to be elected at the AGM.

Article 5: Governance of ISCG – The Committee

The ISCG National Committee consists 13 third-level students. The executive committee (President, Vice President, Director of Operations, Director of Client Projects and the Director of Finance and Alumni Relations) and the management committee (Director of Membership Development, Director of Client Engagement, Director of HR & Talent, Director of Competitions, Director of Publications, Director of Public- Relations, Director of Technology and Director of Events).

The Powers of the Committee:

To further the objective of the group the Management Team will have power to:

1. Build relationships with professionals, students, and businesses/organisations in a common effort to achieve out the objective of the ISCG
2. Obtain, collect and receive money or funds by ways of donations, contributions, grants and any other lawful method towards the objective of ISCG.
3. Do all such lawful things that will further the objective of the ISCG.

Composition and Roles of the Committee

President

- a. Responsible for all ISCG activities and makes all significant decisions on behalf of the ISCG;
- b. Creates the strategy of the group, with a focus on vision and growth orientation;
- c. Maintains regular contact with department directors and facilitates to solve any
- d. arising problems;
- e. Chairs all general and management meetings;
- f. Obtains reports from the executive committee members and follows up on assigned tasks;
- g. Endeavors for the efficient running of the group, settles disputes and holds the casting vote in all but financial matters.

Vice President

- a. Create the strategic vision of the ISCG alongside the President ;
- b. Acts as the main point of contact between each university branch;
- c. Maintains regular communication with each branch president via online meetings/linkedin etc;
- d. Reports to the Management Committee regularly regarding branch updates;
- e. Liasies with department directors on events, conferences & mentorship programmes;
- f. Responsible for attending meetings alongside the president regarding sponsorship;
- g. Should the Present be unable to fulfil their duties temporarily, the responsibility for these duties passes to the Vice President.

Director of Operations

- a. Assists the President and Vice President to sustain long term improvement of the ISCG;
- b. Collaborates with the Executive committee to assist in creating the strategic vision for the academic year;
- c. Liaises with each department director to ensure operational effectiveness;
- d. Design and implement processes with the Vice President to transition a smooth relationship between ISCG and each university branch;
- e. Should the President or Vice President be unable to fulfil their duties temporarily, the responsibility for these duties passes to the Director of Operations.

Director of Client Projects

- a. Create Strategy for obtaining new clients (type, industry, size);
- b. Find new potential clients through ISCG internal network, linkedIn, cold calling/emails;
- c. Create proposals to send to potential clients with the aid of the Director of Client Engagement;
- d. Building relationships with prospective clients for upcoming Client Projects;
- e. Initiate contact with clients and arrange meetings to discuss project deliverables;
- f. Elect project leads and create application processes for potential student consultants.

Director of Finance and Alumni Relations

- a. Manage all finances including tailoring budgets and expenses, targets/pricing);
- b. Collect donations from clients and sponsorship from partners;
- c. Create relevant bank accounts for the academic term;
- d. Understand and manage any tax issues;
- e. Design and Implement a sponsorship brochure for existing and potential sponsors;
- f. Liaise with the President and Director of Events to organize ISCG alumni conferences.

Director of Membership Development

- a. Create strategy for growth (new universities, student engagement, branch competitions;
- b. Initiate contact with each of the branches membership development committee member;
- c. Liaises with President and Director of Events to secure networking events within each branch;
- d. Implement new ideas to promote the ISCG and each university branch;
- e. Manage a database of potential talent through various ISCG platforms alongside the Director of HR & Talent.

Head of Client Engagement

- a. Collaborate with the Director of client projects to establish possible clients;
- b. Arrange meetings and proposals to present to clients;
- c. Co-ordinate with project leads to establish client deliverables;
- d. Networking on linkedin and using internal resources to build relationships with clients;
- e. Collaborate with the Director of Alumni Relations to establish client mentors.

Director of HR & Talent

- a. Develop strategy for human resources (diversity, number of members etc);
- b. Promote ISCG to branch universities while developing and maintaining these relationships;
- c. Create interview procedure for client projects including writing sample interview questions and designing an acceptance process;
- d. Design a conflict resolution plan should a problem arise between national management committee members or branch committee members;
- e. Create strategy to review achievements and progress of ISCG members.

Director of Competitions

- a. Initiate contact to the Head of Competitions of each branch university;
- b. Liaise with the President and the Director of Operations to facilitate an international case competitions with universities in the UK and Europe;
- c. Create strategy for promoting case competitions within the 8 branch universities;
- d. Organise case competition workshops to increase student engagement;
- e. Facilitate the Yearly Intervarsity case competition within the 8 branches of the ISCG.

Director of Technology

- a. Create strategy for communication (online, storage, website);
- b. Keep the ISCG website up to date with new information about events, sponsorship and client projects;
- c. Maintain and improve applications such as Google Drive, LinkedIn, WhatsApp, Slack and Discord;
- d. Research and design best practice software adoption;
- e. Decide on what software packages are best suited to ISCG's needs and what processes can be automated through software.

Director of Public Relations

- a. Create strategy for marketing to students, sponsors, clients and potential employers;
- b. Manage social media accounts on Instagram, LinkedIn and Tik Tok;
- c. Standardise design of materials (powerpoints, business cards etc);
- d. Create central design hub with templates and guidelines to update on an annual or bi-annual basis;
- e. Liaise with the President to arrange schedule posts on social media to increase engagement.

Director of Events

- a. Liaise with the Director of Operations to organise the annual ISCG Awards night and Ball;
- b. Co-ordinate with the President to complete and ISCG Events Calendar;
- c. Collaborate with branch universities to organise ISCG Events;
- d. Network with Consultants and Analysts to speak to ISCG members during the academic year both in-person and online;
- e. Arrange hosting the annual ISCG Conference alongside the President and the Director of Operations.

Club Committee Meetings

1. At least four committee meetings must be held each term during the academic year;
2. For a committee meeting to be valid; committee members must be notified of the meeting at least forty eight hours in advance;
3. The agenda of the meeting and the minutes of the previous meeting must be circulated at least forty eight hours in advance;
4. The quorum for a committee meeting shall be half of the committee present as the President chairs all meetings;
5. The President shall also exercise a casting vote if it should be required except in the case of financial matters, which have been clearly set out in the agenda for the meeting, in these cases the Vice President shall hold the casting vote.
6. At a meeting where the Vice President or the Director of Operations is unable to attend and where financial business is to be transacted, a member of the committee deputised by the Vice President or Director of Operations to represent his/her views shall be permitted a casting vote at a meeting in his/her absence, provided the financial business transacted is only that which was set out in the agenda which accompanied the notice of the meeting.

7. The President shall record the minutes of all committee meetings and shall circulate the matters arising within forty eight hours following the preceding committee meetings.

Particulars of the Committee

1. In the event of there being a lack of persons available or willing to fill the positions on the committee the responsibilities of the vacant positions shall, under the direction of the President, be appointed out to another duly elected committee member or members with the agreement of the committee member(s) undertaking the extra responsibilities.
2. Each committee member must, on relinquishing his appointment, promptly hand to his or her successor in office all official documents and records belonging to the Club, together with any other property of the group which may be in his or her possession; and must complete any requirements to transfer authority relating to the control of the Group's bank account, or other financial affairs.
3. A committee member who wishes to resign from office must present his resignation to the President in writing stating the reason(s). If the President accepts the resignation he must then call an Extraordinary General Meeting to elect a replacement committee member.
4. In the interim between the resignation and an Extraordinary General Meeting to elect a replacement the responsibilities of the vacant post should be apportioned out in accordance with subsection 1 of this section.
5. The outgoing committee member must comply with the procedures for handing over office. .

Article 6: Assets

Income and Property:

The income and property of the body will be applied solely towards the advancement of the objective of the group.

Payment and Expenses:

Payment may only be made to members based on reasonable and proper out-of-pocket expenses incurred by members in connection to activities relating to the group.

Keeping of Accounts:

- a. The funds of the group including all donations, contributions and grants will be paid into an account operated by the Management Team.
- b. The funds belonging to the group will be applied only to further the objectives of the group.
- c. A current record of all income, funding and and expenditure will be kept.

Article 7: Plagiarism

The ISCG condemns any suspicion or proof of plagiarism taken from another student or from an external source without permission. In the case where plagiarism has taken place, an investigation will be actioned and will include all relevant parties as well as the ISCG National Committee.

Article 8: Dissolution:

If upon the dissolution of the body there remains, after the satisfaction of all its debts and liabilities, any property, it will not be paid to or distributed among the members of the body.

Instead, such property will be given or transferred to a charitable institution or institutions. Members of the body will select the relevant institution or institutions at or before the time of dissolution.

Article 9: Amendments:

Amendments to the constitution may only occur at a meeting where the appropriate notice has been given. Amendments are only valid if supported by a two-thirds majority vote of the members.

Signed: Sabrina Steinberga
President

Signed: Caoimhe Tannian
Management Committee Member

Signed: Lisa Basquel (Vice-President)
Management Committee Member