

April 26, 2010

***Constitution of
Georgetown University Hilltop Consultants***

PREAMBLE:

We, the members and leaders of Hilltop Consultants do hereby establish this Constitution on April 6, 2004 as the central document governing the purpose and mission of our organization.

ARTICLE I: Name

The name of this student organization shall be Georgetown University Hilltop Consultants, or simply Hilltop Consultants.

ARTICLE II: Mission Statement

To deliver high-impact solutions to nonprofit organizations and develop future leaders by offering hands-on consulting experiences and professional training.

ARTICLE III: Rules of Governance

1. Hilltop Consultants is a Georgetown University student group and abides by all university policies including those governing diversity
2. Hilltop Consultants' organizational policy and structure is established by this Constitution.

ARTICLE IV: Membership

Membership in Hilltop Consultants is open to all enrolled undergraduate students in the Georgetown University community. Students will be considered General Members if they are on the mailing list. These are passive students that might only be attending a few speaker events, but are not active on our consulting projects, the board or the BSC planning team. Students who are abroad or take a temporary leave of absence regain their membership status upon their return to campus. Active members are divided as follows:

1. Voting Members: members of the executive board, active project leaders, any member that has attained the associate promotion level or higher and has been active within the organization during the semester into which the election falls, and members of the Business Strategy Planning Team who have served for 3 semesters.
2. Other active members will be divided into the 3 categories as outlined by the new promotion levels (Analyst, Associate Consultant, and Managing Consultant). Promotions will take place at the end of the semester in the fall and before elections in the spring semester.

ARTICLE V: Officers

1. Officers are elected and must be full-time undergraduate students enrolled at Georgetown University. Only general and voting members are eligible officer candidates. The Assistant Director of the Case Competition is the only position that is appointed by the other officers.

2. Hilltop Consultants will be governed by a leadership board of one President, four Directors, one Associate Director of the Case Competition, and four Vice Presidents as follows: (See APPENDIX I for Graphical Representation)

3. President

1. Oversees the club and all of its activities
2. Plans for and develops current and long term direction, strategy, and goals
3. Presides over all leadership and general meetings and acts as the official representative of the club for all external engagements
4. Supervises each of the Vice Presidents and Directors

4. Director of Business Development

1. Responsible for recruiting new client organizations and maintaining client relationships
2. Provides the VP of Information Systems the names and contact information of past and present clients

5. Director of Consulting Operations

1. Manages all aspects of nonprofit consulting operations
2. Supervises the project teams and managers
3. Performs performance reviews of project managers
4. Supervises performance reviews by project managers of project members
5. Makes specific recommendations to President regarding retention, promotion and dismissal of individual project managers and members based on performance reviews. Identifies top performers to the President for further development

6. Director of Events and Recruiting

1. Organizes all club activities related to both full-time and internship job recruiting
2. Coordinates all "external" events, with industry leaders, guest lecturers, etc.
3. Develops relationships between the club and recruiters

7. Director of Case Competition

1. Coordinates and manages the Georgetown University Business Case Competition
2. Supervises an appointed staff of Assistant Directors
3. Responsible for planning both the competition and all related events
4. Builds relationships with participant organizations, judges, and volunteers

8. Vice President of Marketing
 1. Head of publicity, public relations and brand/image building
 2. Develops and maintains “corporate branding” for the club – letterhead, logo, etc.
 3. Maintains alumni database and builds connections with alumni in consulting from Georgetown, not just Hilltop Consultants.

9. Vice President of Human Relations
 1. Recruits and trains new members based on recommendations from VP of Information Systems and the Director of Consulting Operations
 2. Coordinates all “internal” events – professor and MBA training sessions, etc.
 3. Responsible for internal social events and uniting the club’s membership

10. Vice President of Finance
 1. Manages and accounts for all finances, including the authorization of purchases, etc.
 2. Responsible for seeking alternative revenues through corporate and other sponsorships, grant applications, and other methods that fit Hilltop’s mission and scope.

11. Assistant Director of the Case Competition
 1. Supports the Director of the Case Competition where needed
 2. Takes over the planning in case the Director of the Case Competition is unable to perform his/her duties

12. Vice President of Information Systems
 1. Controls and maintains all the technological aspects of the organization
 2. Supports all the other positions with regards to technology and data that might be needed.
 3. Creates forms and reports as relevant to give context to past project deliverables so future members can learn from past project team’s experiences
 4. Analyzes lessons learned by prior project teams and incorporates relevant lessons learned into new manager and member training
 5. Develops methodologies to solve current issues in non-profit management using previous project experience, professional best practices, and innovative thinking
 6. Manages and stores all data and documentation relevant to the organization including but not limited to consulting deliverables, individual performance reviews, client surveys, and newsletters

ARTICLE VI: Project Teams

1. Project teams will be constituted of groups of Georgetown students supervised and led by one Project Manager. Project Managers and team members are appointed by the Leadership Board.

2. Project teams will provide not-for-profit consulting services to local business and nonprofit organizations with the intention of both improving the organization's business operations and building the team's business skills.

3. Substantial preference will be given to all potential clients and projects that are nonprofit in nature.

4. No member of the project team or active member of the organization will receive remuneration.

ARTICLE VII: Operations

Elections

1. Executive board members will be elected by a majority of voting members of Hilltop Consultants.

1. Director positions are year-long positions (students may not go abroad)

2. Vice President positions are year-long positions (students may go abroad and be replaced with a new VP through a replacement election)

2. Elections in the fall will be held as deemed necessary by the executive board.

3. Elections in the spring will be held towards the end of the semester at the discretion of the Executive board, but at least four weeks before the end of the semester, to allow for a transitory period.

4. The transitory period will be three weeks long during which both the current and officers elect are to cooperate, while the ultimate voting rights remain with the current officer.

5. Newly elected officers will assume responsibility at the end of the transitory period.

6. All elections require a minimum quorum of 50% + 1 voting members in attendance.

7. Elections are conducted by secret ballot, though all other votes may be conducted by a show of hands unless otherwise requested by members. The President and one other voting member collect and tally the votes except in the election for President, wherein the Vice President of Human Relations collects and tallies votes.

8. During elections the President will not vote unless there is a tie in which case the President's vote will break the tie.

9. Members can run for multiple positions, with a limit of two.

10. Elections will be conducted in the following order: President, Director of Consulting Operations, Director of Business Development, Director of the Case Competition, Director of Events & Recruiting, VP of Information Systems, VP of Human Relations, VP of Finance, and VP of Marketing.

Removal – any officer in violation of Hilltop Consultants’ purpose or constitution or who has otherwise failed to fulfill their duties as stated may be removed from office by the following process:

1. A formal and written complaint must be submitted to the Leadership Board, cosigned by at least three voting members, and the offending member be notified.
2. A special meeting must be scheduled and a quorum of 50% + 1 voting members must vote by a two-thirds (2/3) majority the necessity of removing the officer.

Replacement – Should an officer be removed or go abroad for the semester, a special election will be held one week after written notification is sent to the general membership and conducted by the same means as regular elections, described above.

Meetings

1. Leadership Board meetings will occur on a regular basis as deemed necessary by its members.
2. General Membership meetings will be held at the beginning of the semester and a meeting relating to election information and as deemed necessary by the executive board or requested by at least five members with the President presiding.

ARTICLE VIII: Finances

Hilltop Consultants will conduct all financial activities in accordance with university policy and place all funds in its university account. Funding will be generated through two means:

1. A budget submitted to the Student Activities Commission (SAC) on an semester basis requesting funding appropriate for the effective operation of the organization for each year.
2. Outside sponsorships sought by the VP of Finance to help support consulting activities to non-profit organizations and defray the related resource costs.

ARTICLE IX: Amendments

Amendments to this Constitution may be proposed in writing by any voting members of Hilltop Consultants at any point. In a meeting with a quorum of 50% + 1 voting members, proposed amendments will become effective following approval by a two-thirds (2/3) majority vote.

This Constitution was amended unanimously by a majority decision of the voting membership on April 26th, 2010.

APPENDIX I: Organizational Chart

