

Constitution: Atlas Consulting Group

Preamble: We, the members of Atlas Consulting Group, in order to develop students' skills in consulting and increase their exposure to various industries of business, do hereby establish this constitution.

Article I: Name

The name of this organization will be Atlas Consulting Group, henceforth referred to as Atlas.

Article II: Purpose, vision, mission, aims, functions of the organization

Section 1. Purpose: Atlas is established for the purpose of developing skills in the field of consulting, as well as giving members opportunities to develop professional skills and to expand on current interests that they may have.

Section 2. Mission: Through providing consulting services to local businesses as well as other potential clients, we hope to make a positive impact on the community while giving our members an opportunity to explore and expand upon their passions and interests.

Section 3. Atlas understands and is committed to fulfilling its responsibilities of abiding by the University of Michigan policies and procedures.

Article III: Membership

Section 1. Active membership shall be limited to people connected to the University of Michigan as faculty, staff, registered students, or alumni. Advisors may count as active members; all advisors will be chosen by the executive board, detailed in Article V. In addition, the following requirements are necessary to constitute active membership:

- a) Members must go through the application and interview process. Interviews will be set in place by Atlas on the basis of need, and the Executive Board and Recruiting Director and his/her team will choose qualified candidates to become active members.

- b) Members must pay all dues/financial obligations set forth by Atlas after being recruited.

- c) Members must attend all mandatory meetings, information for which will be detailed by the Atlas executive board and relayed to the members.

- d) Upon joining the organization, all members agree not to undermine the purpose or mission of Atlas.

Section 2. Joining the organization: Individuals may join the organization only through the recruitment process. The only exception is the first group of consultants, who will be chosen by the founding members.

Section 3. Members may voluntarily withdraw from the organization by contacting one of the executive board members and expressing their wish to leave. Previously paid financial obligations will not be refunded. Members may be forcibly removed from the organization if membership policies are broken. A unanimous vote by the executive board must be cast in order to enact such a removal. Hence, the member will be removed and stripped of all organizational resources.

Atlas Consulting Group is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities.

Article IV: Officers

Section 1. Atlas shall be governed by an executive board that will be elected by the members of the organization through an election process that will be outlined in

Section

2 of Article IV. The executive board will consist of the following positions and responsibilities:

a) President

- a. The President oversees the Executive Board. Intangibly, the role of the President is about having multiple perspectives: ensuring that the organization achieves success in its day-to-day operations and that the organization is set up to be sustainable and evolve in the long term. The President will be interacting mainly with the Executive Board members to make sure that their parts of the operation are running smoothly. It is also important that the President plays the role of a moderator in the boardroom and maintains decorum. The most important thing is to be available when club issues arise of the utmost importance that only the President can address, and being able to make hard decisions on behalf of the club. More formally, the President role also requires to attend RCPC meetings and represent Atlas there. It also requires the President to stay on top of administrative items like MaizePages, the constitution being updated, planning the logistics for leadership recruitment, and creating agendas for weekly Board meetings.

b) VP of Internal Operations

- a. First, VPIO oversees the recruitment team; while there is an appointed Head of Recruitment, the VPIO participates in recruitment (making sure everything is running smoothly, helping to plan, attending events and interviews, and acting as a resource to the head). The VPIO is also in charge of the Internal Strategy team, and will oversee their implementations to improve Atlas. The VPIO also oversees any events planned by the organization. Events can be planned by the VPIO, President, or the VPIO can appoint an event chair who they can give a budget to use to plan and carry out events as approved by the VPIO. Additionally, the VPIO is in charge of gathering designs and setting up merchandise orders for the club.
- b. Vision: VPIO transitions to VP Strategy and organizes Special Project Units which are these internal teams (adding Internal Strategy and Michigan Tech Expo). They recruit and act as a liaison for these teams and check in with the heads of these teams to see if they're on track. Starting in the Winter semester, VPIO also helps staff these project teams, making sure that almost every member has a special-team they can work on.

b) VP of External Relations

- a. The VP of External Relations maintains professional relationships with recruiters, industry professionals, and others who would be a valuable resource for Atlas

members. This does not exclusively involve the consulting sphere, but additionally other fields members show interest in. In order to do so, the VP of External Relations will be active on LinkedIn, email, on-campus recruiting events, and utilize own network to make useful connections for the purpose of Atlas. To help these professionals engage with our members, the role also involves setting up speaker sessions during the weekly meetings, planning office visits including Detroit and Chicago Trek, and connecting members to these professionals for recruiting purposes. The role also includes heading the Corporate Relations Team, which will assist in planning the speaker sessions for the upcoming semester. The team will reach out to a minimum of two potential speakers or networking opportunities each week, will help plan and coordinate speaker sessions for the upcoming semester, and assist with finding companies for the Detroit and Chicago Trek. Ideally, the team will be in charge of finding the potential relationships and they will pass them off to the VP of External Relations for further details regarding the relationship (speaker session, connections, etc.).

c) VP of Membership, Finance, and Communications

- a. Responsible for setting up meeting rooms/times for Atlas general meetings. This role is also responsible for making reservations for dinners, planning group events, arranging transportation to meetings with clients and other group events. Works with the Director of External Relations to plan public events and fundraisers. Next, responsibilities will include organizing and maintaining the financial account of the organization. In charge of handling all incoming funds and all outgoing payments. In charge of making reimbursements for any extra charges incurred by consultants. This individual is solely responsible for opening, closing and managing third party accounts in the event that they exist. Third, this role is in charge of managing attendance of Atlas members and can call into question a member's attendance if he/she has missed many meetings. If that is the case, the member will sit down with the Executive Board to further discuss; however, it is the VP of Membership, Finance, and Communications to catch these scenarios and notify the Executive Board.

d) VP of Professional Development

- a. The main function of the professional development role is to plan and execute new member development sessions. The goal of the sessions is to expose the new members to a variety of professional topics (resumes, networking, LinkedIn, behavioral interviews, etc.) as well as to lay the foundation for preparing for consulting recruitment. Other functions of the role include developing

professional education/development meetings occasionally for Monday sessions, finding professional opportunities on campus or at companies and distributing them to members, coordinating Atlas teams to compete in case competitions, and planning an internal case competition.

e) VP of Client Relations

- a. The VP of Client Relations oversees the projects within Atlas. This role is instrumental in the client acquisition process. VP of Client Relations will coordinate with the Project Managers on acquiring new clients, as they could potentially recommend clients to VP of Client Relations, or VP of Client Relations could ask PMs to email potential clients to develop pro-bono leads. At the beginning of the semester, the VP of Client Relations will sit down with each Project Manager and client, and have a strategy mapping session. The client will speak to his or her priorities and goals for their business, allowing the VP of Client Relations and the PM to obtain a clear picture of how Atlas can best help the client. Additionally, the VP of Client Relations will assign analysts to each project team, attempting to ensure each group is diverse in background and major, and allow members to work with people they have not worked with before. Throughout the semester, the VP of Client Relations will hold bi-weekly meetings where PMs will update on their progress of their project. If at any given time, the PM, analysts, or client have an issue, the VP of Client Relations is the main point of contact and should work to combat these issues. The VP of Client Relations will also release project feedback surveys in the middle of the semester, as well as at the end. At the end of the semester, the VP of Client Relations will make sure all PMs have a set deliverable date, and have all the materials they need to have a successful deliverable.

f) VP of Michigan Tech Expo

- a. The VP of Michigan Tech Expo serves as the liaison between the executive board of Atlas Consulting Group and the executive board of Michigan Tech Expo. This position was added in mid-April of 2020 to ensure that Atlas Consulting Group can carry out the new event, Michigan Tech Expo, for many years to come. This position involves communicating between both boards to ensure transparency and communicating any need for help to make sure all hands are on deck during the day of the Michigan Tech Expo (MTX).

Section 2. The process of the election of the board is as follows:

- a) To be eligible to run for an open board position, members must have been active in

the organization for one school year (two semesters).

- b) Eligible members will submit an application to the current executive board, who will review the applications and determine the most qualified members to move on as candidates.
- c) Candidates will then give a 3-minute speech in front of the members of Atlas, who will then vote on the candidates.
- d) A simple majority vote will be enough to confirm a candidate for a position. In the event of a tie, the executive board will discuss the candidates in question and come to a final, unanimous decision on the candidate who will occupy the position in question.

Article V: Advisor

The role of the advisor(s) will be to bring consulting related knowledge to the organization and help the executive board in terms of technical advice and information. Advisor(s) may also help Atlas with client acquisition, and can also give counsel for how to run and organize Atlas. Advisors are not required to attend Atlas meetings, and do not have to officially be affiliated with U of M. Advisors may count as active members of the organization, and are not required to pay dues or any other financial obligations, except for expenses incurred by them on travel or other expenses on projects. Advisors will be chosen by the executive board based on their qualifications and suitability for the role. Advisors who choose to remain an advisor for multiple years may do so, and can be introduced to new executive board members.

Article VI: Finances

Atlas will finance its activities it engages in by the following means:

- a) Dues paid by members
- b) Payments made by members for expenses incurred related to projects, including travel costs and other accommodations
- c) Applying to funding grants from LSA Student Government and Central Student Government
- d) Sponsorships by businesses

Article VII: Removal of Board Members

Board members who are in violation of Atlas's mission, purpose, values, constitution, or who fail to fulfill their responsibilities as outlined in Article IV will be removed from office by the following process:

- a) A detailed, written request or verbal request from at least three members in the organization, or a written/verbal request from one executive board member

- b) Written notification to the board member in question, and a request to speak at a private meeting with all other executive board members present and at least one advisor present
 - a. If an advisor is unable to attend the meeting, he/she must be informed of the information discussed before any decisions are made

- c) A unanimous decision by the executive board and the advisor(s) will be necessary for the removal of the board member in question.

Article VIII: Non-Disclosure

All consultants, executive board members, and advisors are required to sign a non-disclosure agreement. Members and advisors of Atlas are not allowed to leak any information regarding clientele, Atlas-supplied training materials, or any other material provided to members by Atlas.

Article IX: Amendments

This constitution is binding for all members of Atlas but it is not binding unto itself. Amendments to the constitution may be proposed, in writing, to the executive board by any member of the organization. The executive board will discuss the amendment and will amend the constitution on a unanimous vote on the amendment in question. Amendments become effective immediately after the vote of the executive board.

Article X: Ratification

The constitution must be ratified by the full executive board by the means of a vote to take effect. The review and ratification process will take place yearly.

Article XI: Statement of Compliance

Atlas has read and agrees to fully comply with the University's policies. We understand that the organization registration is contingent on compliance with these policies.

Article XII: Affiliations

There are no affiliations at this time.