

# THE BETHUNE COLLEGE COUNCIL CONSTITUTION

As passed at the Bethune College Council meeting on  
Feb 15, 2012

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## Mission Statement

We, the Bethune College Council, dedicate ourselves to the Bethune community in the provision of social and academic programs and services while ensuring we maintain a strong and representative voice within York University. BCC strives to enrich the lives of the Bethune student body through social and academic events. Additionally, the council will continue to guide and assist all affiliated clubs and organizations.

- The BCC recognizes and celebrates those values exhibited by the college's namesake, Dr. Norman Bethune, and strives to, at all times, protect the interests of the community in fulfilling its mandate.
- The BCC recognizes and celebrates the fact that it represents and serves a rich and diverse community and attempts to promote further harmony within this diversity.
- The BCC recognizes and celebrates that while it may be the primary voice of the community, that it must proactively interact with, and take suitable direction from, other community bodies such as the Bethune College Fellows, Alumni, staff, faculty and students of the college.
- The BCC recognizes and celebrates a long history and relationship with the Master's Office of Bethune College. It further recognizes the service and guidance that has been provided to the BCC by the Master's Office. The BCC will strive at all times to further this relationship, ensuring equal representation of all community members on the council.

## **Article I - Interpretation of the Constitution and General Remarks**

1. Interpretation of the Constitution
  - a. The Bethune College Council, hereinafter referred to as the **BCC**, shall be the sole authority for the interpretation of this constitution. The BCC shall, however, make all determinations of construction and interpretation with due regard to the accepted rules of procedure of York University.
  - b. Further, the interpretation of any sections, which are deemed to be absent from this Constitution, shall be left entirely in the hands of the BCC.
2. General Remarks
  - a. This Constitution shall come into effect during the **2012-2013** academic year, and shall give guidance to succeeding Councils;
  - b. Any previous Constitutions of the BCC are hereby repealed, and all legislation, motions or other acts of the BCC inconsistent with this Constitution are hereby revoked; and are done so in the best interests of the Community;
  - c. Should any Article, section or subsection of this Constitution be deemed by any member of the BCC to require further and official clarification in the best interests of the BCC and Community, and for just cause, then the President or any Voting Member of the BCC, on request or on his/her own initiative, may propose a clarification in the form of a motion during a duly advertised and regular meeting of the BCC; this proposed clarification shall be accepted upon a two-thirds affirmative vote by the BCC, and providing that any such clarification does not contradict the Articles and Spirit of this Constitution. Such an approved clarification shall be recorded in the BCC Minutes, and shall also be appended, on a separate sheet, to the BCC copy of this Constitution. In addition, no such clarification may take the form of an Amendment to this Constitution without its first successfully passing through the regular Amendment procedures (see Article XIII);

- d. The Bethune College Council Constitution is intended to be one major mechanism whereby a successful and distinctive Bethune Community is nurtured over the challenging years ahead.
3. Conflict of Interest
- a. It is the policy of the BCC to conduct its business and political affairs in compliance with applicable laws and in conformity with the highest ethical and moral standards.
  - b. No Member of the BCC should have any business or financial interest or other involvement outside of the BCC which in any way conflicts with her duties and responsibilities to the BCC. Each BCC Member should avoid situations that affect or are likely to affect her loyalty and interest in serving the BCC.

## **Article II - Community Membership**

1. There shall be two categories of membership in the Community:
- a. Regular Members:
    - i. The Master of the College;
    - ii. All full-time and part-time students, plus graduate and special students studying at York University and assigned to Bethune College as their College of Affiliation;
    - iii. The Fellows of the College including the Administrative Assistant, the Secretaries, Dons and the Residence Life Coordinator.
  - b. Honourary Members:
    - i. The Alumni of the College;
    - ii. Persons that the BCC may from time to time designate as being Honorary Members of the Community

## **Article III - Privileges of Bethune College Council Membership**

1. All members of the BCC Community shall be entitled:
- a. To have reasonable access to the BCC's property;
  - b. To participate in General Meetings of the Community;
  - c. To attend all regular meetings of the BCC.
2. Regular Members of the Community shall be entitled:
- a. To vote in elections, or in BCC referenda;
  - b. To propose or second the proposal of amendments to this constitution, in accordance with procedures set out below;
  - c. To propose referendum or recall proceedings in accordance with the rules set out below;
  - d. To nominate or second the nomination of candidates for the Council;
  - e. If they are a student as per Article II (1) (a) ii, to stand for election or to hold office on the Council (excepting such an office as that of Fellows' Representative-see Article V (6)).
  - f. To participate in any and all activities sponsored by the Community.

## Article IV - The Composition of the Bethune College Council

1. The Voting Members of the Council shall include:
  - a. The President;
  - b. The Executive Vice-President;
  - c. The Vice-President External
  - d. The Vice-President Athletics;
  - e. **The Director of Clubs and Academics**
  - f. **The Director of Communications**
  - g. The Master of the College, or designate when Master unavailable;
  - h. The Fellows' Representative;
  - i. Two (2) First Year Representatives;
  - j. Four (4) General Members;
  - k. **The SOS Steer/Representative member;**
  - l. **The Commuter Representative;**
  - m. **The Academic Advisor**
2. The Non-Voting Members of the Council shall include:
  - a. The Vice-President Finance;
  - b. The Vice-President Social
  - c. The ~~Promotions and Marketing Digital Media~~ Assistant;
  - d. The Administrative Assistant;
  - e. **The Speaker of Council**
  - f. **The YFS Director**
  - g. **The Orientation Chair(s)**
  - h. The Lexicon Chief Editorial Officer;
  - i. The Residence Committee Representative
  - j. **The Residence Life Coordinator**
  - k. The Alumni Representative

## Article V - Qualifications, Power and Duties of Council Members

1. Common Duties of the Executive Members
  - a. Be a regular and Student Member of the Community as per Article II (1) (a) (ii); taking at least three full courses or equivalent (**18.0 credits**) and retaining this status throughout his/her term;
  - b. Be a member of the Executive Committee
  - c. Prior to the completion of his/her period of tenure, submit a written report to the Executive Vice-President outlining the events along with recommendations for the consideration of the succeeding Council to be passed at the last Council Meeting in April;
  - d. Be available on a weekly basis during the summer for executive meetings and **constitutional** duties
  - e. Attend BCC meetings as scheduled and spend at least 5 registered hours in the BCC office per week;

- f. Report as necessary to the BCC at its regular and special meetings;
  - g. Receive a salary or honorarium for the performance of his/her duties, in the amount publicly set and agreed upon in a regular meeting of Council;
  - h. To notify the Speaker at least twenty-four (24) hours in advance, if possible, of an intention to be absent from, or late for, a meeting of Council, if such notification is possible;**
  - i. To comply with the provisions of the Constitution and every subsidiary regulation;**
  - j. Take a proactive role in BCC matters.
  - k. Attend all meetings and social/academic events of the BCC, subject to other academic or other work commitments
  - l. Actively participate in Social Orientation in the role of a Leader
2. Common Duties of the General Council
- a. Be a regular and Student Member of the Community as per Article II (1) (a) (ii); taking at least three full courses or equivalent (**18.0 credits**) and retaining this status throughout his/her term;
  - b. Attend BCC meetings as scheduled and spend at least 3 registered hours in the BCC office per week;
  - c. Be available bi-weekly during the summer semester for meetings and constitutional duties**
  - d. Prior to the completion of his/her period of tenure, submit a written report to the Executive Vice-President outlining the events along with recommendations for the consideration of the succeeding Council to be passed at the last Council Meeting in April;
  - e. Take a proactive role in BCC matters.
  - f. To notify the Speaker at least twenty-four (24) hours in advance, if possible, of an intention to be absent from, or late for, a meeting of Council, if such notification is possible;**
  - g. To comply with the provisions of the Constitution and every subsidiary regulation;**
  - h. Attend all meetings and social/academic events of the BCC, subject to other academic or other work commitments
  - i. Actively participate in Social Orientation in the role of a Leader
3. **The President shall:**
- a. Have been a member of the BCC Executive for at least one-year prior (unless no executive members wish to run for president in which case a member of the non-executive may run for president);
  - b. Report to the BCC at every regular or special meeting;
  - c. Act as the Chief Council Officer of the Community, and therefore shall be charged with final responsibility for carrying out the wishes, legislation, policies and Constitution of the BCC;

- d. **Be available on a daily basis during the summer semester to oversee the planning and implementation of Social Orientation as well as assist the Master's Office;**
  - ~~e. Call and preside over regular and special meetings of the BCC, in the role of Chairperson and shall set the agenda and guide the discussions within such meetings;~~
  - f. **To assume the role of Speaker in the absence thereof, or for the whole year should council be unable to fill the position of Speaker;**
  - g. Follow this Constitution in BCC meetings;
  - h. Be one of at least two (2) official BCC members with signing authority for BCC accounts and shall relinquish authority upon his/her end of term;
  - i. **To ensure that there is a proper transfer of signing authority for Council's funds with the bank with the incoming President, Vice-President Finance and Executive Vice-President;**
  - j. Notify the Executive Vice-President as soon as possible if unable to attend or remain at a BCC meeting or function, who shall then carry out the President's duties and role for that occasion;
  - k. Act upon BCC business when action is immediately necessary and time does not permit full consultation with the BCC, provided that any such action is in accordance with the Articles of this Constitution and with lawful BCC legislation, and provided that the President shall report on any such action at the subsequent regular meeting of Council;
  - l. Chair the Executive Committee;
  - m. Chair the Finance Committee;
  - n. **Chair the Constitution Committee;**
  - o. Be a member of the York Orientation Directors Association, shall be ex officio member on all other appropriate and official Bethune Community bodies, committees and commissions;
  - p. Oversee and receive monthly reports from the Executive Committee members;
  - q. Liaise with the Bethune College Master's Office;
  - r. **Shall designate access and keys of all council members to the Council Office with the assistance of the Master's Office;**
  - s. **To ensure with the Vice-President Finance that the following criteria are met and reconciled with SC&LD such that Council can complete its annual audit, and receive funding:**
    - I. **One (1) copy of the completed audit which should be completed by August,**
    - II. **One (1) copy of the campus publication in which the audit must be published, and**
    - III. **One (1) copy of the minutes of the regular Council meeting in which the audit was passed by simple majority;**
  - t. Assist in the coordination of social, academic and orientation programming through collaborative management
4. **The Executive Vice-President shall:**
- a. Have been a member of the BCC for at least one-year prior;

- b. In the absence of the President, assume the role of Acting President and consequently re-assign the remaining duties of the Executive under the discretion of the Executive Committee;
  - c. Be one of at least two (2) official BCC members with signing authority for BCC accounts and shall relinquish authority upon his/her end of term;
  - d. Understand the composition and operations of the BCC and be able to field questions from the constituency or the outside public about BCC and its functions, services, events and members;
  - e. Hold a portfolio meeting with each newly elected and hired member of Council at the beginning of the new Council's mandate. Hold a portfolio meeting for and any members added to Council through within the first 3 weeks of their mandate
  - f. To assist in the planning of training sessions for all Council members during the Summer semester as well as a Council-wide retreat in the Fall Semester;**
  - g. To maintain weekly contact, aside from Council meetings, with all Council members, and address any comments or concerns they have;**
  - h. Be a member of the Executive Committee and the Finance Committee;
  - i. Represent the BCC when more than one BCC Representative is required or requested at Official Community functions;
  - j. Assist the President in the area of official communications between the BCC and the Master's Office or other Community administrative officers and bodies, in the best interests of the Community;
  - k. Oversee and receive reports from the General Members and the First-Year Representatives on the status of any projects;
  - l. Oversee the internal compositions and operations of the BCC and shall be responsible in assisting the members in fulfilling their duties;
  - m. Prior to the completion of his/her period of tenure, contribute a Annual Report outlining the events along with recommendations for the consideration of the succeeding Council to be passed at the last Council Meeting in April;
  - n. Oversee the composition of the Annual Report ensuring the submission of all members collectively.
  - o. Maintain a record of office hours as well as a cleaning schedule for the BCC Office **and enforce it effectively;**
  - p. To oversee the attendance and proper conduct of Council members during office hours, and report to Council any problems arising thereof;**
  - q. To order office supplies and college renovation supplies as needed and to maintain the general upkeep of the Council Office, JACS and the JCR;**
  - r. Oversee the operations and management of JACS.
5. **The Vice-President External shall:**
- a. Represent the interest of the BCC and its constituents at various levels within the University; and act as the Chief Marketing Officer.
  - b. Understand the composition and operations of the BCC and be able to field questions from the constituency or the outside public about BCC and its functions, services, events and members;
  - c. To coordinate, develop and present a marketing strategy for the BCC by June 30<sup>th</sup>.

- d. Be responsible for the distribution of information onto the Master's listserv, BCC listserv and any others that are deemed necessary on a monthly basis or more frequently if necessary
  - e. Be responsible to work with the Vice-President Social and that programming information is posted at least three weeks prior to the event(s).
  - f. Be a member on the Executive Committee and the Social Committee;
  - g. Chair the Promotions and Street Marketing Committee
  - h. Be responsible for monitoring the work of the Director of Communications, Director of Clubs and Academics and the Digital Media Assistant and assist them when necessarily;**
  - i. Regularly consult with the Officers of Bethune College and through other appropriate channels, in order to report to Council on Community policies, objectives and activities for the information and appropriate action of Council;
  - j. Ensure that all promotions are engaging, inclusive, respectful of University policies and appeals to the largest number of students possible
  - ~~k. Produce monthly correspondence for the BCC to aide in increasing awareness of the BCC amongst the community; such materials may take the form of, but are not limited to, newsletters, brochures, etc;~~
  - l. Act as a communication link to the Lexicon Board of Publications, SOS and to the BCC Webmaster;
  - m. Be responsible for the maintenance and up keeping of the Mascot as well as scheduling appearances as appropriate;**
  - n. To initiate the planning of election dates and times, and to inform the C.R.O. of any Council decisions regarding the same;**
  - o. With the assistance of the CRO shall execute and monitor the election periods of Council; if said member is running for a position in the election than the President shall take over;**
  - p. Be responsible for planning in conjunction with the President regular BCC Town Hall meetings once per semester during the Academic Year to inform the Bethune Community of progress, upcoming events and initiative and to receive feedback from such;**
  - ~~q. Work directly with the Promotions and Marketing Assistant to ensure the maintenance of the BCC message boards;~~
  - ~~r. Be responsible for the maintenance of the official BCC website and official BCC email account on a weekly basis.~~
  - ~~s. Will report on directly to the BCC on the status of the Bethune Clubs and any committees or groups they are overseeing. Will present a monthly report to the BCC on these matters;~~
6. **The Vice-President Athletics shall:**
- a. Endeavor to encourage and increase participation of Community members in both Council and Community athletic activities; shall ensure that such activities are widely advertised and promoted; and shall ensure that the BCC is informed of the results of all athletic competitions;
  - b. Act as a liason between the Student Intramural and Recreation Council and the BCC and abide by its Constitution;

- c. Ensure that regular reports on Bethune College sports activities are submitted to the Lexicon and the Vice-President External for distribution to the Community;
  - d. Chair the Bethune Athletics Committee;
  - e. Oversee the production and maintenance of the BAC budget with the BAC Director of Operations, presenting it to the finance committee, including breakdowns of incentive programs, equipment, sports events and other expenses;
  - f. After being elected, coordinate and manage the selection process of the new Bethune Athletics Committee Directors
- 7. The Fellows Representative shall:**
- a. Always be a member of the York community and a Fellow of the Bethune College;
  - b. Assist the BCC in defining and achieving its goals, in the best interests of the whole Community;
  - c. Perform the necessary liaison functions between the BCC and the Fellows;
  - d. Report as necessary to the BCC at its regular or special meetings, and shall perform such other relevant duties as may from time to time be assigned to him/her by the BCC, or by the Fellows in consultation with the BCC;
  - e. Endeavour to encourage and increase the Fellows' interest in and support for BCC activities, and shall report as necessary to General Meetings of the Fellows;
  - f. Only assume his/her office after the Master and the Fellows shall have consulted with the BCC of the day as to acceptability of the proposed Representative. By a two-thirds vote and by giving a just cause, Fellows may prevail on this point should a disagreement arise between the two College bodies;
  - g. If unable to fulfill the role of the Fellows' Representative during an academic year (September-April inclusive) he/she shall be replaced by the Fellows' appointment of another Fellow to that position, and shall be replaced in consultation with the BCC of the day (refer to (f)); such a replacement would hold office for the remainder of that original term;
  - h. Be replaced, should a Fellows' Representative fail to attend three duly advertised BCC Meetings in a row without just cause during the academic year (September-April inclusive), or should he/she otherwise be seen in the eyes of the BCC as not adequately performing as the character and duties of the position required. In such cases, the BCC, after due warning, and by a two-thirds vote (with that Fellows' Representative abstaining at this meeting and at all subsequent BCC meetings until the matter is resolved), may petition the Fellows to have this particular Representative replaced;
  - i. During the months of May-August inclusive, attend such duly advertised Summer BCC Meetings as he/she can, given his/her other scholarly commitments, without danger of being seen as not fulfilling his/her BCC duties; a Representative unable to fulfill his/her duties because of a sabbatical leave, shall leave this office on June 30th, and shall be replaced by the normal procedure of the Fellows Fall General Meeting of, or shall be replaced for the summer period only, through a BCC petition to the Fellows;
  - j. Be a member of the Finance Committee
  - k. Be an integral and constructive part of the BCC.

**8. The Director of Clubs and Affiliates**

- a. Shall report to the Vice-President External and assist him/her in their duties
  - b. To be available on a weekly basis including during the summer session
  - c. Understand the composition and operations of the BCC and be able to field questions from the constituency or the outside public about the BCC and its functions, services, events and members;
  - d. To assist the Vice-President External in developing and presenting a marketing strategy for the BCC by June 30<sup>th</sup>;
  - e. Ensure the maintenance and updating of all BCC message boards;
  - f. To represent Council in any matter of Academic importance, and keep Council informed in these matters.
  - g. To be informed of any pertinent Academic information or decisions that occur within the College.
  - h. To work with the Academic Advisor and Master's Office in the implementation of Academic Orientation, Fall/Winter Orientation, any other Academic workshops, and lecture series' that the College puts on from time to time;
  - i. To organize and chair a committee for all student clubs affiliated with Norman Bethune College and meet on a monthly basis, and maintain a network of communication between such clubs and Council and the College in general;
  - j. To ensure that Council is familiar with the various academic resources available both within the College and on the campus, and the pertinent contact information, such as names, office locations, e-mail, and phone numbers;
  - k. Produce monthly correspondence for the BCC to aide in increasing awareness of the BCC amongst the community; such materials may take the form of, but not limited to, newsletters, brochures, etc;
  - l. To seek opportunities to do joint promotions or programming with clubs or between clubs in order to promote student engagement in Norman Bethune College
  - m. Plan and coordinate tabling events around the campus to promote BCC events and services;
  - n. Plan and coordinate talks within major core subjects to inform community members directly about upcoming events;
  - o. To work closely with the Student Ombuds Services in planning and implementation of programs and events;
  - p. To attend the meetings of the Bethune Athletic Committee, Student Ombuds Services and the Lexicon Board of Directors;
  - q. To meet at least once a month during their mandate with the Student Faculty Council's of the Faculty of Science and the Lassonde School of Engineering and the Deans of the Faculties to seek opportunities for partnership and joint initiatives;
  - r. To coordinate with the assistance of the Vice-President Finance club funding requests for Norman Bethune College affiliated clubs and present the requests to the Finance Committee for consideration;
9. The Commuter Representative

- a. To be available on a weekly basis during the summer session
- b. To ensure that Council events and activities are held in such a manner as to promote the involvement of Norman Bethune students who do not live on campus, and as such to represent the best interests of commuting students in general.
- c. Ensure the maintenance and updating of all BCC message boards;
- d. To be responsible, along with the Director of Communications, for the distribution of information on the Council List-Serv and/or any other methods of communicating with the off-campus student body;
- e. Must not reside in any University Residence, nor accept any residence through their term;
- f. To organize an event or series of events, which are designed to bring commuting students to Norman Bethune College, and promote their involvement in College events and facilities;
- g. To liaise with Parking and Transportation keeping an up-to-date schedule of fees, service interruptions, etc; and post this information publicly;
- h. To liaise with Security Services keep an up-to-date record of incidents and initiatives and posting this information publicly;
- i. To promote commuter involvement in Council events and services at Academic Orientation and through Social Orientation mail-outs
- j. To oversee accessible, inclusive and safe commuter sleep-over during Social Orientation and late events during the Academic Year, when reasonable;
- k. To ensure that all Council events and activities are properly advertised to the commuting students of Norman Bethune College, and as such ensure that they are properly informed of all such events and activities.
- l. To encourage joint residence and commuter events;
- m. To attend at least one Residence Council meeting each semester and help plan and execute collaborative events with the Residence Representative and Residence Council;
- n. To work with the Orientation Chair(s) with coordinating Commuter Sleep-over during Social Orientation

**10. The Two First Year Representatives shall:**

- a. Represent the interests of all First-Year Members of the Community;
- b. Endeavour to encourage and increase the participation of such First-Year Members in both BCC and Community activities;
- c. Work with the Vice-President External and the Promotions and Marketing Assistant in promoting events towards first year students;
- d. Assist in the execution of events in conjunction with the Social Committee. These events may be social, academic or educational in nature;
- e. **Execute an event which is intended to increase the participation of First Year students in College events, and garner opinions and concerns about Social Orientation, such that it can be improved in the future;**
- f. Be a member of the Social Committee and the Promotions and Street Marketing Team;
- g. Liaise with the Executive Vice-President when necessary, and will report directly to the BCC on the status of any projects;

- h. Assist the BCC with promotions and awareness;
- 11. The Four General Members shall:**
- a. Be a member of the **Social** Committee
  - b. Plan and implement at least one (1) major and one (1) minor event per year in conjunction with the Social Committee. These events may be social, academic or educational in nature;
  - c. Liaise with the Vice-President Social when necessary, and will report directly to the BCC on the status of any current projects;
  - d. Assist the BCC with promotions and awareness;
- 12. The Residence Representative shall:**
- a. Be a current Don of the Bethune College Residence appointed by the Residence Life Coordinator and accepted by the BCC
  - b. Report as necessary to the BCC at its regular and special meetings;
  - c. Acts as a liaison between the Residence Council and Dons of Residence and the BCC;
  - d. **To encourage joint residence and commuter events;**
  - e. Collaborate with the Commuter Representative in planning and executing events;
  - f. Assist the BCC in the defining and achievement of its goals, in the best interests of the Community, and shall engage in other such duties as may from to time be assigned to him/her by the BCC;
- 13. The Alumni Representative shall:**
- a. Always be a member of the York community and an Alumni of the Bethune College;
  - b. Assist the BCC in defining and achieving its goals, in the best interests of the whole Community;
  - c. Perform the necessary liaison functions between the BCC and the Alumni committee;
  - d. Report as necessary to the BCC at its regular or special meetings, and shall perform such other relevant duties as may from time to time be assigned to him/her by the BCC, or by the Alumni in consultation with the BCC;
  - e. Endeavour to encourage and increase the Alumni's interest in and support for BCC activities, and shall report as necessary to General Meetings of the Fellows;
  - f. Only assume his/her office after the Master and the Alumni shall have consulted with the BCC of the day as to acceptability of the proposed Representative. By a two-thirds vote and by giving a just cause, Fellows may prevail on this point should a disagreement arise between the two College bodies;
  - g. If unable to fulfill the role of the Alumni's Representative during an academic year (September-April inclusive) he/she shall be replaced by the Fellows' appointment of another Fellow to that position, and shall be replaced in consultation with the BCC of the day (refer to (g)); such a replacement would hold office for the remainder of that original term;
  - h. Be replaced, should a Alumni Representative fail to attend many advertised BCC Meetings in a row without just cause during the academic year (September-April inclusive), or should he/she otherwise be seen in the eyes of the BCC as not adequately performing as the character and duties of the position required.
  - i. Be an integral and constructive part of the BCC.

**14. The Vice-President Finance shall:**

- a. Be available on a weekly basis at regular office hours during the Summer Semester for training and duties
- b. Be responsible for the accounting of all receipts and disbursements for the BCC. He/she shall dispense funds of the BCC, under the direction of the BCC, and shall be one of at least two co-signers for BCC accounts. He/she shall be accountable to the BCC for all transactions carried out by him/her in his/her role of Vice-President Finance;
- c. Have the authority to examine the books, records and assets of all clubs and organizations operating under the auspices of the BCC at any time; if the need arises he/she may freeze their accounts or allocation, with the approval of the President, and shall so report to the BCC at its next meeting;
- d. Have the authority to sign any contracts documents on behalf of the BCC that do not involve any amount in excess of \$1500.00, without requiring immediate or prior BCC ratification; all such acts shall be reported on at the subsequent meeting of the BCC;
- e. Present BCC with a budget at the start of each semester with money spent and allocated; present monthly financial statements and projections to Council;
- f. Oversee the creation and adherence to ticket sale procedures, internal controls, reconciliation of finances and deposits of cash on an event-to-event basis;
- g. To consult with the Finance Committee and Council concerning any accounts payable which do not pertain to a specific budget**
- h. To ensure with the President that the following criteria are met and reconciled with SC&LD such that Council can complete its annual audit, and receive funding:**
  - I. One (1) copy of the completed audit which should be completed by August,**
  - II. One (1) copy of the campus publication in which the audit must be published, and**
  - III. One (1) copy of the minutes of the regular Council meeting in which the audit was passed by simple majority;**
- i. Ensure that the Interim Audit is completed by end of January;
- j. In addition, at the end of the fiscal year, accounts that the Vice-President Finance administers shall be audited by an accredited Chartered Accountant, appointed by the BCC, with the results being made available for inspection by the BCC and the College Community;
- k. To monitor and report any inconsistencies in Council's banking accounts and Courtesy Account(s) as they arise;**
- l. Advise the BCC on financial matters and shall give due warning to the BCC of any financial difficulties or opportunities he/she may perceive with respect to the BCC's affairs. Failure to so warn the BCC is one ground for impeachment (refer to Article XI (2) (e));
- m. Be a member of the Finance Committee;
- n. The Vice-President Finance shall be appointed by the BCC on the recommendations of the Hiring Committee. The deadline for applications for the

position will be the last day of the General Elections. All applicants must have proven expertise in the duties described above;

- o. The term of office for the Vice-President Finance shall end on the last day of May; see also III (3) (f) and XI (2) (e); then, in the period between hiring the new Vice-President Finance and the end of term of the current Vice-President Finance, the current Vice-President Finance shall engage in full training activities for the incumbent reporting to the BCC frequently on the status of training;
- p. Report directly to the BCC on the status of any projects they are overseeing.

**15. The Administrative Assistant shall:**

- a. Perform a telephone call-around **and/or email notification** to inform every member of BCC meetings, at least **seven (7)** days prior to each meeting, where possible;
- b. Attend all regular and special meetings of the BCC, and committees of the BCC when requested by the BCC to do so, and inform the President of any unavoidable absence so that a meeting may be re-scheduled or a temporary replacement may be found;
- c. Be available to attend any committee meeting by request to record minutes.
- d. Be an impartial and accurate recorder of discussions, motions, decisions, and reports and of all other business and happenings at BCC meetings;
- e. Within forty-eight hours of the meeting, ensure that the complete minutes of the previous meeting are duplicated and distributed, for discussion and approval at the next regular meeting of the BCC, and that copies of all minutes are submitted to the President and Executive Vice-President. Assisted by other BCC Members, he/she shall ensure that copies of all Minutes are prominently displayed in appropriate places within the College so as to assist the BCC in its endeavors to increase all Community members' awareness of, and participation in, its deliberations and activities;
- f. To oversee the proper handling and storage of the recorded minutes of all meetings of Council, and ensure that all appendices, reports, letters, and other applicable documents are physically attached to the minutes;**
- g. To maintain an accurate list of all Council members and Affiliates of Council, including telephone numbers, e-mail addresses, and any other information deemed appropriate by Council, and to ensure that the aforementioned list is available and distributed to all members of Council, the Norman Bethune College Master's Office and whosoever the Council deems appropriate;**
- h. To ensure that all Executive Committee members and any other Council members as deemed appropriate, send out their reports at least 24 hours prior to each meeting and to invite a motion of censure if needed;**
- ~~i. Work directly with the Executive Vice-President on a regular basis to ensure that the BCC office remains in good order;~~
- ~~j. Manage a working list of office items required and upon BCC approval shall be responsible for the storage and distribution of said items;~~

**16. The Vice-President Social shall:**

- a. Shall be hired after the General Elections of each year, the final day for applications being the final day of the General Elections;

- b. Call and preside over the regularly held meetings of the Social Committee;
  - c. Hold bi-weekly Social Committee meeting during the Summer Semester to prepare all events for the upcoming Academic Year (September-April inclusive);
  - d. Assist in the creation and maintenance of a vibrant social life within and at the service of the Community;
  - e. Oversee the implementation of all events throughout the academic year that are aimed specifically at all Bethune constituents. These events may be social, academic or educational in nature;
  - f. Plan and coordinate the end of year Formal and any other formals that the BCC approves throughout the academic year;
  - g. Ensure that at least one (1) event per semester is done in conjunction with the College Residence**
  - h. Coordinate via the Director of Clubs and Academics to collaborate and plan events with the Bethune Clubs and Affiliates**
  - i. To organize and propose an outline of the details of a year-end Formal, and present to Council an outline of the details of the event, and estimated costs, by the first meeting of January**
  - j. Shall submit to the Vice-President Finance an event budget **at least one month** prior to each event, ensuring that all events are within budget;
  - k. Shall produce and maintain a budget to be presented at every Finance Committee meeting
  - l. Shall have all events for the Academic Year (September-April inclusive), planned and approved by BCC no later than June 30<sup>th</sup>;
  - m. Work with the ~~Vice-President External~~ **Director of Communications** and **Promotions and Marketing Digital Media** Assistant to make sure that all events are promoted in a timely and effective manner;
  - n. Plan and execute Frost Week with the assistance of the Social Committee;
  - o. Keep a full set of book and records in proper order, including records of all business contacts in the BCC Business Contact Log-Book and available for inspection at any time by the Council, **to be handed over to next Vice-President Social at the beginning on his/her term;**
  - p. Report as necessary to the BCC at its regular and special meetings;
- 17. The ~~Promotions and Marketing~~ Digital Media Assistant;**
- a. Shall be hired after the General Elections of each year, **the** final day for applications being the final day of General Elections;
  - b. Must be available of a weekly basis during the Summer Semester
  - c. Be a member of the Social Committee
  - d. Be a member of the Promotions and Street Marketing Committee;
  - e. Shall report directly to the Vice-President External and **inform of progress and any issues assist him/her in their duties**
  - f. Be responsible for designing, printing and ensuring that posters and other promotional materials are exposed to the greatest amount of Bethune students possible;
  - g. Regularly document all BCC events and activities through pictures, video, and social media for promotional purposes

- h. Regularly update and monitor the BCC website and other social media **and act as the BCC Webmaster****
- i. Regularly update the Digital signage that the BCC controls and ensure that all events and important information be posted;**

**18. The Speaker of Council**

- a. To facilitate meetings of Council in a manner which promotes collaboration, consensus, productivity, professionalism, and inclusivity**
- b. To uphold and enforce the Constitution and all subsidiary regulations.**
- c. To act as an advisor to the Council and to any of its members**
- d. To interpret the Constitution in a fair and unbiased manner.**
- e. To be impartial and to preside over the meetings of Council, and to preserve order and decorum.**
- f. To be familiar with the most recent edition of Roberts Rules of Order, and use it or any pertinent sections in the conducting of Council meetings.**
- g. To ensure, in conjunction with the President, that the agenda for each meeting of Council is prepared and distributed.**
- h. To ensure that responsibility in relation to motions and policies approved by Council is delegated, and such motions and policies are implemented.**
- i. To monitor absences and lack of responsibility towards motions and policies and invite motions of censure, suspension and impeachment, as required by the Constitution.**
- j. To notify the President at least twenty-four hours in advance, if possible, of any intention to be late, or absent from a meeting of Council;**

**19. The YFS Councillor/Director**

- a. To be a liaison between the BCC and the York Federation of Students and to represent the view of the BCC in YFS meetings;**
- b. To attend all meetings of Council to inform Council of the past and upcoming YFS meetings and events/initiatives.**
- c. To represent the best interest of Norman Bethune College students at all meetings;**
- d. To encourage the YFS' support for Norman Bethune College initiatives, activities and events**

**20. Orientation Chair(s)**

- a. Assists the BCC President with the planning and implementation of Social Orientation.**
- b. Builds strong professional relationships with external and internal affiliates of Bethune College Council.**
- c. Submits an initial budget to the Vice-President Finance and Bethune College Council for approval by May 14.**
- d. Submits weekly budget updates (after approval of the initial budget) with full details to the VP Finance starting May 21.**
- e. Contacts vendors and negotiates contracts in conjunction with the BCC Vice-President Finance and with the approval of Council.**
- f. Hires, trains and supervises bosses, frosh leaders and other orientation support as needed as approved by Bethune College Council.**

- g. Conducts two mandatory training sessions for the above volunteers (mid-July and late August) which are in addition to the mandatory University training session for orientation staff and volunteers in late August.**
- h. Meets weekly with the Orientation Committee of Bethune College Council starting the week of May 14.**
- i. Meets bi-weekly with the Office of the Master in conjunction with the Orientation Committee regarding the schedule and events starting the week of May 14.**
- j. Attends all Bethune College Council meetings to give a progress report on the status of orientation plans and budget.**
- k. The Orientation Committee and Council must approve of all products to be purchased with the orientation budget. Including but not limited to t-shirts, frosh kits, and leader apparel;**
- l. All swag orders and orientation contracts with both internal departments as well as external companies shall be finalized and signed off with the departments/companies by July 15 or earlier depending on the vendor deadline requirements. This means the following has been officially signed off by July 31 by the President/VP Finance: swag quantities, sizes, artwork, prices and delivery dates; contracts for security, TUUS forms, York services (service requests), catering (both on campus and off), external vendors, campus partners;**
- m. The Orientation Committee and Council must approve of all events that will be taking place during frosh week and with the orientation budget;**
- n. Any material purchased with the orientation budget is property of the Bethune College Council. Any surplus material remaining at the end of Social Orientation must be returned to the Bethune College Council under the direction of the Vice-President External. This includes but is not limited to t-shirts, leader apparel, frosh kits, decorations, and food/drinks.**
- o. Comply with all Bethune College Council financial procedures as outlined and detailed by the Vice-President Finance and approved by the Bethune College Council.**
- p. Finalize all Social Orientation finances within 14 business days of Social Orientation ending.**
- q. Attends all YODA/SCLD sanctioned meetings.**
- r. Works with the Bethune Masters' Office and SCLD with any obligations and requirements that they may need;**
- s. Works full-time between SCLD and Bethune College between regular office hours throughout the SU 2012 term**
- t. Submits a final detailed report (including event details as well as financial information) along with recommendations by September 30<sup>th</sup> of the given year;**
- u. to attend all summer general meetings;**
- v. to attend all activities during the Bethune Orientation Week**

- w. to be available on a daily basis during Orientation week, and one week prior to Orientation
- x. Have previous experience in social programming and outstanding organization skills;
- y. Not make any spending commitments without approval from the Council
- z. Not commit to another full time position
- aa. Have previously participated in Bethune Social Orientation week as a leader, boss, or o-chair
- bb. All members of council participating in Social Orientation excluding the President, Executive Vice-President and Vice President of Finance will report to the Orientation Chair(s) during Social Orientation in the case of the President's absence;
- cc. With regards to council members, any disciplinary action must be directed to the President and the Executive Vice-President, prior to any extreme action being taken. Further disciplinary action will take place at the conclusion of Social Orientation during a special meeting;

## **Article VI - Standing Committees of the BCC**

### 1. Introduction

- a. Each committee will meet for the first time no later than two weeks after a new council has been elected, to decide on the modus operandi of the committee;
- b. Committees will decide how they will operate internally, unless otherwise mandated by the BCC or the Executive Committee, on behalf of the BCC;
- c. Each committee, through its Chair or a selected delegate, must report on a regular basis to the council, as the council deems necessary;
- d. Where a committee calls for 'constituent': if no constituent can be found to fill the position, the committee may petition the BCC to fill the position with a BCC member. The committee must show valid attempts to fill that position from outside the BCC;
- e. Prior to the completion of the academic year each committee will submit a written report to the Executive Vice-President outlining the events along with recommendations for the consideration of the succeeding Council to be passed at the last Council Meeting in April.
- f. In order for committee meeting to proceed at least fifty percent (50%) of committee members must be present;**
- g. With the exception of the Executive Committee all committee meetings are open to non-committee members and members of the Bethune Community;**
- h. All committee meetings should be advertised to the Bethune Community a minimum on one (1) week prior to the meeting date including the agenda of said meeting;**
- i. Minutes from all committee meetings should be sent to the Administrative Assistant within 48 hours of the meeting to be archived and sent out to Council;**

2. The **Executive Committee** shall:
  - a. Consist of the President (Chair), the Executive Vice-President, the Vice-President Finance, the Vice-President External, the Vice-President Athletics and the Vice-President Social;
  - b. Meet **bi-weekly during the Summer Semester and weekly during the Fall/Winter session** to review BCC matters and keep each other up-to-date on BCC issues.
3. The **Finance Committee** shall:
  - a. Consist of the President (Chair), Vice-President Finance, Executive Vice-President, Master of the College, the Fellows Representative, **and two (2) General Members;**
  - b. Oversee all BCC financial matters in the best interests of the Bethune College Council ensuring a balance of the books.
4. The **Social Committee** shall:
  - a. Consist of the Vice-President Social (Chair), **Vice-President External, Director of Clubs and Affiliates, Promotions and Marketing Assistant**, all four (4) General Members, **a First Year Representative**, and the SOS Steer/Representative;
  - b. Plan and organize BCC social and/or academic functions;
  - c. Meeting bi-weekly during the Summer Semester to plan out all events for the Academic Year;
  - d. Meeting on a monthly basis during the Fall/Winter Semester
  - e. Have all events planned and approved by the BCC no later than June 30<sup>th</sup>.
  - f. Apply to the BCC, through the Committee Chair who will first communicate with the Vice-President Finance and the Finance Committee, for a budget allocation;
  - g. Ensure that the BCC is kept informed, through this Committee's Chair, of its plans, the final costs and the attendance of all its activities. Through its Chair, the Committee must seek and receive permission of Council prior to making any commitments to the expenditures of BCC funds, in any form (i.e. no contracts for purchases of services or goods can be signed without the BCC's consent);
  - h. Ensure that all of its activities are widely advertised and promoted; shall solicit ideas for activities from the Community;
  - i. Ensure that its activities result in no lasting damage to the Community's property, grounds, assets or public image;
  - j. Discuss major events with the Committee Chair(s) and make recommendations to the BCC.
5. The **Hiring Committee** shall:
  - a. ~~shall~~ consist of ~~a member of~~ the current ~~Council's Executive Committee President~~ (Chair), ~~the current Vice-President External, a member of the incoming Council's Executive Committee the incoming President~~, the Administrative Assistant to the Master, and a special member familiar with the position as decided upon by the committee;
  - b. During the mandate of the new council another member of the executive committee shall replace the outgoing ~~Executive Committee's member President and the incumbent Vice-President will replace the outgoing Vice-President~~

**External, the incumbent President will become the chair during the new council's mandate;**

- c. Meet as needed to conduct interviews and field applications for positions within the BCC.
- d. Aide in the canvassing of campus to fill vacant positions within the BCC.
6. **The Bethune Athletics Committee shall:**
  - a. consist of the Vice-President Athletics (Chair), the Bethune Athletic Committee Director of Operations, the Bethune Athletic Committee Director of Communications, the Bethune Athletic Committee Director of Promotions and the General and Senior members of the Bethune Athletic Committee.
  - b. Shall promote and implement the Intramural Program in Norman Bethune College ensuring good sportsmanship and fair play by all participants.
7. **The Promotions and Street Marketing Committee shall**
  - a. consist of the Vice-President External (Chair), the **Promotions and Marketing Digital Media** Assistant, **the Director of Communications, the Director of Clubs and Affiliates**, a First Year Representative **and a General Member**;
  - b. Promote and advertise upcoming BCC and Community events and programs;
  - c. Maintain the BCC website, BCC listserv, **Digital Signage** and all other promotional items of the BCC;
  - d. Decide upon different marketing strategies to help further promote the BCC to both York and external bodies.
8. **The Orientation Committee**
  - a. **Consist of the President (Chair), the Orientation Chair(s), the Vice-President Finance, the Master of the College, the Assistant to the Master and any other member of Council that is deemed appropriate by the Chair;**
  - b. **Meet on a weekly basis during the Summer semester;**
  - c. **Work with the Orientation Chair(s) and the President to ensure that plans for Social Orientation are running on time and on budget;**
  - d. **Submits recommendations on expenditures and events for Social Orientation for Council's approval;**
9. **The Constitution Committee**
  - a. **Consist of the President (Chair), the Director of Clubs and Affiliates, a General Member, the Fellows' Representative, the Alumni Representative, and a member of the BCC's affiliates;**
  - b. **Review the constitution from time to time and decide whether or not sections need to be edited, added or deleted;**
  - c. **Will meet on a bi-semester occasion to review the BCC Constitution;**
  - d. **Will report to Council through its Chair as to progress and any information that needs to be changed;**
  - e. **Will work with the Director of Communications and Digital Media Assistant to ensure changes to the Constitution and properly promoted to the Bethune Community;**
  - f. **Will organize a meeting with the Bethune Community to review and ratify any changes to the Constitution;**

## **Article VII- Community Affiliations**

1. The Lexicon
  - a. The BCC recognizes the Lexicon as an integral part of the Bethune Community and shall support the Lexicon in whatever way possible in an effort to further strengthen the community.
  - b. The BCC will adhere to the formal agreement between the Council and Lexicon attached in the Lexicon Constitution and as Appendix I in the BCC Constitution.
2. Student Ombuds Services (SOS)
  - a. The BCC recognizes SOS as an integral part of the Bethune and York community and shall support SOS in whatever way possible in an effort to further strengthen the community and further the academic goals of the service.

## **Article VIII- Powers of the BCC**

1. The BCC shall be empowered:
  - a. To uphold and enforce the provisions of this Constitution and is required to ensure that none of its deliberations/decisions contravene the Articles or Spirit of this Constitution;
  - b. To play its proper role in holding referenda, including referenda on this Constitution, set out in Article XIII;
  - c. To administer funds accruing to the BCC, and to engage in any undertaking necessary for the achievement of the goals and objectives of the BCC, in the best interests of the Community, and with all due regard to proper book keeping, to fiscal responsibility, and to good citizenship within the wider York context;
  - d. To create and supervise such further BCC bodies, committees, clubs and commissions as may from time to time be deemed necessary for the definition and achievement of the BCC's goals and objectives, in the best interests of the Community, and to delegate representatives to serve on other appropriate Community or York bodies, committees, clubs and commissions;
  - e. To receive, comment and act upon appropriate reports, communications and requests from accredited or recognized spokespersons for other Community, York University, or non-York University bodies, committees, clubs and commissions;
  - f. To grant unto any such bodies, committees, clubs or commissions funds requested for their activities, after taking into account the opinions and recommendations of the Vice-President Finance (refer to Article V (11)), and to retain regulatory control, including the right to withdraw any grant or allocation of funds made to any such bodies, committees, clubs and commissions if in the documented opinion of the Finance Committee or of that of the BCC itself, the monies so granted or allocated are being used for purposes for which they were not granted or allocated;
  - g. To set forth financial accounting criteria through the Vice-President Finance and the Finance Committee to which bodies, committees, clubs and commissions applying for BCC funds shall adhere;

- h. To further advise regarding the actions of any such bodies, committees, clubs, commissions and spokespersons as the BCC may from time to time deem to be necessary, in the best interests of the BCC and the Community;
  - i. To employ personnel, provide for the remuneration and define their responsibilities, or to discontinue such employment for just cause;
  - j. To appoint a Chief Returning Officer and his/her assistants (as per Article XI);
  - k. To provide for and maintain any assets or facilities shown to be necessary for the furtherance of the goals and objectives of the BCC in the best interests of the Community.
2. To assist BCC members in the exercise of their duties and to ensure that each member is fully aware of their obligations and powers; each member shall be provided with a complete copy of this Constitution, at BCC expense, and by the outgoing or present Council President, no later than at the first meeting held after that member's election or appointment.

## Article IX- BCC Meetings and Procedures

1. Meetings:
- a. The BCC shall meet for at least twelve regular meetings during the academic year (i.e. September-April, inclusive), at least five regular meetings being held per term; the number of special meetings is not fixed;
  - b. All such meetings shall be advertised no less than 72 hours in advance, through the posting of signs in prominent locations throughout the College and Residence structures; a large audience for BCC deliberations is to be encouraged; Lexicon should also be informed;
  - c. The BCC shall agree at the beginning of each term as to which day and time in the week shall be the recognized, regular meeting time;
  - d. There shall be at least one joint meeting of the outgoing Council and Council-elect following the elections, to allow the new Council to benefit from the experience, procedures and suggestions of the outgoing one. The Council-elect shall become the official Council at midnight on the first day of May (refer to Article IV (3) (b));
  - e. The new Council shall hold at least three, duly advertised meetings during the summer (May-August, inclusive) to prepare for the fall term and for Orientation Activities.
  - f. The decisions of the meeting may be challenged by presenting to the Chair a petition containing the signatures of one hundred (100) **ordinary regular** members of the **Society Bethune Community (refer to Article II (1) (a))**, asking that a Special General Meeting be held.
  - g. This petition must be received by the Chair within one **(1)** week of the adjournment of the meeting in which decisions are in dispute.
  - h. The Special General Meeting must be held within ten (10) days of the receipt of the petition.
  - i. The quorum for the Special General Meeting is one hundred (100) **ordinary regular** members of the **Society Bethune Community** and, if quorum is present,

the meeting may review any decision of the disputed meeting and confirm or reject it.

- j. If no quorum is present **by the advertised start time of the meeting**, the Special General Meeting cannot convene and the decisions of the disputed meeting become binding.
2. Quorum:
    - a. Quorum shall consist of fifty (50) percent of Voting Members of the BCC including the President or his/her representative; summer quorum shall consist of any twenty-five (25) percent of Voting Members, including the President or his/her representative.
    - b. A quorum of an assembly is such a number as must be present in order that business can be legally transacted. The quorum refers to the number present, not the number voting.
    - c. When a quorum is present, a majority vote, that is a majority of the votes cast, ignoring blanks, is sufficient for the adoption of any motion that is in order, which require a two-thirds vote. A member has the right to change his vote up to the time the vote is finally announced. After that, he can make the change only by permission of the assembly, which may be given by general consent.
    - d. In all ordinary societies the by-laws should provide for a quorum as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad.
    - e. While a quorum is competent to transact any business, it is usually not expedient to transact important business unless there is a fair attendance at the meeting, or else previous notice of such action has been given.
  3. Proxy Votes:
    - a. A voting member of the BCC unable to attend or remain at a meeting may cast a vote by proxy, provided that he/she informs the **Speaker, (President if Speaker isn't present) and/or** Administrative Assistant of this prior to the commencement of the meeting concerned and in **writing hand-written or email format, and** indicating how they would vote on the various motions in the agenda; that proxy expires at the end of that particular meeting;
    - b. The Minutes of the meeting shall reflect the use of proxy votes.
    - c. Proxy votes can only be exercised to motions as a part of the agenda and shall be exercised by the Chairperson of the meeting.
  4. Rules of Procedure:
    - a. The BCC adopts the **Robert's Rules of Order**, as the rules of its procedure, except in such circumstances where it shall have duly adopted its own rules which nevertheless may not be such as to conflict with the Articles, and Spirit of this Constitution;
    - b. No meeting of the BCC shall be greater than two and one-half hours in duration, unless a motion to continue past this time is made and receives a two-thirds majority affirmative vote;
    - c. All votes of the BCC shall be by a public show of hands, counted by the Chair of the meeting, unless a motion asking for a secret ballot is carried by a two-thirds affirmative vote. The Minutes shall record the rationale for the rarely used secret ballot vote;

- d. Motions shall be passed by a simple majority vote of the voting Members unless otherwise prescribed in this Constitution.
  - e. The Chairperson of the meeting will only vote in the event of a tie and will be the tie-breaking vote. ?
5. Announcing the Vote:
- o When the vote has been taken, the assembly has divided, the chair proceeds to announce, or declare the vote thus: "The ayes have it an the resolution is adopted." If he is not very positive, he may say "The ayes seem to have it," and, if no one says he doubts the vote or calls for a division, after slight pause he adds, "The ayes have it," etc. In announcing a vote a chair should state first whether the motion is carried or lost second that is the effect, or result, of the vote; and third, what is the immediately pending question or business, if there is any.

The Minutes:

- b. The record of the proceedings of a deliberative assembly is usually called the Minutes.
- c. The minutes are signed by the President in addition to the Administrative Assistant.
- d. Minutes are to be sent out within 48 hours of the previous meeting by the Administrative Assistant.

## Article X- BCC Elections

1. **All BCC Elections shall be coordinated by the Vice-President External with the assistance of the Chief Returning Officer. If the Vice-President External is a candidate in the election than the President or another member who is deemed fit by Council shall take his/her place;**
2. The Chief Returning Officer shall:
  - a. The Chief Returning Officer, hereby referred to as the **CRO**, shall be in charge of the online voting process;
  - b. Be in charge of all matters pertaining to the holding of BCC elections (e-Vote or by ballot), By-elections, or referenda, including the checking of the Voters List (Community Regular Members) from the Master's Office; the receiving and certification of nominations; the posting of notices; the establishing of polls; the counting of ballots; the declaration of spoiled ballots; the declaration of successful candidates and all results; the declaration of successful referenda questions; the making of all such results known both to the outgoing Council and to the Community. He/she will be responsible for contacting e-Vote to set up the elections, getting the votes and providing York with the newly elected members. He/she shall also arrange for All-Candidates, public meeting for the Community after the closing of nominations and in the campaign week (except where a post/posts is/are filled by acclamation);
  - c. Conduct the elections, By-elections, or referenda on days established by the Constitution, or by motion of the BCC;

- d. Have his/her own vote counted only in the case of a tie and with respect to each such office;
- e. Otherwise maintain complete impartiality; he/she may take any complaints or charges of undue pressure or influence before the BCC for investigation and resolution;
- f. Have final authority to enforce all electoral regulations; or decide matters of contention or to take them before the BCC for resolution; he/she may disallow nominations or force the withdrawal of any candidate for documented just cause, and such a rejected person may appeal to the BCC for re-consideration prior to the election concerned; Be eligible to run for office in the BCC elections or By-elections only if written notice of his/her resignation is given to the BCC President at least three days prior to the closing of all nominations for such elections or By-elections; Be replaced, in the event of his/her resignation by such deputy as is designated by the outgoing or present Council;
- g. Will have a meeting with all nominees before the start of the Campaign Period to determine their eligibility and commitment to run for office;
- h. Receive a salary or honorarium for the performance of their duties, in the amount set and agreed upon in a regular meeting of the BCC.
- i. Once the voting period has concluded just prior to the votes being counted the CRO shall cast his/her vote. This vote shall be concealed and locked away under the watch of the Master of Bethune College and only be revealed in the case of a tie will it be use to break the tie.

### **3. Hired Positions**

- a. No candidate that runs for an elected position may be eligible to apply for a hired position in the same election period;**
- b. If it is found that a candidate has done so this may be grounds for disqualification from the election.**

## **Article XI - BCC Nominations and Election Procedures**

### **1. Nominations:**

- a. Candidates for office must be regular Members of the Community (as per Article II (1) (a)), and the other provisions in this Constitution;
- b. Nominations shall close seven (7) days prior to the day of the election or By-election;
- c. No candidate may be nominated for more than one office in any one election or By-election;
- d. Nomination, and all items of Article XI, fall under the authority and supervision of the CRO, as in Article X;
- e. To be valid as well, **all** nominations shall be in writing, shall be signed by the nominee and by **ten (10) nominators**, and shall be delivered to the CRO prior to the announced deadline;
- f. For the position of President all nominations shall be signed by the nominee and by twenty (20) nominators**
- g. Nominees must meet with the CRO before the start of the Campaign Period to determine if their eligibility and commitment to run for office are satisfied.

2. **Voter Eligibility:**

- a. Any Regular Member of the Community as defined in Article II (1) (a) (i-iii), and only such persons, may vote in BCC elections, By-elections and referenda;
- b. Each such voter is entitled to cast one vote for each position with the following restrictions;
- c. Only Regular Members who are domiciled in the College Residence may vote for the Residence Committee Representative position;
- d. Only Regular Members who are also Student Members (Article II (1) (a) (ii)) and who are domiciled other than in the College Residence may vote for the Commuter **Students'** Representative.

3. **Procedure for Elections:**

- a. BCC elections shall be held on dates in March or October, or as otherwise indicated in the Constitution as set by the BCC or the outgoing Council, but never on Saturday, Sunday or a University Holiday, and these dates shall be duly advertised; voting **hours dates** shall be set by the CRO in consultation with the BCC;
- b. There shall be one ballot provided at a general (March) BCC election: This will be for all elected positions on Council with the exception of the First Year Representatives; All voting shall be done by E-Vote and only those members of the Community who are deemed eligible to participate will be able to vote;
- c. There shall be 2 ballots at a Fall By-election (October): This will be for the positions of First Year Representative and any vacant position that needs to be filled by Council due to resignation or impeachment;**
- d. Each voter must vote only once per election; any irregularity must be reported by a deputy to the CRO and/or by himself/herself to the BCC for prompt resolution;

## **Article XII- Referenda and Impeachment of Council**

1. Referenda/Impeachment:

- a. Upon receipt of a petition signed by ten percent (10%) of the Regular Members of the Community (refer to Article II (1) (a)) or by a motion approved by a two-thirds majority of the current Council, the President must call a Referendum within ten days and with all due publicity if the matter at issue involves:
  - i. Any change to the Constitution (refer to Article XIII);
  - ii. Alleged loss of confidence in the BCC in entirety by a majority of the Community, or attempted impeachment for grave and documented cause;
  - iii. A desire by the BCC to test the will of the Community on an important matter facing the College;
- b. Any such referendum shall involve the BCC in consultation with the CRO (refer to Article X) and shall be held under his/her supervision and authority;
- c. The referendum, to be successful, or binding, must: Be voted in favour of by two-thirds (2/3) of the regular members of the community (refer to Article III (1)(a)) present at the meeting (refer to Article XIV (3)(b)); with due posting of the results;

- d. The decision of the referendum shall be binding on the BCC.

## **Article XIII – Censure, Suspension and Impeachment**

1. Council may, for any reason(s) it consider(s) appropriate, impeach, suspend, or censure a Member of Council. A motion of censure, suspension or impeachment must be passed by a two-thirds majority vote of those present and voting.
  - a. In the case of hired positions, a motion of impeachment, suspension, or censure may be passed by a simple majority of those present and voting.
  - b. Any member of Council must be given at least 14 days notice of a motion to impeach, suspend, or censure.
  - c. In the case of a motion to impeach, suspend, or censure in the case of severe dereliction of duty, or if a member is deemed to be hazardous to the integrity of the council, the council can expedite the proceedings. Reasons for expediting the proceedings must be given and supported by the Speaker. Then, through a vote of consensus (excluding the accused) the notice can be given a minimum of 7 days before the meeting of censure, impeachment or suspension.
  - d. When, by general consensus, Council is of the opinion that a motion of impeachment, suspension, or censure should be considered, a formal motion need not be moved by any particular Member, but shall be deemed to have been moved and seconded.
  - e. Every motion of impeachment, suspension, or censure shall be considered in camera unless Council, by a two-thirds vote, determines that consideration should be public.
  - f. The Speaker shall present a list of offences against the Member to which a motion of impeachment, suspension, or censure applies or, if the person is absent, shall state the offences to Council.
  - g. The Member of Council to which a motion of impeachment, suspension, or censure applies may make a statement and answer questions posed by the council, and thereafter shall withdraw during the time the matter is in debate.
2. Grounds for impeachment, suspension, censure
  - a. Incompetence;
  - b. Misappropriation of Council funds;
  - c. Flagrant abuse of powers and responsibilities of a member's position;
  - d. Acting in any manner detrimental to the intent, image, and direction of the BCC;
  - e. Failure to attend two (2) consecutive meeting without advance notice;
  - f. If any Council member is habitually late for meetings of Council, consistently misses office hours, or consistently fails to perform his/her duties;
  - g. Any Member who is deemed by the Speaker to create a disturbance, fail to abide by motions, procedure or rulings of the Speaker, or does not respect other Members of Council; may be removed by the Speaker immediately for the duration of that particular meeting.



**6. Honoraria penalties are cumulative.**

**~~2.—Recall/Impeachment:~~**

- ~~a.—It shall be the duty of all BCC Members to attend all duly advertised meetings during the academic year (i.e. September-April inclusive) and within the provisions of this constitution.~~
- ~~b.—If any Voting Member of the BCC misses more than two consecutive or an unacceptable amount of meeting (to be judged by the council), duly advertised Meetings during the academic year, then he/shall be required by the BCC to show just cause for his/her absence at the next meeting of the BCC or after a two-week grace period, after having been sent (by registered mail/email) a letter by the Office Administrator at the President's or Vice-President Administration's request which solicits an explanation and requests that person's attendance at the next BCC meeting or at one within or immediately after the two-week grace period following the mailing of that letter;~~
- ~~c.—Should a Voting Member fail to show just cause, or fail to reply or appear as and when requested, the BCC, by a two-thirds affirmative vote (with that member abstaining if he/she should be present) at a regular or special meeting shall declare that member expelled from the BCC and shall call for a By-election (refer to Article X);~~
- ~~d.—Upon receipt of a petition signed by ten percent (10%) of the Regular Members of the Community (refer to Article II (1)) or by a motion approved by a two-thirds majority of the current BCC, any particular member may be dismissed from the BCC for documented failure to live up to the duties and public expectations of their office. Before voting on an impeachment, the BCC shall summon the person(s) concerned to explain and clarify the matter and witnesses may be called. If impeached, a By-election shall be called for (refer to Article X);~~
- ~~e.—The Vice-President Finance or any other hired position may be dismissed by the BCC with a two-thirds majority vote if it is found that he/she has been negligent in his/her duties or if there is documented mismanagement of BCC funds. (refer to Article V (9)).~~

## **Article XIV- Amendments to the Constitution**

1. Amendments, which are actions taken through a vote by the entire community, to delete, alter or revise the language or spirit of this Constitution, may be proposed by a motion of the BCC which is approved by two-thirds of the Voting Members at that regular meeting, or by a petition signed by not less than ten percent (10%) of the Regular Members of the Community, as per Article II (1) (a) and Article XII (1) (a) (i);
2. Proposed amendments must be conspicuously posted on all College Bulletin Boards and like places prior to the commencement of voting on the amendment(s), and notice must also be given to Regular Members by an additional reasonable means of communication (e.g. Lexicon, **the BCC website, social media pages, digital signage on Campus**), this

whole process being supervised by the ~~Chief Electoral Officer Vice-President External~~ **(refer to Article X)**.

3.
  - a. All amendments must be voted in favour of by two-thirds (2/3) the regular members of the community (refer to Article II (1)(a)) present at the meeting; no proxy votes allowed;
  - b.
    - i. Changes to the constitution must be voted on at a special council meeting, to be held only once in February of every year;
    - ii. Notice of this meeting and any proposed constitutional changes, must be given at least ~~seven~~ **fourteen (14)** days prior to the Community;
    - iii. **To have a meeting with the Community advising of passages in the Constitution to be amended prior to being voted upon;**
    - iv. All regular members present at the meeting, have the right to vote at this meeting (refer to Article II (1)(a));
    - v. Quorum for this meeting comprises of fifteen (~~15~~) **(50)** regular members of the Community (refer to Article II (1)(a));
  - c. Changes to the constitution do not take effect until the following years' council assumes office.
4. A defeated Amendment may not be further proposed for the remainder of that academic year, but may be brought forward again during the tenure of a new Council.

## **Appendix I- Agreement between the Bethune College Council and The Lexicon, regarding Lexicon finances**

1. The BCC will provide The Lexicon with a minimum ~~ten (10)~~ **three (3)** percent grant from the total BCC levy allocation for that publication year.
2.
  - a. The BCC will provide the grant according to the following payment scheme:
    - i. 10 percent to be received by July 1 of the publication year,
    - ii. 45 percent to be received by October 1 of the publication year,
    - iii. 45 percent to be received by February 1 of the publication year;
  - b. The February 1 installment will be given to the Lexicon subject to demonstration by the Lexicon of sound financial management of all monies previously received in that publication year.
3.
  - a. The BCC and The Lexicon will meet every year to agree on the grant amount to be provided to the Lexicon;
  - b. The first meeting will be held no later than ~~April~~ **March** 15 of every publication year, with both parties signing the agreement by ~~May~~ **April** 15 of that year;
  - c.
    - i. All meetings must be attended by: the President of the BCC, the Vice-President Finance of the BCC, the Editor in Chief of the Lexicon and the Business Manager of the Lexicon;

- ii. While other members of the BCC and The Lexicon are encouraged to attend, their attendance is not required for the meeting(s) to proceed;
  - d. Both parties agree to have all financial records readily available at all meetings where grant allocations are discussed.
- 4. If an agreement cannot be reached by ~~May~~ **April** 15, the parties will request the involvement of the Master of Bethune College as an arbiter of the negotiation process.
- 5.
  - a. If The Lexicon refuses to provide any and all financial records at any or all of these meetings, this action will be viewed as a breach of contract in the agreement.
  - b. If the BCC refuses to provide any and all financial records at any or all of these meetings, the Lexicon may request that the Master of Bethune College step in and arbitrate the negotiation process.
- 6. If the BCC, for reasons that will be made immediately clear to The Lexicon, is unable to provide the minimum 10 percent grant to The Lexicon; and/or If the Lexicon finances show advertising revenues for the previous publication year to be substantial enough to contribute to the budget of the pending publication year, thereby reducing the financial need of The Lexicon; Then a new agreement will be formalized between The Lexicon and the BCC, which will account for the circumstances, brought about by the above conditions, to the best of their abilities. This new agreement would hold only for the pending publication year.
- 7.
  - a. The BCC reserves the right to inspect The Lexicon finances at any point;
  - b. If evidence exists of gross financial misconduct or mismanagement within the Lexicon, the BCC reserves the right to assume full financial management of The Lexicon finances until such time as the BCC, upon recommendation of the Vice-President Finance, is confident in returning financial responsibilities to The Lexicon.
- 8. The BCC shall recognize and honour the constitution of The Lexicon provided it does not directly conflict with the Bethune College Council Constitution.
- 9. This agreement may only be amended by consensus decision of both parties.

## **Appendix II- The Bethune College Poster Policy**

### **Policy**

Posting within Bethune College must follow these guidelines:

1. Posting on windows is not allowed;
2. Posters must be approved by BCC and be hung only on bulletin boards which must be suitably posted for community information and consideration;
3. Unless the Bethune College Council makes an exception, posting within Bethune College will be limited in each area by the discretion of the council;
4. After two infringements, a specified person/group will lose posting privileges within Bethune College; Any persons/groups not adhering to this restriction will have all their

posters removed. The Bethune College Council may also conducted follow-up action in regards to non-compliance with this policy.

## **Appendix III – Bethune College Council Financial Policies**

- 1. The fiscal year of the Council shall be from the first day (1<sup>st</sup>) of May of any given year and terminate on the thirtieth day (30<sup>th</sup>) of April in the following year.**
- 2. Council shall establish additional policies concerning financial procedures of Council, provided such rules and regulations do not conflict with the requirements of this Article, or any other Article of the Constitution.**
- 3. All monies authorized, allocated, and spent by Council are the sole gift of the Council, as representatives of the students of Norman Bethune College; and it is the right of Council to direct, limit, and appoint in all such decisions, the ends, purposes, considerations, conditions, limitations, and qualifications of such allocations.**
- 4. Council continues to retain authority over all monies until they are spent, notwithstanding that a budget has been approved or that monies have been allocated to any member of Council or Committee of Council, or other person or organization deriving its authority and existence from the Constitution or Council, and who/which is directly responsible to Council.**
- 5. In accordance with subsection (a), Council may with the recommendation of the Vice-President Finance**
  - a. increase or decrease the amount of; enact, amend or repeal conditions or regulations governing the spending of; or**
  - b. revoke, suspend or re-allocate all or any monies budgeted or allocated.**
- 6. In order to aid subsequent councils, at the end of every year BCC will ensure that there is a minimum of \$20,000 is allocated as a Contingency Fund; this will aid in summer planning and events;**
- 7. At the end of every year the BCC will allocated a minimum of \$7,000 to be put towards the 50<sup>th</sup> Anniversary of the College;**
- 8. The Student Ombuds Service will be allocated a minimum of 10% of the council levy on a yearly basis;**
- 9. Council shall not pass any motion to spend or allocate monies, or to amend any such motion passed at a previous meeting, or to amend the budget of Council, unless notice of approval and recommendation has been given by the Finance Committee at a previous meeting, Council has been shown at least three (3) competing prices and that is deemed necessary for the operations of Council;**
- 10. Notwithstanding that a budget has been approved or that monies have been allocated, no Member of Council may authorize the spending of monies, without the express consent of Council, in excess of seven hundred and fifty dollars (\$750), or a lesser amount which is one of a series of related transactions involving an expenditure by Council in excess of seven hundred and fifty dollars (\$750). In the event of uncertainty, Council shall determine the matter.**
- 11. All cheques, bills of exchange, or other orders for the payment of money, shall be signed by two of the following:**
  - a. the President;**

- b. the Vice-President Finance; or
    - c. the Executive Vice-President.
- 12. All contracts, agreements, instruments, or other documents requiring the signature of Council shall be signed by the Vice-President Finance if one signature is needed and both the Vice-President Finance and the President if two (2) signatures are needed;
- 13. However, contracts in the ordinary course of Council's operations may be entered into on behalf of Council by an executive member of Council pending the authorization and approval from the Vice-President Finance and the President;
- 14. It is affirmed that Council may at any time by resolution, direct the manner in which any particular contract, agreement, instrument, document or other obligation(s) of Council may or shall be executed.
- 15. Each year, during the Winter semester, Council shall appoint the auditor(s) to be utilized until the following year, and if an appointment is not made, the auditor currently in use, shall continue in until a successive auditor is appointed
  - a. The auditor's report shall be presented to Council for approval.
- 16. The fiscal year of Council shall terminate on official closure of the Winter term.
- 17. If a vehicle is used for council business, council shall reimburse the owner of the vehicle with the established and agreed upon rate of \$0.45 per kilometer driven for Council business to a maximum of 100 kilometers.

## **Appendix IV – Honorarium Protocols**

1. In this Article, "Honoraria" means financial remuneration as recognition for dedication toward Council activities.
2. As a principle, the BCC believes in the use of honoraria as a way of ensuring responsible and accountable student government and to recognize the contributions made by its Council Members
3. The total amount of Honoraria awarded to all elected members of Council each year shall be no greater than 10% of the total Council Operating Budget, unless Council Members have their Honoraria decreased as a sanction.
4. The breakdown of honoraria between Council Members shall be as follows:
  - a. President - \$3,000
  - b. Vice President Finance - \$2,400
  - c. Executive Vice-President - \$1,800
  - d. Vice-President External - \$1,500
  - e. Vice-President Athletics - \$1,500
  - f. Vice-President Social - \$1,200
  - g. Digital Media Assistant - \$1,080
  - h. Administrative Assistant - \$900
  - i. Council Speaker - \$750
  - j. Director of Clubs and Affiliates - \$675
  - k. College Mascot - \$600
  - l. Chief Returning Officer - \$250

5. Council shall disperse honoraria in the following way:
  - a. Within the first month of the Summer session, Council must divide the honoraria into three (3) equal sections, each to be awarded upon the end of the Summer, Fall, and Winter sessions for the executives and associates of council. In this case, the honoraria for the directors and representatives will be divided into (2) equal sections; to be awarded upon the completion of the Fall and Winter Sessions.
  - b. Council may decide to reduce the amount awarded by a two thirds majority of those present and voting.
  - c. If a Council Member has their Honoraria decreased then the remaining funds are carried forward as a surplus for the next council.
6. The honorarium meeting will be held roughly at the end of the term, given that all honoraria-entitled members are able to attend. This meeting will be on camera. The process is as follows:
  - a. All honoraria-entitled members are to present a write up of what they have done in the term. This will include the following:
    - Did you meet your goals for the semester? If not, why?
    - What went well during the term?
    - What can be improved during the term?
    - List out the changes that you have implemented. Did it work? Why or why not?

*Failure to produce the said documentation will lead to a reduction in the maximum honorarium by 10% per term.*

- b. The Action Plans will be used as a basis of preliminary assessment. Also, the participation of each individual in intramurals, events and other college initiatives will be taken into account. The preliminary assessment will be a list of their goals, what was accomplished and how it was accomplished, and their attitude towards the rest of the council.
- c. Each honoraria-entitled member will present/talk about the things that they have done for the council, and any special or exemplary actions outside of their responsibilities. Any extenuating circumstances which may have affected his/her performance can be raised here. After this presentation, the rest of council will be allowed to ask questions for clarifications. A professional attitude must be maintained during the meeting, and personal 'attacks' or accusations will not be tolerated.
- d. The member being assessed will be asked to leave the room and the council members will deliberate. Within this discussion, the following will be decided:
  - i. Whether the member will be allowed their full honorarium. This will be valid if the member in discussion (1) partook in intramurals, CCC

events & Master's office events regularly, (2) assisted other council members with their work when needed, and (3) performed above and beyond their responsibilities as stated by the constitution.

- ii. Whether the member's honorarium will be deducted from the maximum amount that is originally assigned. This will be valid if the member under discussion was (1) unable to or ineffectively performed their duties and showed little motivation in doing so, (2) did not partake in council related activities such as events and intramurals, (3) failed to attend meetings without a valid excuse, (4) failed to communicate with the council with important matters,

*NOTE: Any comments negatively addresses the members performance will only be taken into account if efforts have been made to communicate to the council member that they are not performing their duties effectively.*

## **Constitution of the Bethune Athletic Committee**

### **Appendix V – Constitution of the Lexicon Publications**