BYLAW 2: THE EXECUTIVE AND COUNCIL BYLAW

As passed at the Bethune College Council Meeting on October 30th, 2026

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ARTICLE I: GENERAL

1. General

1.1. In this document, “Meetings” shall include all General Meetings and Regular Meetings of the Council;

1.2. In any situation(s) where this Bylaw contradicts Bylaw 1, Bylaw 1 shall have precedence.

ARTICLE II: PRESIDENT

1. President

1.1. Be available on a daily basis during the summer semester to oversee the planning and implementation of Social Orientation;

1.2. Chair Council meetings if the Speaker is unavailable;

1.3. Be one of at least two (2) official BCC members with signing authority for BCC accounts and shall relinquish authority upon the end of term;

1.4. Be a member of the York Orientation Directors Association, College Presidents Association, and shall be ex-officio member on all other appropriate and official Bethune Community bodies, committees and commissions;

1.5. Liaise with the Bethune College Master's Office;

1.6. Designate access and keys of all council members to the Council Office with the assistance of the Master’s Office;

1.7. Ensure with the Vice-President Finance that all criteria are met and reconciled with SCLD such that Council can complete its annual and interim audits, and receive funding (if able);

1.8. Step in if a member of BCC is unable to fulfill their duties.

ARTICLE III: VICE PRESIDENTS

1. The Executive Vice-President

1.1. Assist in the planning of training sessions for all Council members after their election, as well as a Council-wide retreat;

1.2. Oversee the internal compositions and operations of the BCC and shall be responsible in assisting the members in fulfilling their duties;

1.3. Oversee the operations, management and upkeep of JACS and the JCR.

1.4. Be responsible for the maintenance and up keeping of the Mascot as well as scheduling appearances as appropriate;

1.5. Make an office hours schedule for all Council Members;

1.6. 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;

1.7. Ensure with the Vice-President Finance that all criteria are met and reconciled with SCLD such that Council can complete its annual and interim audits, and receive funding (if able);

2. The Vice-President Finance

2.1. Be one of at least two (2) official BCC members with signing authority for BCC accounts and shall relinquish authority upon their end of term;

2.2. Be available on a weekly basis at regular office hours during the Summer semester for training and duties;

2.3. Be responsible for the accounting of all receipts and disbursements for the BCC. They 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. They shall be accountable to the BCC for all transactions carried out by them in their role of Vice-President Finance;

2.4. 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 they may freeze their accounts or allocation, with the approval of the President, and shall so report to the BCC at its next meeting;

2.5. Have the authority to sign any contracts or documents on behalf of the BCC that do

not involve any amount in excess of $750, without requiring immediate or prior BCC ratification. All such acts shall be reported on at the subsequent meeting of the BCC;

2.6. Present BCC with a budget at the start of each semester with money spent and allocated;

2.7. Produce and maintain budgets for all different portfolios of Council;

2.8. Oversee the creation and adherence to ticket sale procedures, internal controls, reconciliation of finances and deposits of cash on an event-to-event basis in conjunction with the Finance Committee;

2.9. Consult with the Finance Committee and Council concerning any accounts payable which do not pertain to a specific budget;

2.10. Ensure with the President and Executive Vice-President that all criteria are met and reconciled with SCLD such that Council can complete its annual and interim audits, and receive funding (if able);

2.11. Ensure that the Interim Audit is completed by end of January;

2.12. 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;

2.13. Monitor and report any inconsistencies in Council's banking accounts and Courtesy Account(s) as they arise;

2.14. Advise the BCC on financial matters and shall give due warning to the BCC of any financial difficulties or opportunities they may perceive with respect to the BCC's affairs. Failure to warn the BCC can be considered grounds for recall (refer to Bylaw 1, Article XII (2));

2.15. Produce and distribute merchandise for constituents and council in conjunction with the Vice-President Promotions no later than December 31st.

2.16. The term of office for the Vice-President Finance shall end on the last day of May 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;

2.17. Be responsible for training as well as delegating tasks to the Director of Finance(s).

3. The Vice-President Social(s)

3.1. Hold monthly Social Committee meetings during the Summer semester to prepare all events for the upcoming Academic year (September-April inclusive);

3.2. Hold bi-weekly Social Committee meetings during the Fall/Winter semesters

3.3. Collaborate and plan at least one (1) events with the Bethune Clubs and Affiliates;

3.4. 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 December;

3.5. Submit to the Vice-President Finance an event budget at least one month prior to each event, ensuring that all events are within budget;

3.6. Have all events for the Fall Semester (September - December) planned and approved by BCC no later than August 15th;

3.7. Have all events for the Winter Semester (January - April) planned and approved by BCC no later than November 30th;

3.8. Work with the Vice-President Promotions to make sure that all events are promoted in a timely and effective manner;

4. The Vice-President Athletics

4.1. Ensure that BCC events and intramural athletic activities are widely advertised and promoted to the Community;

4.2. Act as a liaison between the Student Intramural and Recreation Council and the BCC;

4.3. Work in conjunction with the Vice-President Promotions to ensure media is produced for intramural events such as, but not limited to, tournaments, playoffs, and regular season games;

4.4. Oversee the revision 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;

4.5. Hire, train, and manage the selection process of the new Bethune Athletics Committee Directors, Senior Members, and General Members.

5. The Vice-President Promotions

5.1. Be responsible for the promotion and advertisement of all BCC programming;

5.2. Ensure media is produced for all BCC events as requested by the event organizer. A minimum of two weeks of notice shall be required for any promotional material to be digitally posted for the BCC;

5.3. Be responsible for updating the BCC website, Instagram, and any other social media platforms deemed necessary by the BCC;

5.4. Hire, train, and manage the Bethune Promotions and Advertising Committee members;

5.5. Produce merchandise designs for constituents and council no later than October 31st.

ARTICLE IV: COUNCIL MEMBERS

1. **The General Member(s)**
   1.1. Plan and host a social event during the Academic Year;
   1.2. Plan and host a council bonding event;
   1.3. Put up posters when required by the Vice-President Promotions;
   1.4. Assist Commuter Director in seasonal decorations for Bethune spaces;
   1.5. Make callouts for Orientation Week when applicable.
2. **The First Year Representative(s)**
   2.1. Represent and express the best interests of first-year students in the Community within the BCC;
   2.2. Plan and execute at least 1 event during the Academic Year in conjunction with Vice-President Social(s).
3. **The Commuter Representative(s)**
   3.1. Hire, train and manage JACs/JCR lounge monitors in conjugation with the Executive Vice-President if deemed necessary. If monitors are appointed, the final list of all JACs/JCR lounge monitors must be finalized and submitted to BCC, as well as a lounger monitor schedule;
   3.2. Encourage commuter students to participate in the Council and its activities;
   3.3. Program at least one social event per term geared towards commuter students overviewed by the Executive Vice President, excluding the summer term;
   3.4. Revise a budget in accordance with the Vice President of Finance once per term and to present it to Bethune College Council;
   3.5. Plan seasonal decorations for Bethune spaces;
   3.6. Oversee a commuter sleepover program for Social Orientation week as required by the BCC;
   3.7. Develop a schedule for the operating hours of JACs/JCR in conjunction with the Executive Vice-President.
4. **The Lassonde Representative**
   4.1. Act as a liaison between the BCC and Lassonde Community including, but not limited to, the Lassonde Student Congress, Lassonde Engineering Society, and any other

relevant organizations deemed necessary by the BCC;

4.2. Be responsible for staying informed on all matters within the Lassonde Community;

4.3. Attend meetings of the Lassonde Student Congress House Steering Committee;

4.4. Hold semesterly meetings with the Lassonde Engineering Society President, the Lassonde Student Congress Secretary General, or any other Lassonde student organization leaders deemed necessary by the BCC;

4.5. Act as an ex-officio Delegate to the Lassonde Student Congress House of Delegates.

5. The Academic Representative

5.1. Act as the official liaison between Student Ombuds Services (SOS) and Bethune College Council (BCC);

5.2. Work with the Social Committee to plan at least 1 event in the Academic Year;

5.3. Assist Head Office with academic orientation initiatives, if required;

5.4. Maintain an up-to-date section on the BCC website dedicated to academic resources in collaboration with the Vice-President Promotions.

6. The Fellows Representative

6.1. Perform the necessary liaison functions between the BCC and the Fellows;

6.2. Report as necessary to the BCC at its meetings;

6.3. Endeavour to encourage and increase the Fellow's interest in and support for BCC activities, and shall report as necessary to General Meetings of the Fellows.

7. The Speaker

7.1. Chair all Regular and General Meetings of the BCC;

7.2. Be knowledgeable and informed on all BCC governing documents;

7.3. Review the governing documents as necessary to implement changes.

8. The Secretary

8.1. Be responsible for announcing all Regular and General Meetings of the BCC to the community in accordance with Bylaw 1: The Bethune College Council Constitution;

8.2. Be responsible for the completion and distribution of meeting minutes for their respective Regular or General Meetings of the BCC;

8.3. Oversee the storage and public access of the meeting minutes of all Regular and General Meetings of the BCC;

8.4. Maintain an accurate list of all Council Members and Affiliates of Council, including telephone numbers, email addresses, and any other information deemed appropriate by

the BCC.

9. The Outreach Director(s)

9.1. Be responsible for creating philanthropic opportunities for the Community;

9.2. Act as a liaison between the BCC and Bethune affiliated student clubs and organizations;

9.3. Be responsible for keeping up to date on SCLD and YFS Club Ratification requirements and procedures;

9.4. Oversee the production and management of a club funding process in accordance with the BCC Club Funding Policy;

9.5. Review and suggest amendments to the Club Funding Policy on a semesterly basis if needed;

9.6. Maintain a ledger for club funding requests, approvals, and disbursements in conjunction with the Vice-President Finance;

10. The Director(s) of Finance

10.1. Assist the Vice-President Finance with all financial matters;

10.2. Be responsible for keeping inventory of BCC assets including, but not limited to, equipment, merchandise, and supplies;

10.3. Scan and file receipts, invoices, and any other documents relevant to financial matters.

11. The Orientation Chair(s)

11.1. Be in charge of Fall and Winter Social Orientation;

11.2. Keep an updated record of all documents and relevant information on the Google Drive;

11.3. Build strong professional relationships with campus partners;

11.4. Submit an initial budget for Fall Social Orientation to the Vice-President Finance and Bethune College Council for approval by May 31st;

11.5. Submit weekly budget updates to the VP Finance starting the second week of May;

11.6. Contact vendors and negotiate contracts in conjunction with the Vice- President Finance;

11.7. Hire, train and manage orientation captains, leaders and other orientation support as needed with support from the Orientation Committee;

11.8. Conduct two mandatory training sessions for the above volunteers listed in Article

IV.14.9. (mid-July and early August) which are in addition to the mandatory University training session for orientation staff and volunteers in late August;

11.9. Meet bi-weekly with the Orientation Committee of Bethune College Council starting the second week of May;

11.10. Work in conjunction with the President and the Vice-President Finance to follow deadlines set by BCC for all contracts and invoices;

11.11. Finalize all Social Orientation payments within 14 business days of Social Orientation ending;

11.12. Attend all YODA/SCLD sanctioned meetings;

11.13. Work with the Bethune Masters' Office and SCLD with any obligations and requirements that they may need;

11.14. Submit a final detailed report (including event details as well as financial information) along with recommendations by October 31st of the given year;

11.15. Be available on a daily basis during Orientation week, and one week prior to Orientation week;

11.16. Have previously participated in Bethune Social Orientation week as an o-chair, captain, or leader;

11.17. All members of council participating in Social Orientation excluding the 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;

11.18. With regards to council members, any disciplinary action must be agreed upon by the Orientation Chair(s) and the President. Disciplinary action will be executed when deemed necessary by the President or Executive Vice President and approved by the BCC;

11.19. Have the frost week budget completed and approved by the end of November;

11.20. Coordinate frost week events with other colleges through YODA

12. The Alumni Representative(s)

12.1. Must have served as a Bethune College Council (BCC) member for at least one full year;

12.2. Act as an informant for Council Members, giving insight based on their previous experience;

12.3. Maintain a communication channel between the Bethune College Council (BCC) and Bethune Alumni;

12.4. Organize a minimum of one Alumni-focused event per academic year

12.5. Act in the best interest of other Alumni, relaying needs and interest of them;

12.6. Alumni Representatives will hold a 2 year term;

13.6.1 Appointment of the Alumni Representative will be offset by one of each other;

13.6.2 If both positions are vacant council will hire two Alumni Representatives for a one year term and 2 year term respectively at the discretion of the hiring committee to maintain the offset put in place;

12.7. As per Bylaw 1, Article V, Section 2.4. The Alumni Representatives will sit on the hiring committee.

ARTICLE V: EXTERNAL PERSONS

1. General

1.1. As outlined in Bylaw 1: The Bethune College Council Constitution Article II 1.1.1.d., BCC may from time to time designate any external persons as Regular Members of the Community;

1.2. The following persons shall be deemed as External Persons by the BCC:

1.2.1. The Bethune College YFS Director elected by the York Federation of Students.

2. The Bethune College YFS Director

2.1. The Bethune College YFS Director shall be an External Person holding recognition and responsibilities equal to those of Council members;

2.2. Inform Council of the past and upcoming YFS meetings and events/initiatives;

2.3. Represent the best interest of Bethune College students at all YFS meetings;

2.4. Encourage the YFS' support for Bethune College Council initiatives, activities and events;

2.5. Act as a liaison between BCC and YFS.