

BYLAW 2: THE EXECUTIVE AND COUNCIL BYLAW

As passed at the Bethune College Council Meeting on __,

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CONTENTS

| | |
|------------------------------------|---|
| SECTION I: GENERAL..... | 3 |
| SECTION II: PRESIDENT | 4 |
| SECTION III: VICE PRESIDENTS | 5 |
| SECTION IV: COUNCIL MEMBERS | 9 |

SECTION I: GENERAL

1. General

- 1.1. In this document, "Meetings" shall include all General Meetings and regular Meetings of the Board of Directors
- 1.2. In any situation(s) where this Bylaw contradicts Bylaw 1, Bylaw 1 shall have precedence

SECTION 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 Administrative Assistant 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, 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 the following criteria are met and reconciled with SC&LD such that Council can complete its annual audit, and receive funding (if able):
 - a. One (1) copy of the campus publication in which the audit must be published, and
 - b. One (1) copy of the minutes of the regular Council meeting in which the audit was passed by simple majority;
- 1.8. Step in if a member of BCC is unable to fulfill their duties

SECTION III: VICE PRESIDENTS

1. The Executive Vice-President

- 1.1. 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;
- 1.2. Assist in the planning of training sessions for all Council members after their election, as well as a Council-wide retreat;
- 1.3. Oversee the internal compositions and operations of the BCC and shall be responsible in assisting the members in fulfilling their duties;
- 1.4. Oversee the operations, management and upkeep of JACS and the JCR.
- 1.5. Be responsible for the maintenance and up keeping of the Mascot as well as scheduling appearances as appropriate;
- 1.6. Make a office hours schedule for all Council Members;
- 1.7. Be responsible for planning in conjunction with the President regular BCC Town Hall meetings once per semester during the Academic Year to inform the
- 1.8. Bethune Community of progress, upcoming events and initiative and to receive feedback from such;
- 1.9. 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 (if able):
 - a. One (1) copy of the campus publication in which the audit must be published, and
 - b. One (1) copy of the minutes of the regular Council meeting in which the audit was passed by simple majority;

2. The Vice-President Finance

- 2.1. Be available on a weekly basis at regular office hours during the Summer semester for training and duties;
- 2.2. 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;
- 2.3. 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;

- 2.4. Have the authority to sign any contracts documents on behalf of the BCC that do not involve any amount in excess of \$1,500, without requiring immediate or prior BCC ratification; all such acts shall be reported on at the subsequent meeting of the BCC;
- 2.5. Present BCC with a budget at the start of each semester with money spent and allocated; present monthly financial statements and projections to Council;
- 2.6. Oversee the creation and adherence to ticket sale procedures, internal controls, reconciliation of finances and deposits of cash on an event-to-event basis;
- 2.7. Consult with the Finance Committee and Council concerning any accounts payable which do not pertain to a specific budget
- 2.8. 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:
- 2.9. Ensure that the Interim Audit is completed by end of January;
- 2.10. 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;
- 2.11. Monitor and report any inconsistencies in Council's banking accounts and Courtesy Account(s) as they arise;
- 2.12. 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 so warn the BCC can be considered grounds for recall (refer to Bylaw 1, Article XII (2));
- 2.13. 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;

3. The Vice-President Social

- 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. Plan and coordinate the end of year Formal and any other formals that the BCC approves throughout the academic year;
- 3.4. Collaborate and plan at least one (1) events with the Bethune Clubs and Affiliates
- 3.5. Work with the YFS director to avoid conflicting events when possible
- 3.6. 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
- 3.7. Submit to the Vice-President Finance an event budget at least one month prior to each event, ensuring that all events are within budget;
- 3.8. Produce and maintain a budget to be presented at Finance Committee meetings when changes are made
- 3.9. Have all events for the Academic Year (September-April inclusive), planned and approved by BCC no later than July 31st.
- 3.10. Work with the Vice-President Communications to make sure that all events are promoted in a timely and effective manner;
- 3.11. 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 of their term

4. The Vice-President Communications

- 4.1. Coordinate, develop and present a marketing strategy for the BCC by August 15th
- 4.2. 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
- 4.3. Coordinate the planning and execution of YorkFest in collaboration with the YFS Director
- 4.4. Be the liaison with Bethune affiliated clubs

- 4.5. Ensure regular updates on the Bethune Dragons website, the Bethune College
- 4.6. Facebook page, the Bethune College Council Facebook group, the Bethune College Instagram, and any other platforms deemed necessary by the BCC
- 4.7. Create, print, and coordinate posters to be posted in the Bethune College building,
- 4.8. Bethune residence, and other locations deemed necessary by the BCC
- 4.9. Develop and provide merch for the council and for the college.
- 4.10. Ensure pictures and videos are taken at orientation and social events and coordinate their distribution.

5. The Vice-President Athletics

- 5.1. Ensure that such activities are widely advertised and promoted; and shall ensure that the BCC is informed of the results of all athletic competitions;
- 5.2. Act as a liaison between the Student Intramural and Recreation Council and the BCC and abide by its Constitution;
- 5.3. Ensure that regular reports on Bethune College sports activities are submitted to the Master and the Vice-President Communications for distribution to the Community;
- 5.4. 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;
- 5.5. After being elected, coordinate and manage the selection process of the new Bethune Athletics Committee Directors

SECTION IV: COUNCIL MEMBERS

1. The General Member(s)

- 1.1. Be a member of the Social, Communications, Sponsorship and Finance Committees;
- 1.2. Plan a social event;
- 1.3. Plan a council bonding event;
- 1.4. Put up posters while in an in person setting;
- 1.5. Plan seasonal decorations for Bethune spaces;
- 1.6. Scan all receipts and match them to Adobe cheque stubs;
- 1.7. Make callouts for Orientation week

2. The First Year Representative(s)

- 2.1. Plan and execute at least 1 event per semester in conjunction with Vice-President Social;

3. The YFS Director

- 3.1. Attend all meetings of Council to inform Council of the past and upcoming YFS meetings and events/initiatives.
- 3.2. Represent the best interest of Norman Bethune College students at all meetings;
- 3.3. Encourage the YFS' support for Norman Bethune College initiatives, activities and events.
- 3.4. Coordinate the planning and execution of YorkFest with the Vice-President Communications

4. The Commuter Representative(s)

- 4.1. Hire, Train and manage JACs/JCR monitors in conjunction, with the Executive Vice-President. The Selection of all JACs/JCR monitors must be finalized and submitted no later than Sep 30th.
- 4.2. Create a JACs/JCR monitor and cleaning schedule in conjunction with the EVP.
- 4.3. Encourage commuter students to participate in the Council and its activities;
- 4.4. Program at least one social event per term geared towards commuter students with assistance of the Vice President Social overviewed by the Executive Vice President, excluding the summer term;
- 4.5. Produce and maintain a budget in accordance with the Vice President of Finance once per term and to present it to Bethune College Council once per academic term
- 4.6. Develop commuter sleepover program for BCC events as required

4.7. Keep updated with Parking and Transportation keeping an up-to-date schedule of fees, service interruptions etc.

5. The Lasonde Representative

5.1. Act as a liaison between the BCC and Lasonde student groups including, but not limited to: Lasonde Student Government, Engineering Society, and CSHub

6. The SOS Representative

6.1. Work with the Social Committee to plan at least 1 event in the fiscal year;

7. The Residence Representative (DLLO)

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

7.2. Work with the Social Committee to plan at least 1 event;

7.3. Encourage joint residence and commuter events.

8. The Fellows Representative

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

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

8.3. 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

9. The Administrative Assistant

9.1. Announce meetings one week in advance if possible;

9.2. 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.

9.3. Oversee the proper handling and storage of the recorded minutes of all meetings of Council;

9.4. 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.

10. The Outreach Director

10.1. In charge of creating philanthropic opportunities

10.2. Coordinate with different committees to increase participation within the college

10.3. Create volunteer opportunities for members of community

11. The Orientation Chair(s)

- 11.1. Be in charge of Frost Week and Frosh Week
- 11.2. Review, edit and update the Orientation Package with the Assistance of the President prior to the end of the Winter Term;
- 11.3. Build strong professional relationships with external and internal affiliates of Bethune College Council;
- 11.4. Submit an initial budget to the Vice-President Finance and Bethune College Council for approval by May 14;
- 11.5. Submit weekly budget updates (after approval of the initial budget) with full details to the VP Finance starting May 21;
- 11.6. Contact vendors and negotiates contracts in conjunction with the BCC Vice-President Finance and with the approval of Council;
- 11.7. Hire, train and supervises bosses, frosh leaders and other orientation support as needed with support from the Orientation Committee;
- 11.8. Conduct 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;
- 11.9. Meet weekly with the Orientation Committee of Bethune College Council starting the week of May 14;
- 11.10. Meet 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;
- 11.11. Attend all Bethune College Council meetings to give a progress report on the status of orientation plans and budget;
- 11.12. 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;
- 11.13. 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;

- 11.14. The Orientation Committee and Council must approve of all events that will be taking place during frosh week and with the orientation budget;
- 11.15. 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.
- 11.16. Comply with all Bethune College Council financial procedures as outlined and detailed by the Vice-President and with support from the Orientation Committee;
- 11.17. Finalize all Social Orientation finances within 14 business days of Social Orientation ending;
- 11.18. Attend all YODA/SCLD sanctioned meetings;
- 11.19. Work with the Bethune Masters' Office and SCLD with any obligations and requirements that they may need;
- 11.20. Work in tandem between SCLD and Bethune College between regular office hours throughout the summer term;
- 11.21. Submit a final detailed report (including event details as well as financial information) along with recommendations by September 30th of the given year;
- 11.22. Attend all summer general meetings;
- 11.23. Attend all activities during the Bethune Orientation Week;
- 11.24. Be available on a daily basis during Orientation week, and one week prior to Orientation;
- 11.25. Have previous experience in social programming and outstanding organization skills;
- 11.26. Not commit to another full time position;
- 11.27. Have previously participated in Bethune Social Orientation week as a captain, leader, or o-chair;

- 11.28. 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;
- 11.29. 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;
- 11.30. Have the frost week budget completed and approved one month in advance
- 11.31. Coordinate frost week events with other colleges through YODA and SAYU, with the help of the Vice- President Social as needed.