



**BETHUNE ATHLETIC COMMITTEE  
CONSTITUTION**

**2015-2016**

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## Introduction

The Bethune Athletic Committee (BAC) seeks to promote participation in both Intramural and Recreational events offered by York University to the Bethune community.

## Article I: Interpretation of the Constitution and General Remarks

### 1.1 Interpretation of the Constitution

- a. The Bethune Athletic Committee hereinafter referred to as “BAC” shall be the sole authority for the interpretation of this constitution. Further, the interpretations of any sections, which are deemed to be absent from this Constitution, shall be left entirely in the hands of the BAC.

### 1.2 General Remarks

- a. The constitution shall come into effect May 1<sup>st</sup>, 2015, and shall give guidance to succeeding Committees;
- b. Any previous Constitutions of the BAC are hereby repealed, and all legislation, motions or acts of the BAC inconsistent with this Constitution are hereby revoked; and are done so in the best interest of the community
- c. Should any Article, section or subsection of this Constitution be deemed by any member of BAC to require further and official clarification in the best interest of the BAC and Bethune community, a current member of the BAC may propose a motion at a regular meeting of the BAC. This proposed clarification shall be accepted upon a two-thirds affirmative vote by the BAC, and providing that any such clarification does not contradict the Articles and Sprit of this Constitution. Such an approved clarification shall be recorded in the BAC minutes, and shall be appended, on a separate sheet, to the BAC copy of this constitution.

## Article II: Privileges and composition of the Bethune Athletic Committee Membership

### 2.1 Privileges of BAC Membership

All members of BAC shall be entitled:

- a. To have reasonable access to the BAC’s property;

- b. To attend all meetings of the BAC
- c. To propose or second the proposal of amendments to this constitution, in accordance with procedures set out below;
- d. To participate in any and all activities sponsored by the BAC;

## 2.2 Composition of the BAC

The executive committee of the BAC shall include:

- a. The Chair (Referred as The Vice-President Athletics with the Bethune College Council)
- b. The Director of Operations
- c. The Director of Communications
- d. The Director of Promotions

The general committee of the BAC shall include:

- a. Senior Members
  - i. The Residence Representative
  - ii. The Lassonde School of Engineering Representative
  - iii. The Student Ombuds Services Representative
  - iv. The Alumni Representative
  - v. Senior General Members
- b. General Members
  - a. General Members
  - b. First Year Representatives

## 2.3 The Executive Members of BAC

- a. The BAC executive shall consist of a minimum of 4 members
- b. The executive committee will be hired/elected by the outgoing BAC executive team at the conclusion of the Intramural season.
  - i. In the case where the outgoing executive team votes to proceed via election for the newly incoming executive team, a meeting must be held with all the current BAC members for executives to be elected.
  - ii. For an executive committee election, only positions that are not associated in the Bethune College Council elections will be determined.
  - iii. In a BAC election, members may run for a second position, if the member was unsuccessful in obtaining their first desired position.
  - iv. If the outgoing council decides to select the newly incoming executive team via a hiring process, the hiring committee will consist of; outgoing chair, outgoing director of operations, outgoing director of communications, outgoing director of promotions and incoming chair

- c. Students who have not been apart of the BAC within the previous two Intramural seasons, may not be eligible to run for an executive position on the BAC.
- d. Executive members must be current York University students who are enrolled in at least 9 credits in both the fall and winter semesters. Should an individual no longer be able to meet this criteria during the year they shall vacate the position on the executive committee immediately. A by-election will be held at the next scheduled BAC meeting to fill the vacant position.
- e. Executive members must participate in a minimum of 6 team sports and a minimum of 4 individual sports in the Intramural season
  - i. 50% of the required sports must be played by the conclusion of the first half of the Intramural season
- f. Executive members must participate in both RAGE sports events during the Intramural season

## **2.4 The Senior Members of BAC**

- a. The senior members of BAC shall be hired by the outgoing BAC executive and incoming Chair at the conclusion of the Intramural Season
- b. Students who have not been apart of the BAC within the previous two Intramural seasons, may not be eligible to run for an executive position on the BAC
- c. Senior members must be current York University students who are enrolled in at least 9 credits in both the fall and winter semesters. Should an individual no longer be able to meet this criteria during the year they shall vacate the position as senior member immediately. The executive committee at that time shall fill the vacant position via a hiring process.
- d. Senior members must participate in a minimum of 4 team sports and a minimum of 3 individual sports in the Intramural season
  - a. 50% of the required sports must be played by the conclusion of the first half of the Intramural season
- e. Senior members must participate in at least one of the RAGE events during the Intramural season

## **2.5 The General Members of BAC**

- a. The general members of BAC shall be hired by the newly appointed BAC executive team at the introduction of the new school year
  - i. The first year representatives may be hired/elected by the BAC at the introduction of the new school year
    - i. In the case where the BAC votes to proceed via election for the newly incoming first year representatives, a

meeting must be held with all the current BAC members for executives to be elected.

- b. General members must be current York University students who are enrolled in at least 9 credits in both the fall and winter semesters. Should an individual no longer be able to meet this criteria during the year they shall vacate the position as senior member immediately. The executive committee shall decide whether or not to fill the vacant position.
- c. General members must participate in a minimum of 2 team sports and a minimum of 3 individual sports in the Intramural season
  - i. 50% of the required sports must be played by the conclusion of the first half of the Intramural season
- d. General members must participate in at least one of the RAGE events during the Intramural season

## **Article III: Duties and Responsibilities of the BAC Executive Committee**

### **3.1 Duties and Responsibilities of The Chair**

The Chair shall:

- a. Endeavour to encourage and increase participation of Community members in both Bethune College 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 liaison between the Student Intramural and Recreation Council (SIRC) and the BAC and abide by its Constitution;
- c. 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;
- d. Submit one male and female athlete for SIRC awards
- e. Attend all SIRC meetings and vote on matters of concern brought to the council
- f. Engage in the hiring process of senior and general members
- g. Oversee the promotional methods used by the Director of Promotions
- h. Attend BAC meetings as scheduled and spend at least 5 registered hours in the BAC office per week;
- i. Spend at least 6 hours in an Intramural sports event per week
- j. Be available bi-weekly during the summer semester for meetings

### **3.2 Duties and Responsibilities of The Director of Operations**

The Director of Operations shall:

- a. Maintain the BAC budget, and keeping finances up to date, presenting it to the Chair including breakdowns of incentive programs, teams entered, equipment, and other expenses;
- b. Put together a projected budget for the upcoming year to the Chair at 30 days prior to the start of the new school term. Projected budget shall include money to be spent and allocated
- c. Keep an updated track record on total teams entered for the Intramural season by the college
- d. Track defaults and bonds lost by college during the Intramural season
- e. Keep an update on torch points for college records
- f. Act as a liaison between the Student Intramural and Recreation Council (SIRC) and the BAC and abide by its Constitution;
- g. Submit one male and female athlete for SIRC awards
- h. Attend all SIRC meetings and vote on matters of concern brought to the council
- i. Engage in the hiring process for senior and general members
- j. Oversee the work completed by senior and general members
- k. Attend BAC meetings as scheduled and spend at least 5 registered hours in the BAC office per week;
- l. Spend at least 6 hours in an Intramural sports event per week
- m. Be available bi-weekly during the summer semester for meetings

### **3.3 Duties and Responsibilities of The Director of Communications**

The Director of Communications shall:

- a. Email Bethune community about upcoming sports and events
- b. Email Bethune Master on a weekly basis for upcoming sports and events
- c. Respond to emails on a consistent basis
- d. Notify all members of the BAC via telephone/email of BAC meetings, at least 2 days prior to each meeting
- e. Be an accurate recorder of discussions, motions, decisions, and reports, and of all other business and happenings at BAC meetings
- f. Within 48 hours of the meeting, ensure that the complete minutes of the previous meeting are duplicated and distributed for discussion and approval at the next meeting. Ensure a hard copy of the meeting minutes are filed for records
- g. Engage in the hiring process for senior and general members
- h. Oversee the work completed by senior and general members
- i. Attend BAC meetings as scheduled and spend at least 5 registered hours in the BAC office per week;
- j. Spend at least 6 hours in an Intramural sports event per week
- k. Be available bi-weekly during the summer semester for meetings

### **3.4 Duties and Responsibilities of The Director of Promotions**

The Director of Promotions shall:

- a. To coordinate, develop and present a marketing strategy for the BAC on Intramural sports, events, athletic wear and etc.
- b. Be responsible for the BAC promotions team
- c. Be responsible for monitoring the work of the promotions team and assist them when necessary
- d. Ensure that all promotions are engaging, inclusive, respectful of University policies and appeals to the largest number of students possible
- e. Work alongside the residence representative to promote events throughout the residence
- f. Coordinate the planning and execution of the BAC table at Campus Walk
- g. To ensure that all BAC events, activities, and sales are properly advertised to the commuting students of Norman Bethune College
- h. Ensure frequent updates on the BAC social media pages regarding Intramural sports, events and sales
- i. Take pictures of Bethune Athletics during the Intramural season
- j. Keep maintenance of the Bethune Athletics poster board
- k. Recognizing the Athlete of the Month on social media as well as on the Bethune Athletics poster board
- l. Attend BAC meetings as scheduled and spend at least 5 registered hours in the BAC office per week
- m. Spend at least 6 hours in an Intramural sports event per week
- n. Be available bi-weekly during the summer semester for meetings

## **Article IV: Duties and Responsibilities of the BAC Senior Members**

### **4.1 Duties and Responsibilities of The Residence Representative**

The Residence Representative shall:

- a. Act as a liaison between the residence and the BAC
- b. Encourage residence participation in Intramural sports, events and Bethune Athletics events
- c. Be a member of the BAC promotions team
- d. Ensure that posters and promotional materials are exposed to the greatest amount of Bethune College residence
- e. Attend BAC meetings as scheduled and spend at least 3 registered hours in the BAC office per week
- f. Spend at least 3 hours in an Intramural sports event per week



- g. Be available during Social Orientation for promotions of athletics in Bethune College Residence
- h. Organize and promote at least three (3) team sports and two (2) individual sports during the Intramural season

#### **4.2 Duties and Responsibilities of The Lasonde School of Engineering Representative**

The Lasonde School of Engineering Representative shall:

- a. Act as a liaison between the Lasonde School of Engineering government and the BAC
- b. Encourage participation from students of the Lasonde School of Engineering
- c. Be a member of the BAC promotions team
- d. Ensure that posters and promotional material are exposed to the greatest amount of Lasonde School of Engineering students
- e. Attend BAC meetings as scheduled and spend at least 3 registered hours in the BAC office per week
- f. Spend at least 3 hours in an Intramural sports event per week
- g. Be available during Social Orientation for promotions of athletics in Bethune College and the Lasonde School of Engineering
- h. Organize and promote at least three (3) team sports and two (2) individual sports during the Intramural season

#### **4.3 Duties and Responsibilities of The Student Ombuds Services Representative**

The Student Ombuds Services Representative shall:

- a. Act as a liaison between the Student Ombuds Services and the BAC
- b. Encourage participation from students of the Student Ombuds Services
- c. Engage in the Student Ombuds Services events and meetings
- d. Be a member of the BAC promotions team
- e. Ensure that posters and promotional material are exposed to the greatest amount of Student Ombuds Services students
- f. Attend BAC meetings as scheduled and spend at least 3 registered hours in the BAC office per week
- g. Spend at least 3 hours in an Intramural sports event per week
- h. Organize and promote at least three (3) team sports and two (2) individual sports during the Intramural season

#### **4.4 Duties and Responsibilities of The Alumni Representative**

The Alumni Representative shall:

- a. Act as a liaison between the Alumni committee and the BAC

- b. Endeavour to encourage and increase the Alumni's participation in Intramural sports, Bethune Athletic events and gear
- c. Be a member of the BAC promotions team
- d. Ensure that posters and promotional material are exposed to the greatest amount of Bethune College Alumni
- e. Attend BAC meetings as scheduled and spend at least 3 registered hours in the BAC office per week
- f. Spend at least 3 hours in an Intramural sports event per week
- g. Organize and promote at least three (3) team sports and two (2) individual sports during the Intramural season

#### **4.5 Duties and Responsibilities of Senior General Members**

The Senior General Members shall:

- a. Be a member of the BAC promotions team
- b. Ensure that posters and promotional material are exposed to the greatest amount of Bethune College students
- c. Attend BAC meetings as scheduled and spend at least 3 registered hours in the BAC office per week
- d. Spend at least 3 hours in an Intramural sports event per week
- e. Organize and promote at least three (3) team sports and two (2) individual sports during the Intramural season

### **Article V: Duties and Responsibilities of the BAC General Members**

#### **5.1 Duties and Responsibilities of General Members**

The General Members shall:

- a. Organize, and promote at least two (2) team sports and one (1) individual sports during the Intramural season
- b. Perform call outs for upcoming sports to Bethune students
- c. Assist the BAC with promotions and awareness
- d. Liaise with the Senior Members when necessary
- e. Attend BAC meetings as scheduled and spend at least 2 registered hours in the BAC office per week
- f. Spend at least 2 hours in an Intramural sports event per week

#### **5.2 Duties and Responsibilities of The First Year Representatives**

The First Year Representatives shall:

- a. Endeavour to encourage the participation of the First Year community in Intramural sports, Bethune Athletic events and etc.
- b. Be a member of the BAC promotions team

- c. Ensure that posters and promotional material are exposed to the greatest amount of the Bethune College First Year community
- d. Organize and promote at least two (2) team sports and one (1) individual sports during the Intramural season
- e. Perform call outs for upcoming sports to Bethune first year students
- f. Assist the BAC with promotions and awareness
- g. Liaise with the Senior Members when necessary
- h. Attend BAC meetings as scheduled and spend at least 2 registered hours in the BAC office per week
- i. Spend at least 2 hours in an Intramural sports event per week

## **Article VI: Conduct of Business**

### **6.1 Meetings**

- a. The executive committee shall meet bi-weekly during the summer semester for meetings regarding planning of upcoming Intramural Season
- b. During the Intramural season the executive committee shall meet on a weekly basis regarding upcoming sports, issues and etc.
- c. The BAC shall meet for the first time no later than 72 hours after the committee has been officially hired and 96 hours prior to the first Intramural event of the season
- d. General BAC meetings shall be conducted bi-weekly during the Intramural season
- e. The last meeting of the year will be devoted to constitutional amendments.
- f. All such meetings shall be notified to the BAC 2 days prior to the meeting by the Director of Communications
- g. Special meetings shall be called by the Chair
- h. At least 50 percent of the members must be present before issues can be voted upon. This shall herein be referred to as quorum.
- i. The rule of majority shall apply in the transaction of all business. A tie vote is considered a loss

### **6.1 Constitutional Meetings**

- a. The Chair shall schedule a year-end constitutional meeting following the Intramural Banquet
- b. This meeting will be devoted to the discussion of proposed amendments to the BAC constitution
- c. Any BAC member may propose an amendment as long as it is submitted in writing to the Chair 24 hours before the Constitutional meeting.

- d. The rule of majority shall apply in the transaction of all business. A tie vote is considered a loss

## **Article VII: Suspensions and Impeachment**

### **7.1 Grounds for Suspensions and Impeachment**

- a. Incompetence;
- b. Misappropriation of BAC 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 BAC;
- e. Failure to attend two (2) meetings in a school term without advance notice;
- f. If a committee member is habitually late for meetings of committee, consistently misses office hours, or consistently fails to perform his/her duties;
- g. Any member who is suspended more than once shall immediately be considered for impeachment;
- h. Motion to suspension and impeachment may be handed by the members of the executive committee, and voted upon. The motion may only uphold if won by a majority vote. A tie vote is considered a loss

### **7.2 Warnings**

- a. If a member violated any of the listed offenses (minus b. c. e.), they may be put up for a warning by the executive committee
- b. All warnings are to be given out by the executive committee in writing to the member
- c. Once a member reaches three warnings in a term, that member may be put up for suspension or impeachment

### **7.3 Suspension**

- a. If a member violated any of the listed offenses, they will be put up for suspension
- b. A member of the BAC shall not be suspended for more than 14 days, unless the committee deems its necessary;
- c. Unless the executive committee otherwise declares, where a member is suspended from the committee, that member shall be suspended from all committee related duties.
- d. The suspended member shall not have access to the BAC/BCC office area and material during the time of suspension

- e. If a member of the executive committee is suspended, then the potential honoraria for that member shall be reduced accordingly

## **7.4 Impeachment**

- a. If a member of council violated two or more of the listed offenses they shall be put up for impeachment
- b. If a member of the executive committee is impeached, then the potential honoraria for that member is forfeited
- c. Any member who is suspended by the Intramural Coordinator for actions under the SIRC handbook, Article 11.2.a.2, 11.2.a.3, 11.2.a.4, shall be immediately be considered for impeachment
- d. Before voting on an impeachment, the BAC shall summon the person concerned to explain and clarify the matter. Failure to attend the summoning, the member forfeits their right to clarify any matters.
- e. When a member is impeached from the committee, that member shall no longer have access to the BAC/BCC office area and material

# **Article VIII: Honorarium Protocols**

## **8.1 Honorarium**

- a. In this article, "Honorarium" means financial remuneration as recognition as dedication towards committee activities
- b. The total amount of Honoraria elected awarded to all executive members of each the committee shall be no greater than 13% of the total Committee Operating Budget.
- c. The committee shall disperse the honoraria, through two instalments: first instalment at the conclusion of the first term and second instalment at the conclusion of the second term

## **8.2 Honorarium Meeting**

- a. The Chair will hold the honorarium meeting at the end of each term. All honoraria entitled members are invited and met one-on-one with the Chair to discuss their honoraria for the term.
- b. All honoraria-entitled members are to present a write-up of what they have done in the term. This will include:
  - i. Have you met all your required duties listed in the constitution?
  - ii. Did you face any issues during the term?
  - iii. What can be improved for the next term?
- c. During the one-on-one meeting with the chair, the honoraria-entitled member will present what they have done for the committee. Any extenuating circumstances which may have affected his/her performance can be raised here

- d. The Chair will decide whether the member shall receive full honorarium for the specific term

## **Article IX: Bethune Athletic Committee Awards**

### **9.1 BAC Awards Committee Membership**

The awards committee shall be consisted of:

- a. The Chair
- b. The Director of Operations
- c. The Director of Communications
- d. The Director of Promotions

### **9.2 BAC Awards**

The BAC Awards committee shall manage all awards related to Bethune Athletics, which consist of:

- a. Male Rookie of the Month
- b. Female Rookie of the Month
- c. Male Athlete of the Month
- d. Female Athlete of the Month
- e. Sport MVP (recipient shall be deemed per sport)
- f. BAC Best Captain/Coach of the Year
- g. BAC Sportsmanship Award
- h. BAC Male Rookie of the Year
- i. BAC Female Rookie of the Year
- j. BAC Male Athlete of the Year
- k. BAC Female Athlete of the Year

### **9.3 Guidelines and Eligibility for BAC Awards**

- a. Members of SIRC (Chair, and Director of Operations), are ineligible to win an individual achievement award
- b. Any individual receiving a major suspension from the Intramural Coordinator during the Intramural season is ineligible to receive any BAC awards
- c. The awards committee will determine the recipients of individual athletic awards on the followed tiered criteria:
  - i. Participation
  - ii. Athleticism
  - iii. Sportsmanship and Leadership
  - iv. Championships
- d. All individuals for the awards listed in article 10, section 10.2 a-e, will be recognized at the year-end Bethune Athletics Night

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- e. All individuals for the awards listed in article 10, section 10.2 f-k will be recognized at the year-end Bethune College Formal.
  - f. Recipients of individual awards listed in article 10, section 10.2 f-k will have their names engraved in the plaque associated with their award. Plaques will be hung in the Bethune Athletics office