

Badminton Club at York University (YUBC)  
Constitution – Last Updated September of 2020 by Jordan Lau.

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**Preamble:**

The Badminton Club at York University (YUBC) is established for the purpose of promoting and fostering participation, competition, sportsmanship and instruction in the sport of badminton. The club will provide a time, place, and resources to those who wish to learn and play recreational and competitive badminton.

**Article I. Name:**

The official name of the club will be the “Badminton Club.” Unofficially, the name of the club will be known as the “York University Badminton Club,” or “YUBC.”

**Article II. Interpretation:**

1. In this Constitution:
  - a. The term “Club” refers to all the members of the Badminton Club at York University.
  - b. The term “Constitution” refers to this constitution.

- c. The terms “Exec” or “Executive” or “Executive Member” refers to the officers of the Badminton Club at York University.
  - d. The term “Member” refers to any current member of the Club.
  - e. The term “School” refers to York University.
2. The Executive Team will be the sole interpreter of the constitution and will be responsible for making all members aware of its content and ramifications.

### **Article III. Membership:**

1. Membership in the Club may be bestowed upon any person who:
  - a. Is a current member of the York University community including full or part-time students, undergraduate students, graduate students, faculty and staff.
  - b. Has completed an application form, and
  - c. Has submitted the full year or term membership fee (see Article IV).
2. Faculty, staff or alumni are eligible for associate membership but shall not be eligible to become an Exec or vote.
3. Members who are flagged by the Executive to be disruptive and/or promoting an unsafe environment may have their membership reviewed and/or revoked without refund.
4. If a Member wishes to withdraw from the club for any reason, membership costs will not be returned.
5. Executive Members shall concurrently hold Member status in the Club.
6. Full Year Membership in the Club shall terminate at the end of the current winter term (Semester 2).
7. One Term (Fall or Winter) Membership in the Club shall terminate at the end of the member’s registered term.

### **Article IV. Fees:**

1. Every Member including the Executives shall pay the annual membership fee of the Club. The fee is to be set by the Executive on an annual basis to offset the cost of materials provided to members.
2. The dues are \$15 for the Fall AND Winter terms.
3. The dues for either Fall or Winter is \$10/term.
4. The Club is non-profit and therefore any money taken by the Executive Team will be put towards the operation of the Club including the purchase of shuttles, racquets, nets, and special events.

5. For the Executives' time and commitment for the entire year, the full year membership fee will be returned at the end of the school year.
6. Any Executive that has their status as an Executive removed before the end of the school year shall be demoted to Member and the full year membership fee will not be returned.

#### **Article V. Executive Team:**

1. The Executive Team may consist of:
  - a. President
  - b. Vice President of Operations
  - c. Vice President of Finance
  - d. Vice President of Team Affairs
  - e. Event Coordinator
  - f. General Executive(s)
  - g. Marketing Director
  - h. Human Resource Manager
  - i. Alumni
2. Membership fees will be decided by the Executive Team.
3. The Constitution will be reviewed annually by the Executive Team.
4. For motions of constitutional amendment.
  - a. Constitutional amendments and ratifications may be conducted online or through telephone.
5. In order to pass a motion during an Executive Meeting, over 50% Executive attendance is required.
6. Absent Executive(s) must be informed of all matters discussed in a meeting as soon as possible.
7. The Executive team shall:
  - a. Promote badminton at York University by communicating, helping, and playing with Members of the club.
  - b. Be dedicated to the expansion of club membership by suggesting ideas and implementing them.
  - c. Commit weekly to club activities.
  - d. Participate in the organization of all club events.
  - e. Assist in Social Media management.
  - f. Actively participate in all aspects of the club.
  - g. Be responsible for transitioning incoming executives.
  - h. Assist other executives in their tasks.
8. Executive team positions, excluding the President, may be left vacant under the discretion of the current executive team.

#### **Article VI. Procedures of the Executive Team:**

1. Mandatory monthly or pre-event Executive meetings.

2. The President would be responsible for calling any meetings with the club.
3. Where the President is not available, the Vice-President would be responsible for calling and holding the meetings.
4. At least one week's notice is required before any meeting is held.
5. Urgent meetings in which one weeks' notice cannot be satisfied, the President must provide and ask all Executive Members the same questions in person or any other method for any decisions regarding the Club. Once all Executive Members have been informed and or voted on the meeting's content, the President will announce the results to all Executive Members by a method that retains all the Executive Team's contributions.
6. All members of the Executive Team are obligated to have voting privileges during meetings.
  - a. In the event of a tie, the President shall have the final deciding authority.
7. All explicitly expressed conflicts shall be resolved through referendum within the executive team.
  - a. All executive team members may initiate a referendum.
8. Position vacancies will be occupied by the immediate less-senior position in lexical order. In the event of a vacancy the Vice President of Finance will succeed a vacant presidential position; Human Resource Manager will succeed a vacant Vice President of Finance position; Marketing director will succeed a vacant Human Resource Manager position; most senior General Executive, according to his or her term in office, will succeed a vacant marketing director position.
  - a. Succession as a result of position vacancies may be rejected by the successor candidate, in such event, all current members of the executive team may cast an equal vote to appoint a successor. In the event of a tie, the most senior executive, by position and pursuant to article 6(8), will cast an additional and deciding vote.

## **Article VII. Duties of the Executives:**

### **a. Role and Responsibilities of the President:**

1. The President shall ensure that the Club follows all rules and regulations set by the University.
2. The President is in charge of registering and renewing the club.
3. The President must organize all Executive Team and General Member meetings.
4. The President must coordinate each Executive Members' roles so the Club functions smoothly.

5. The President shall oversee all duties and manage communication between the Executives.
6. The President will facilitate Executive evaluations.
7. The President will have access to the funds of the Club, but the Vice President Finance must approve all of his or her actions regardless of the circumstances.
8. The President will organize the Elections for the upcoming year before the end of the school year.
9. While every member of the Executive Team has equal standing/say/power/authority in making decisions, only the President may vote twice in the event of a tie.
10. The President, with the Vice President of Operations, must check and respond to the email and mailbox of the Club on a regular basis.
11. Minutes of the meetings of the Club shall be made public and the Club shall make the minutes available upon request to its members.
12. The President may delegate or re-delegate new or existing roles and responsibilities of the executive team.

**b. Role and Responsibilities of the Vice President of Operations:**

1. The Vice President of Operations will assist the President in all the President's responsibilities and Club matters.
2. When the President is unable to organize meetings, The Vice President will conduct them in their place.
3. The Vice President of Operations will take over as president if the current President wishes to resign or is unable to serve his or her post.
4. The Vice President of Operations will supervise and assist the Human Resource Manager in their duties.
5. The Vice President of Operations will ensure that the Vice President of Finance's and Human Resource Manager's paperwork are updated by the end of the week.
6. The Vice President of Operations will be responsible for gathering meeting topics and making the Minutes.
7. The Vice President of Operations, with the President, must check and respond to the email and mailbox of the Club on a regular basis.

**c. Role and Responsibilities of the Vice President of Finance:**

1. The Vice President of Finance must ensure honesty, integrity, accurate reporting and accounting of club funds.
2. The Vice President of Finance holds the exclusive rights to allocate money to pay club debts or expenses with the Executive Team's approval.

3. The Vice President of Finance is responsible for the collection, verification, and archiving of all receipts.
4. The Vice President of Finance is responsible for the submission and follow-through on all fund requests.
5. The Vice President of Finance is expected to collect membership fees personally on a weekly basis.
6. The Vice President of Finance is expected to keep an accurate and timely financial records of the club and an updated spreadsheet must be accessible to all execs at all times. The document may be provided to a member upon reasonable basis.
7. The Vice President of Finance would have the financial responsibility of the club and is the only person allowed to hold the bank card unless it is in the process of transferring to the next Vice President of Finance.
8. The Vice President of Finance is responsible for setting and striking the budgets of the club with advice from the other Executive Team Members.

d. Role and Responsibilities of the **Vice President of Team Affairs**

1. See **Article XII(5)**.

e. Role and Responsibilities of the **Events Coordinator**:

1. The Events Coordinator is responsible for planning and coordinating events such as get-togethers, tournaments, and other activities.
2. The Events Coordinator should work with the VP of Finance and other Executives to ensure that events can operate smoothly and according to regulations.

f. Role and Responsibilities of the **General Executive(s)**:

1. The General Executive(s) is responsible to arrange and ensure all equipment and gym space are safe and are set up at least 5 minutes prior to club hours and taken down to be stored for the next club hours.
2. If the General Executive(s) is unable to open the club on their scheduled day, they are expected to inform other Executives at least 24 hours before the club opens and provide a substitute Executive in a timely manner.
3. The General Executive(s) will aim to develop a positive atmosphere within the Club.
4. The General Executive(s) is/are expected to do an inventory count of all equipment on a daily basis. Inventory depletions or shortages will be immediately reported to the President.

5. The General Executive(s) is/are the one primarily responsible for managing equipment borrowed during club hours.
6. The General Executive(s) is/are the one primarily responsible for membership sign up that consists of a fully completed waiver, full payment received for the registering term/year, and issuing of the membership card.
7. The General Executive(s) is/are must submit all club membership fees and money to VP Finance on a weekly basis.
8. The General Executive(s) is/are primarily responsible to ensure all Club matters are supervised during club hours.
9. The role and responsibilities of the General Executive(s) apply to all YUBC executives, including all executives not explicitly positioned as a “General Executive”.

g. Role and Responsibilities of the **Marketing Director**:

1. The Marketing Director is expected to keep members informed about upcoming tournaments or other such special events.
2. The Marketing Director will primarily update the Facebook group and website with the other Executives.
3. The Marketing Director will be responsible for posting any special events or tournaments via physical postering, email, Social Media, and the website.
4. The Marketing Director is responsible for making the promotional aspects of the club including posters and membership cards.
5. The Marketing Director is responsible for designing the Executive and Member T-shirt(s) with the approval of other Executives.

h. Role and Responsibilities of the **Human Resource Manager**:

1. Managing Executive scheduling for Club hours.
  - a. A minimum of two Executives shall be simultaneously present during all club hours.
  - b. Club hours scheduling shall be released 48 hours prior to the respective club session.
2. Keeping the current membership list up to date on a weekly basis.
3. Managing Executive scheduling for tabling. Each tabling session must include at least 2 Executives.

i. Role and Responsibilities of the **Alumni**:

1. The Alumni is elected by the current Executive Team in April for the following year.

2. The Alumni must have served as a President, VP Operations, or VP Finance in any previous year.
3. If the Alumni is no longer a York University student, they will be exempted from all Execs obligations stated in Article V and Article VI of the constitution.
4. The Alumni shall ensure the Club follows all rules and regulation set by this Constitution as well as upholding integrity in Club decisions and activities.
5. The Alumni must also ensure the Executive Team operates in the best interest of the Club and its members.
6. The Alumni can participate in all Executive activities on a voluntary basis but have no voting power.
7. The Alumni must have complete access to all financial statements, spreadsheets, and receipts of the club. While they have the right to view these documents, they have no right to make any changes to it.
8. It is the responsibility of the Alumni to bring any concerns about the finance of the Club to all Executive members during a meeting.
9. The same person can be re-elected for a maximum of 3 school years.

#### **Article VIII. Code of Conduct:**

(From York University's Code and Rights and Responsibilities of a student)

1. 

Members have the following rights:

  - a. The right to participate in activities for Members at the Club, without harassment, intimidation, discrimination, disruption or acts of violence.
  - b. The right to freedom of inquiry, expression and assembly during club activities.
  - c. The right to fair procedures in proceedings under this Constitution.
  - d. The right to respect for one's person and property.
  - e. The right to privacy of personal information.
    - i. Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation, and or marital or family status of the individual;
    - ii. Information relating to education and financial transactions in which the individual has been involved;
    - iii. Address or telephone number of the individual;



- iv. Personal opinions or views of the individual except where they relate to another individual and the views or opinions of another individual about the individual.
2. Members also have the following responsibilities:
- a. The responsibility not to disrupt or interfere with Club activities (e.g. club hours, Social Media, tournaments, social events, and tabling.)
  - b. The responsibility to behave in a way that does not harm or threaten to harm another person's physical or mental wellbeing.
  - c. The responsibility to uphold an atmosphere of civility, honesty, equity and respect for others, thereby valuing the inherent diversity in our community.
  - d. The responsibility to consider and respect the perspective and ideas of others, even when the Member does not agree with their perspective or ideas.
  - e. The responsibility to respect the property of others including the property of the Club.
  - f. The responsibility to be fully acquainted with and adhere to Club policies, procedure or rules.
  - g. The responsibility to respect the privacy of personal information of others and treat disciplinary outcomes as confidential.
  - h. The responsibility to obey public laws.

**Article IX. Allegations of Wrongdoing & Disciplinary Action:**

- 1. The accused gets a fair chance to defend themselves.
- 2. The decision making is done by the Exec, unless an Exec(s) is directly involved.
- 3. Individuals that do not promote fair play of the game within the club and to its members.
- 4. If a Member or Exec is accused of theft or deliberate damage of club equipment. If any of the two are present, the following actions would be taken by the club.
  - a. Membership of the member with conflict would be temporarily suspended from the club until an Executive decision has been made.
  - b. A meeting with the Executive members of the club will be held, and a collective consensus would be made to determine the treatment of the member.
  - c. If the agreement to remove the member from the club is to be made, no refund of membership fees would be given to the member or other club membership benefits.

### **Article X. Conflict of Interests:**

Any member of the club will be considered guilty of conflict of interest if, either for himself/herself or some other person(s), attempts to promote a private or personal interest which results or appears to result in the following:

1. An interference with the objective exercise of his/her duties in the Club.
2. A gain or advantage by virtue of his or her position in the Club.
3. If a member of the club foresees a potential conflict of interest, they must notify the President in writing immediately. The Exec team will then vote to decide how the situation will be managed.

### **Article XI. Elections:**

1. The election of the next Executive Team shall be held annually in the month of March or April.
2. The election date will be announced via Facebook and in regular club hours in the weeks leading up to the election date for at least two weeks.
3. The election will be chaired and the votes will be counted by a Member, as selected by the Executive Team. This person shall be called the Chief Returning Officer (CRO). The CRO shall vote only if there is an even number of votes to be cast.
4. Voting for Executive positions shall be held by secret ballot and prepared by the current President and Vice President.
5. Should a tie occur for a given position, there will be a runoff between the candidates. It will be a secret ballot. The candidate who secures the majority of the votes will be declared that position for the next academic year.
6. The new Officers will officially take office in the fall semester of the following academic year, but will be responsible to prepare the Club during the summer.
7. The current Executive Team is responsible to train and guide new Officers in their position.
8. Any Member of the Club may run for any position on the Executive Team, with the exception of the position of President, who must have served at least one full year as an Executive from any previous years. Current Executive Team members may run for any position for the next academic year provided that he/she will still be affiliated with York University for the full year.
9. For the position of the Alumni, any previous President, VP of Operations, or VP of Finance (as of 2016) may be elected by the

current Executive Team. There can be a maximum of 2 Alumni for any given school year. On a reasonable basis, if a Member of the Club has contributed significantly to Badminton at York University and with the approval of the Executive Team, the Member may run for the position of President.

**Article XII. High Performance Team (HPT):**

1. The HPT shall be managed by appointed coaches, the President, the Vice President of Finance, and the Vice President of Team Affairs.
  - a. All HPT matters will be settled via vote with the participation of all appointed coaches, the President, the Vice President of Finance, and the Vice President Team of Affairs.
    - i. In the event of a tie, the majority decision within the votes of the President, Vice President of Finance, and Vice President of Team Affairs shall strike as the deciding vote.
  - b. Coaches shall be appointed by YUBC through a vote with the participation of only the President, Vice President of Finance, and Vice President of Team Affairs (hereby the “Senior Execs”).
  - c. Voting privileges of coaches must be explicitly granted by a vote from the Senior Execs.
  - d. The number of appointed coaches, their roles and responsibilities, and any contractual details, including salary, shall be under the discretion of the Senior Execs.
2. All players on the HPT must enroll in YUBC membership within 30 days of his/her acceptance onto the HPT in order to participate in any High Performance Team activities.
3. HPT may request funding from the Club but the decision is entirely made by the Executive Team of the Club. However, the majority of the money made from the recreational stream should be used on recreational activities.
4. The membership and training format of the HPT shall be decided by a motion with the participation of coaches with voting privileges, and the Senior Execs.
5. The President, Vice President of Finance, and Coaches with voting privileges shall appoint a Vice President of Team Affairs via a vote.
  - a. The Vice President of Team Affairs must be a veteran HPT athlete and a YUBC member.
  - b. The Vice President of Team Affairs is required to perform the same duties as the General Executive(s) of YUBC.

- c. The Vice President of Team Affairs shall assist in HPT affairs by attending and voting in team meetings, and by completing HPT related tasks delegated to him/her under the discretion of the President.
- d. The Vice President of Team Affairs shall attend all HPT training sessions and be responsible for organizing and maintaining HPT equipment.

### **Article XIII. Amendments:**

This constitution must be recognized as a living document in constant need of criticism. It can be amended at any time as follows:

1. Any motion to amend the constitution must be publicized two weeks prior to the vote, along with a written account of what is to be changed in the constitution and reasons why it is being done. This motion must receive final ratification at a subsequent meeting of the Club.
2. Any member who has paid membership fees may submit motions in writing to the Executive Team to change any part of the Constitution.
3. Eligible voters include the current YUBC executive team.
4. Voting shall be by secret ballot.
5. Publication and voting will be organized by the current Executive Team.
6. A motion must receive 1/2 of the votes cast to be approved and adopted. In the event of a tie, the President shall cast the deciding vote.
7. The President is expected to amend the constitution at the end of the YUBC season; all current YUBC executives must be made aware of amendments and any disagreement shall be resolved by a vote with the participation of the majority of the YUBC executives.

### **Article XIV. Specific Provisions for 2020–2021:**

1. The Fall and Winter membership fee remains at \$15.
2. The one term (Fall or Winter) membership fee is \$10

### **Article XV. Financial Responsibility:**

1. The President and the VP of Team Affairs shall be the signing authorities for the York University Badminton Club (YUBC).
2. The President, VP of Team Affairs, and VP of Finance are responsible as a collective for creating the budget and financial reports as necessary.

3. The signing officers are the only authorities able to sign cheques, whereas the VP of Finance is the one responsible for accessing the bank account.
4. In the event that the York University Badminton Club (YUBC) folds, any remaining funds will be donated to SickKids Hospital.