

BYLAW 6: THE COMPLAINTS PROCESS BYLAW

As passed at the Bethune College Council Meeting on August 22nd, 2024

©2024 Bethune College Council

CONTENTS

SECTION I: GENERAL	3
SECTION II: COMPLAINTS PROCESS	4

SECTION I: GENERAL

1. General

- 1.1. Any member of the York University community shall file a complaint with BCC in relevance to an incident regarding a BCC event, member, or a Regular or Honorary Member of the community;
- 1.2. In the event of a complaint, BCC shall form a confidential Complaints Committee;
- 1.3. The Complaints Committee shall consist of the Executive Vice-President (Chair), the President, and the Speaker;
- 1.4. BCC shall carry out the complaints process as outlined in Section II and in accordance with the York Secretariat Regulation Regarding Student Organizations;
 - 1.4.1. In the event of contradictions, the York Secretariat Regulation Regarding Student Organizations shall take precedence over Bylaw 6: The Complaints Process Bylaw.

2. Conflict of Interest

- 2.1. No Member of BCC shall be involved in the complaints process if they were the accused, were involved in the incident being reported, or be in a position that affects or is likely to affect their impartiality and/or bias in the process;
- 2.2. In the event that the Executive Vice-President has a conflict of interest, the responsibilities of the Chair of the committee shall be delegated to the President, the Speaker, or any other member of BCC, in that order of precedence;
- 2.3. In the event of a conflict of interest, the Member of BCC shall be replaced with another Member of BCC by the Chair of the Complaints Committee.

SECTION II: COMPLAINTS PROCESS

1. General

- 1.1. The complaints process shall remain entirely confidential, barring the Complaints Committee, the complainant(s), the accused, and any other witnesses and/or persons of interest;
- 1.2. The entire process shall be documented meticulously by the Chair of the Committee and the record shall be available to the Complaints Committee at all times.

2. Submission of Complaint

- 2.1. All complaints shall be submitted to the Executive Vice-President via email to bccevp@gmail.com;
 - 2.1.1. In the event of the Executive Vice-President having a conflict of interest, the complaint shall be submitted to the President via email to bethunepres@gmail.com, or the Speaker via email to bethunespeaker@gmail.com;
- 2.2. Upon receipt of complaint, the Complaints Committee shall provide a written response to the complainant(s) within 72 hours of receipt. This response shall include a detailed timeline for the complaints process and when the resulting decision will be announced.

3. Complaint Investigation

- 3.1. The Complaints Committee shall investigate the complaint in as much detail as possible without breaking confidentiality;
- 3.2. The complainant shall be offered a meeting with the Chair five (5) business days within receipt of the complaint to provide further information and any clarification necessary. The Complaints Committee shall be in attendance;
- 3.3. Any witnesses and/or persons of interest shall be contacted and interviewed within ten (10) business days of receipt of the complaint. The Complaints Committee shall be in attendance;
- 3.4. The Complaints Committee shall meet within fifteen (15) business days and discuss the report compiled by the Chair.

4. Result of the Complaint

- 4.1. The Complaints Committee shall render a decision within 21 business days of receipt of the complaint;
- 4.2. The decision shall be based on the severity and impact of the actions regardless of the intention of the accused;
- 4.3. Should the complaint be against a BCC Member, the resulting actions can include, but are

not limited to, verbal reprimand, letter of censure, revoked or reduced honorarium, and impeachment from BCC;

- 4.4. Should the complaint be against a Regular or Honorary Member of Bethune, the resulting actions can include, but are not limited to, verbal reprimand, restricted ability to attend events, and restricted access to BCC spaces, services, and resources;
- 4.5. Once the Complaints Committee has determined its decision, the resulting decision shall be provided to the complainant in writing along with a final copy of the report from the Chair. The resulting decision shall also be announced to BCC at the following Regular Meeting.