

Kinesiology, Sport, and Recreation Student Society

Constitution 2019/2020

[Updated 10/16/2019]

### ***Mission Statement***

KSRSS is an undergraduate run organization serving to represent and support all students in the Faculty of Kinesiology, Sport, and Recreation by acting as a facilitator between the students and the faculty members. It provides essential academic, social and general information, and serves to enrich the student experience through various social events and student services.

### ***Article 1: Name and Purpose***

#### ***I.I Name***

The name of the organization shall be the University of Alberta Kinesiology, Sport, and Recreation Student Society, hereinafter referred to as KSRSS.

#### ***I.II Compliance***

The student group operates at the University of Alberta, subject to University of Alberta

- i) [and Recreation Services
- ii) and Students' Union
- iii) and Graduate Students' Association
- iv) and Faculty of Kinesiology, Sport, and Recreation]

policies and procedures. This group will also comply with all local, provincial, and federal laws and procedures.

#### ***I.III Objectives and Goals***

This group shall operate for the purpose of:

- i) Providing opportunity for students to participate, organize and promote professional, academic and social activities.
- ii) Representing student views in matters concerning staff-student relationships, and act as a liaison to facilitate issues of concern between the two groups.
- iii) Creating an optimal student experience, especially extracurricular, for all students in the faculty, and help all students create long lasting friendships and memories.
- iv) Fostering and promote the positive image of students in the Faculty of Kinesiology, Sport, and Recreation campus wide.
- v) Promoting and developing communication of career opportunities.
- vi) Fostering friendships and mutual understanding among its members.

## ***Article II: Membership and Eligibility***

### ***II.I Membership***

- a) A membership in the group is open to students of the Faculty of Physical Education and Recreation and is subject to membership requirements outlined in the University of Alberta's student group procedures. Eligible individuals who wish to become part of the group must indicate this by running in the executive election in November or applying to be a committee member in December of each year.
- b) The group will be registered with the University of Alberta
  - i) [and Recreation Services
  - ii) and the Students' Union
  - iii) and the Graduate Students' Association]
- c) The classes of membership that exist in the group are as follows.
  - i) General Member: General Members All undergraduate students registered in the Faculty of Kinesiology, Sport, and Recreation are granted Membership in KSRSS.
  - ii) Council Member: A council member is defined as any student who is appointed to a council position by the incoming executive or who is appointed to temporarily assume duties of a vacant council member. Council members must uphold the duties of their position defined by Article VI.II: Established Committees. Council member are not able to vote on all group matters.
  - iii) Executive Member: An Executive Member is defined as any student member who is elected to an executive position or who is appointed to temporarily assume duties of a vacant executive position, while that individual is in that role. Executive members must uphold the duties of their position defined by Article IV: Executive Members. Executive Members are able to vote in all group matters.
- d) The conditions of membership in the group are as follows:
  - i) To remain in good standing, a member must attend at least one group meeting or event over an academic year and have their attendance recorded by the VP Internal.
  - ii) A member in bad standing is defined as any member who has not attended any group meetings and events over the preceding calendar year, or who has clearly and purposefully worked against the group's stated purpose and objectives.
  - iii) All members in bad standing will be given written notice of this fact by the executive committee, and will be given 30 days from the receipt of this notice to have a formal meeting with the executive council to discuss how they can regain good standing and will be given 3 months from the written notice to either attend a group event or meeting,

to plan a group event, or to propose an alternate measure to amend the member's participation. If a member in bad standing fails to communicate with the executive committee within that time, their membership privileges will be revoked until the next academic year.

## ***II.II Membership Dues***

The group will not charge for membership status.

## ***Article III: Elections***

### ***III.I Eligibility***

- a) In order to be eligible to run and hold office, a member must be in good standing for at least 3 months as of the date of elections and must not be in their last year of study at the University of Alberta.
- b) In order to be eligible to vote in an election, a member must be a General, Council, or Executive member in good standing.

### ***III.II Election Supervision***

Elections will be monitored by the VP Internal and President. If the VP Internal or President plans to run as a candidate, the President will appoint an impartial committee of two, non-candidate, Executive, Council or General Members to promote and supervise the election process as below. The VP Internal or Elections Committee will provide candidates and voting members with information on the elections, campaigning, and all associated procedures, one month prior to voting.

### ***III.III Election Procedures***

- a) Elections will be held at the annual general meeting in November.
- b) Members will declare their candidacy by submitting an application to the VP Internal/Elections Committee.
- c) All eligible members will be given an opportunity to vote by secret ballot. The voting logistics will be determined by the VP Internal/Elections Committee and will be communicated via email to all members on the nomination deadline. Candidates will be eligible to campaign once they have submitted an application to the VP Internal/Elections Committee. Candidates are permitted to act in compliance with the University of Alberta Students' Union Bylaws and Policies (Bylaw 2300: Section 23(1)-33(1))

- d) A candidate must receive a simple majority (50% or 50% with one additional vote) to be elected. If an unopposed candidate does not receive a simple majority, that position is considered vacant.
- e) Executive terms of office begin on the first day of the month following elections and run for a period of one year.

### ***III.IV Appeals and By-Elections***

- a) A candidate or General Member may appeal election results within one week of the VP Internal/Elections Committee announcing them.
- b) Should an executive position not be filled or become vacant part way through the year, the President will, with 2/3 executive support, appoint a member to that position.

## ***Article IV: Executive Council***

### ***IV.I Executive Council Members***

The composition of the executive committee shall be entirely University of Alberta Students who are enrolled in the Faculty of Physical Education and Recreation.

The Executive council shall be composed of: President; Vice President Finance; Vice President Internal; Vice President External; Vice President Academic and Vice President Social and Community Development

### ***IV.II Executive Council Mandate***

The Mandate of the Executive Board will be to:

- i) Uphold the vision, values, and objectives of KSRSS.
- ii) Select, appoint, and oversee all KSRSS Council Members.
- iii) Have the power to remove appointed members of the KSRSS Council by two thirds (2/3) majority vote of the Executive.
- iv) All Executives must lead and assist with the planning and coordination of KSRSS activities as identified by the Executive Board.
- v) Each Executive Board Member will produce turn-over packages. The package will be handed in by the AGM each year. All reports will be filed online and used as reference for future council.
- vi) Each Executive Board Member must also commit to at least one Faculty Council or committee
- vii) Dedicate a minimum of one hour per week to office hours.
- viii) Attend Council meetings.
- ix) Chair designated committee meetings.

#### ***IV.III Responsibilities of Executive Council Members***

- a) The President acts as a general liaison between students, professors, and practitioners in the field of Kinesiology, Sport, and Recreation, the main point of contact for all external organizations, possesses signing authority on the group bank account, approves group expenses and is the primary media contact. The President will be responsible for completing the student group's registration process with Student Group Services by the end of November and will lead the following tasks:
  - i) Develop an annual master plan.
  - ii) Ensure KSRSS is registered as a student group.
  - iii) Coordinate, delegate, and oversee all functions of KSRSS.
  - iv) Initiate the planning of KSR CAMP (new KSR student welcome camp).
  - v) Chair, set time/date/location, and create agendas for all Executive Board and KSRSS Council Meetings.
  - vi) Make yearly reports to the Students' Union VP Academic and Student Governance advisor on budget and goals for the upcoming year.
  - vii) Ensure KSRSS has proper representation on Faculty committees and councils.
  - viii) Signing authority on the accounts of KSRSS with the Vice President Finance
  - ix) Key Holder
  - x) If the president is unable to fulfill his/her duties throughout the year, then there shall be an immediate Executive Board vote on which Executive Council member shall take the position.
  - xi) Complete annual training with Student Group Services as part of the registration requirement as outlined in the UAPPOL Student Group Procedure.
- b) The Vice President Finance is primarily responsible for finances during the term of office, and will lead the following tasks:
  - i) Preparation of proposed general budget for the term of office based on calendar of events and past year's records.
  - ii) Curating the group's financial records in compliance with Article VII.
  - iii) Must also complete annual training with Student Group Services as part of the registration requirement as outlined in the UAPPOL Student Group Procedure.
  - iv) Maintaining up to date financial records, reporting financial situations to the Executive Board, and ensuring upkeep and visibility of the financial reporting sheet located on the drive.

- v) Working closely with other Executive Members to create financial reports for every event and final budget reports at the end of every term.
  - vi) Signing authority of KSRSS accounts with the President.
  - vii) Ensure appropriate float, upkeep, and safety of the cash box located in the KSRSS office.
- c) The Vice President Academic is responsible for the academic operations of KSRSS. This includes:
- i) Acting as a liaison between students, professors, and practitioners in the field of Kinesiology, Sport, and Recreation.
  - ii) Broadcast and maximize awareness within the student body of faculty academic programs, information, and scholarship.
  - iii) Ensure awareness of conferences, conference funding, and professional development opportunities within the student body.
  - iv) Responsible for the structuring and chairing of the Academic Committee.
  - v) Maintenance of the KSRSS academic bulletin board.
  - vi) Sit on the Faculty Undergraduate Programs Committee.
  - vii) Oversee the creation of study groups and practice exams.
  - viii) Be the COFA Advocacy representative and shall maintain close liaison with the Vice President Academic of the Students' Union.
  - ix) Work with the faculty concerning academic events and affairs.
- d) The Vice President External is responsible for the following duties. This includes:
- i) Oversee all external matters of KSRSS.
  - ii) Identify and coordinate sponsorship opportunities with local and provincial businesses.
  - iii) Shall be a part of the Health Science Students' Association (HSSA).
  - iv) Be responsible for keeping up to date on University of Alberta and Students' Union risk management policy and receiving approval for all group events.
- e) The Vice President Internal is responsible for the following duties:
- i) Taking minutes at all council meetings and producing copies available to the public within three (3) days of each meeting.
  - ii) Responsible for creating KSRSS phone and email list and distributing it to the appropriate faculty members and equipment room.
  - iii) Oversee collection and filing of all Executive members' term reports and event reports.
  - iv) Manage all risk management documentation, and participant waivers (e.g. KSR CAMP)

- v) Ensure the office is adequately stocked with necessary supplies. Ensure the photocopier in the KSRSS office is well maintained (toner, paper, updated) and can educate others on photocopier protocol.
  - vi) Organizing and distribution of lists for students in the Faculty of Kinesiology, Sport, and Recreation.
  - vii) Ensure all formal outgoing letters and documentation is professionally constructed.
  - viii) Keep monthly calendars posted and visible to all students, updating any KSRSS events, conferences, etc.
  - ix) Maintenance of KSRSS bulletin boards.
  - x) Responsible for overseeing the election campaign, democratic voting process, announcement and transition of new executives and appeals/by-election processes in compliance with Article III.
- f) The Vice President Social & Community Development is responsible for:
- i) Initiate and coordinate all social and charitable activities of KSRSS.
  - ii) Oversee committee formation and activity for every major KSRSS event and reporting back to Council in committee work and progress.
  - iii) Secure formal Event Organizer Training and Proserve Training and inform council of mandatory training dates.
- g) The Vice President Graduation is responsible for:
- i) Initiating the process for Winter Soiree.
  - ii) Organization and planning of graduation rings, photos, and banquet.
  - iii) Acting as a guide of information for upcoming undergraduates, including graduation rings, convocation, and graduation photos.
  - iv) Act as primary event organizer for both the Winter Soiree and Graduation banquets.
  - v) Planning and organizing the Graduation Banquet and the Annual Winter Soirée.

#### ***IV.IV [Other Executive Members]***

- a) Members in bad standing will be removed from the group in compliance with Article II.I.c.iii (Membership).
- b) If an Executive Member fails to fulfill the duties of their position, any General or Executive Member may petition for their impeachment. The VP Internal/Elections Committee is responsible to present the evidence and petition to the group's membership at its next meeting, and the impeachment will pass with a 2/3 vote.

### ***Article V: Council Membership***

The composition of the Council Membership shall be entirely University of Alberta Students who are enrolled in the Faculty of Kinesiology, Sport, and Recreation. The Council Membership shall be composed of two (2) Intramural Representatives, one (1) Graduation Representative, four (3) Academic Representatives and one (1) Events Promotion Representative and one (1) Social Media and Communications Representative.

Duties will be outlined as per Article VI: II (Established Committees)

### ***Article VI: Committees***

#### ***VI.I Committees***

The executive council may strike the formation of additional committees as required.

#### ***VI.II Established Committees***

- a) Academic Committee: The Academic Council will be chaired by the Vice President Academic and will consist of three (3) appointed degree representatives from any of the following disciplines: BSc. Kin, BKin, BKin/BEEd, and BARST. Each member will be responsible for:
  - i) Promoting all relevant academic information to students within their respective degrees/discipline.
  - ii) Maintaining and updating their respective section of the academic bulletin board
  - iii) Acting as a liaison between the students, Executive Board, and Faculty.
  - iv) Organizing study groups and practice exams for their corresponding classes.
- b) Intramural Committee: The Intramural Committee is responsible for the promotion and communication of all Campus Recreation Intramural information to Kinesiology, Sport, and Recreation students. This committee is chaired by the Vice President Internal and will consist of the two (2) Intramural Representatives. Each member will be responsible for:
  - i) The coordination and sign-up of KSRSS intramural teams in Campus Recreation intramurals.
  - ii) The coordination and promotion of KSRSS-driven intramural events, such as Faculty Undergraduate Graduate Games (FUGG) Night.
  - iii) Attending monthly unit manager meetings.
  - iv) Aiding students who are interested in intramural activities.
  - v) Providing strong encouragement for all students to participate in intramurals.

- c) Graduation Committee: The Graduation Committee will be chaired by Vice President Graduation and will consist of one representative for the upcoming year of graduation. The Graduation representative will be responsible for:
  - i) Coordinate Graduation pictures.
  - ii) Coordinate Graduation rings.
  - iii) Create a composite for the graduating year.
  - iv) Organize the Graduation Banquet and any required fundraising.
- d) Events Committee: The Events Committee will be chaired by Vice President Social and Community Development and will consist of the Events Promotion Representative and Social Media and Communications Representative. Events Promotion will be responsible for:
  - i) Assist VP Social and Community Development in coordination all social and charitable activities of KSRSS.
  - ii) Spread the word on upcoming events to ensure awareness of KSRSS events.
  - iii) Complete design forms for upcoming events and pick up tickets/posters when applicable.

Social Media and Communications will be responsible for:

- i) Generate, edit, publish and share engaging content weekly (e.g. photos, videos and news) on all KSRSS relevant platforms.
  - ii) Create a regular publishing schedule and promote content through social advertising on all platforms for KSRSS.
  - iii) Oversee social media accounts' design and update it regularly (e.g. Facebook, Instagram, Snapchat, Twitter, etc.).
  - iv) Communicate with followers/students, respond to queries in a timely manner and monitor student comments concerns directly pertaining to KSRSS.
- Stay up to date with current technologies and trends in social media, design tools and applications.
- e) Clubs Committee: The Clubs Committee will be chaired by the President and Vice President External and is responsible for coordination and oversight of clubs formed in the Faculty of Kinesiology, Sport, and Recreation, providing them support to uphold the mandate of KSRSS and the Faculty of Kinesiology, Sport, and Recreation. The committee will be composed of:
    - i) KSRSS President.
    - ii) KSRSS Vice President External
    - iii) Appointed Members of student groups/clubs who operate or are affiliated with Faculty of Kinesiology, Sport, and Recreation, up to a maximum of two (2) per club/group

Meeting will be held a minimum of once per academic semester, for a minimum of two (2) meetings per academic year.

- i) Additional meetings can be proposed by any member of the committee, given written notice to all members of the committee thirty (30) days in advance.
- ii) All meetings will run in accordance with Robert's Rules of Order.
- iii) Quorum will be defined as 2/3 of the committee membership.
- iv) Support of individual clubs under the Faculty of Kinesiology, Sport, and Recreation Clubs Committee whether financial or otherwise directly from KSRSS will be subject to committee approval.
- v) Any monetary support of clubs/groups will need to be approved in the annual KSRSS budget, specifically clubs committee expenses.
- vi) Must receive majority support of the clubs committee.
- vii) Financial support of clubs or student groups that fall under the Faculty of Kinesiology, Sport, and Recreation Clubs Committee may be provided by the Faculty of Kinesiology, Sport, and Recreation when seen fit by the administration.
- viii) Funding/Financial support will go through KSRSS and will then be given to the respective club.

#### ***VI.III Membership of Established Committees***

- a) All members are appointed by the Executive Board in January and will remain members until the November of the following year.
- b) Members seeking to become a committee member must apply through the Executive Board by filling out an application and handing it in before the end of the fall semester.
- c) Applications document requirements will be created by the Executive Board.
- d) Established committee members can be dismissed based on a two-thirds (2/3) majority vote of the Executive Board.
- e) Any student enrolled in the Faculty of Kinesiology, Sport, and Recreation who is not in their final year may apply to join KSRSS.

#### ***Article VII: Meetings***

##### ***VII.I Annual General Meeting***

The annual general meeting will be held in November of every year. All members will be notified one month prior to the date of the AGM.

### ***VII.II Meetings***

- a) All meetings will run in accordance with Robert's Rules of Order.
- b) Regular Meetings over and above the AGM will be held when the executive board sees fit and will be open to all membership. Written notice will be provided 2 weeks in advance.
- c) Executive Meetings will be held at least once a month during the regular semester and are open to all members in in an observational or consultative capacity. Written notice will be given two (2) weeks in advance.
- d) Only executives are entitled to vote at meetings. Committee Members may advise Executives but cannot vote as per Article II.I (membership).
- e) Only Executives can propose motions.
- f) Established committees must share their projects at regular meetings.
- g) Meetings will be held minimum once monthly.
- h) The President will chair the meeting. If the president is absent, the Vice President Academic will chair the meeting.
- i) Quorum is defined as (2/3) majority vote of the Executive Membership.

### ***VII.III Quorum***

Quorum for regular meetings is 2/3 of all members. Quorum for executive meetings is 2/3 of the Executive Committee.

## ***Article VIII Finances***

### ***VIII. I Fiscal Timelines***

- a) The group's fiscal year runs from January to December.
- b) The Vice President Finance will be responsible to make deposits every two weeks, or when an amount greater than \$500 has accumulated in the cash box, whichever is sooner.
- c) Bank statements, receipts, grant reports and other financial documents are to be kept in a secure location for one year before being shredded.

### ***VII.IV Budgets***

The VP Finance is responsible for creating and presenting the upcoming fiscal year's budget at a general meeting in the month after elections. The budget will require a 2/3 vote to pass.

- a) Budgets for established committees must be approved by the VP Finance and supplied a minimum of 1 month prior to the event.

### ***VII.V Expenses and Reimbursement***

- a) The VP Finance and President must approve all expenses under the group's name prior to any funds changing hands.
- b) Members may be reimbursed for approved expenses by cheque as long as their reimbursement requests are made via electronic or paper invoice, with original or photocopied receipts, within two weeks of the transaction.

### ***Article VIII: Amendments to the Constitution***

#### ***VIII.I Amendments***

Any General or Executive Member can propose amendments to the constitution at a regular meeting. Once proposed, the amendments will be tabled until the next meeting. The VP (Internal) will notify members of the details of the proposed amendment in the following meeting's agenda. Voting will take place at the meeting following the proposal and 3/4 of the members present must vote in favor of the amendment for it to be passed. Once amended, constitutions should be re-filed with Student Group Services. Should the constitution be amended in the middle of the 3-year constitution cycle, the amendment will be held in force until it is approved by Student Group Services, unless it is contravened by Student Group Services policy, Dean of Students Policy, UAPPOL Student Group Procedure, Code of Student Behavior, SU Bylaw, Municipal, Provincial, or Federal Law, in which case the authority of the highest policy body will retain in force.

### ***Article IX Dissolution IX.I Dissolution***

The group may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which 90 days' notice must have been given in writing to all members. The group is automatically dissolved upon membership dropping below 10 members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to The Steadward Center and the bank account is closed down. Any resources or group assets will be donated to The Steadward Center where appropriate but will not be distributed to individual members.