

**Kinesiology, Sport, and Recreation Student Society
Constitution**

Updated 30-11-17

Mission Statement

Kinesiology, Sport, and Recreation Student Society (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 body of governance for students. 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 policies and procedures. This group will also comply with all local, provincial, and federal laws and procedures.

**[1. and Recreation Services 2. and Students' Union 3. and Graduate Students' Association
4. and Faculty of Kinesiology, Sport, and Recreation]**

I. III Objectives and Goals

This group shall operate for the purpose of:

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

Article II: Membership and Eligibility

II.I Membership

- a) Membership in the group is open to students of the Faculty of Kinesiology, Sport, 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
[1. and Recreation Services 2. and the Students' Union 3. and the Graduate Students' Association]

and general membership will consist of:

- [1. Current students in the Faculty of Kinesiology, Sport, and Recreation]

- c) The classes of membership that exist in the group are as follows.

- i) Council Member: A council member is defined as any student who is appointed to 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 subcommittees. Council member are able to vote on all group matters.
- ii) General Members: General Members All undergraduate students registered in the Faculty of Kinesiology, Sport, and Recreation are granted Membership in KSRSS
- 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:

- a) The group will not charge for membership status.

Article III: Elections and Eligibility

III.I Elections and 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

- a) Elections will be monitored by the VP Internal. If the VP Membership 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 only be given time at the annual general meeting to campaign, any other forms of campaigning will be deemed means for termination of candidacy
- 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 partway 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

- a) The composition of the executive committee shall be entirely University of Alberta Students who are enrolled in the Faculty of Kinesiology, Sport, and Recreation.
- b) 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

- a) The Mandate of the Executive Board will be to:
 - i. Uphold the vision, values, and objectives of KSRSS Select, appoint, and oversee all KSRSS Council Members
 - ii. Have the power to remove appointed members of the KSRSS Council by a two thirds (2/3) majority vote of the Executive
- b) Roles and responsibilities of the Executive Board and its members will be:
 - i. All Executives must lead and assist with the planning and coordination of KSRSS activities as identified by the Executive Board
 - ii. Each Executive Board Member will produce two typed term reports. One by the December 20th and another by May 20th. All reports will be filed appropriately in the KSRSS office and used as a reference for future council.
 - iii. Each Executive Board Member must also commit to at least one Faculty Council or committee
 - iv. Dedicate a minimum of one hour per week to office hours.
 - v. Attend Council meetings.
 - vi. Chair designated committee meetings.

IV. III Responsibilities of Executive Council Members

- a) The President acts as 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 Rookie Camp (first year orientation).
 - 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. The VP Finance will also be responsible for curating the group's financial records in compliance with Article VII.
 - iii. The Vice-President Finance 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. Broadcast and maximize awareness within the student body of faculty academic programs, information, and scholarship
 - ii. Ensure awareness of conferences, conference funding, and professional development opportunities within the student body.
 - iii. Responsible for the structuring and chairing the Academic Committee
 - iv. Maintenance of the KSRSS academic bulletin board
 - v. Sit on the Faculty Undergraduate Programs Committee
 - vi. Oversee the creation of study groups
 - vii. Be the COFA Advocacy representative and shall maintain close liaison with the Vice President Academic of the Students' Union
 - viii. Shall work with the faculty concerning academic events and affairs.

- d) The Vice President External is responsible for the following duties, which include:
- i. Oversee all external matters of KSRSS
 - ii. Shall promote KSRSS externally
 - 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. Taking minutes at all general meetings and producing copies available to the public within three (3) days of each meeting.
 - iii. Responsible for creating KSRSS phone and email list and distributing it to the appropriate Faculty members and equipment room.
 - iv. Oversee collection and filing of all Executive members' term reports and event reports
 - v. Manage all risk management documentation, and participant waivers (e.g. Rookie Camp)
 - vi. 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.
 - vii. Organizing and distribution of lists for students in the Faculty of Kinesiology, Sport, and Recreation.
 - viii. Ensure all formal outgoing letters and documentation is professionally constructed.
 - ix. Work closely to promote KSRSS and associated events to students using tools such as emails, posters, website, letters, social media and strategic class announcements.
 - x. Keep monthly calendars posted and visible to all students, updating any KSRSS events, conferences, etc.
 - xi. Maintenance of KSRSS bulletin boards.
 - xii. 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. Identify and coordinate sponsorship opportunities with local and provincial businesses.
 - iv. Secure formal Event Organizer Training and Pro-serve Training, and inform council of mandatory training dates.

IV.IV [Other Executive Members]

- a) Members in bad standing will be removed from the group in compliance with 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

- a) The composition of the Council Membership shall be entirely University of Alberta Students who are enrolled in the Faculty of Kinesiology, Sport, and Recreation Student Society
 - i. The Council Membership shall be composed of: two (2) Intramural Representatives, two (2) Grad Representatives, four (4) Program Representatives and two (2) Events Promotion Representatives
 - ii. Duties will be outlined as per Article VI: II (Established Committees)

Article VI: Committees

V.I Committees

- a) The executive council may strike the formation of additional committees as required with a 2/3 majority vote.

VI.II Established Committees

- a) **Academic Committee:** The Academic committee will be chaired by the Vice President Academic, and will consist of four (4) appointed degree representatives from each other following disciplines: BPE/Bed, BScKin, BARST, and BKin. Each member will be responsible for:
 - i. Promote all relevant academic information to students within their respective degrees/discipline
 - ii. Maintaining and updating their respective section of the academic bulletin board
 - iii. Act as a liaison between the students, Executive Board, and Faculty
 - iv. Organize study groups for their corresponding classes.
 - v. Update faculty on student's issues and concerns
- b) **Intramural Committee:** The Intramural Committee is responsible for the promotion and communication of all Campus Recreation Intramural information to Kinesiology, Sport, and Recreation Student Society. This committee is chaired by the Vice President Internal, and will consist of the two (2) Intramural Representatives. Specific tasks include:
 - i. The coordination and sign-up of KSRSS intramural teams in Campus Recreation intramurals

- ii. Coordination and promotions of KSRSS-driven intramural events, such as Faculty Undergraduate Graduate (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 The President, and will consist of the Vice President Finance, and one representative for the upcoming year of graduation, and one for the following year. The Graduation representatives 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
 - v. Organizing and facilitating a winter holiday party

- d) **Communications and Events Promotion Committee:** Communications and Events Promotion Committee will be chaired by the Vice President Internal and the Vice President Social and community and the event promotions committee member. These representatives will be responsible for:
 - i. Planning and marketing of all social events that fall outside of the for mentioned events
 - ii. Negotiating sponsorship with local bars/nightclubs
 - iii. Planning and facilitating the annual ski trip

V.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. With exception of the grad representative appointed for the following year as they will complete a two (2) year term

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