

Kinesiology Students' Society Constitution March 2024

Article 1: Name

1.1 The name of the organization shall be the Kinesiology Students' Society, hereinafter referred to as the KSS for short.

1.2 This document serves as the constitution of the KSS and will regulate the activities and affairs of the club.

Article 2: Mission

2.1 The KSS is an association that exists to serve students within the Faculty of Kinesiology. The KSS strives to improve the student experience both socially and academically. The KSS shall address these needs by:

- (a) Organizing a variety of events during the academic school year that promote a sense of community within the faculty,
- (b) Facilitating events, programs, and resources which promote academic success for students of all years,
- (c) Ensuring/updating various means of communication through which all members shall be aware of these events and opportunities,
- (d) Promote and maintain an environment that is welcoming and inclusive for students of all backgrounds (See Article 12).

Article 3: Membership

3.1 KSS memberships are designed to benefit students within the Faculty of Kinesiology; however, membership is open to any University of Calgary student or alumni. Every year, the KSS must maintain a minimum membership base of 20 students, 2/3 of whom are active members of the Students' Union at the University of Calgary. Being an active member of the Students' Union entails being involved in its activities and participating in its events, and it means that you are a current University of Calgary student.

3.2.1 The membership fee is \$5.00 and shall be paid in full at the time of membership purchase.

3.2.2 A four-year membership for \$15 can be purchased. The fee is paid in full at the time of membership purchase.

3.2.3 Active memberships shall be recognized from September 1 to April 30 of the following year. This also pertains to the four-year memberships,

- (a) Tutors in the Kinesiology Peer Tutoring program will receive a complimentary KSS membership that is valid only for the year they are actively tutoring.

3.3 Only active members of the KSS are entitled to:

- (a) Receive notice of discounted WizePrep services and third-party programs, fundraisers, opportunities, and promotions coordinated by the KSS,
- (b) Participate in all exclusive events, programs, fundraisers, opportunities, and promotions coordinated by the KSS, with the exception of Kinindustry, which will be free of charge to all attendees.
- (c) Apply to be a participant on the annual University of Calgary Kinesiology Games team (i.e., Kin Games team). In order to participate, applicants must be at least 19 years old by the commencement of the Kinesiology Games conference and are subject to Faculty of Kinesiology specific criteria: “To be eligible to apply for a place on the Kin Games Team, students must be a current University of Calgary Faculty of Kinesiology undergraduate student registered in a minimum of one University of Calgary course during the fall and winter academic semesters. Those who do not meet these requirements will be denied.

Article 4: Students’ Union

The KSS acknowledges and will abide by the Students’ Union by-laws and policies unless otherwise approved by the Club Committee. We are aware that the KSS will no longer remain a Students’ Union club if a policy or by-law is contravened without Club Committee ratification.

Article 5: Structure

5.1 The KSS shall be governed by a KSS Executive Team, which shall be composed of up to ten members (see Article 6).

5.2 The KSS Executive shall have the following duties and responsibilities:

- (a) Complete all tasks required by their executive position (See Article 6). Tasks must be completed within the timeframe outlined in their specific transition document (which must be approved by the previous and current President). If policies or guidelines (of the Province or University) prohibit achievement of the suggested timeline, then discussion and a majority vote on a new time frame must be achieved.
 - i) If duties extend beyond one’s own tasks, each executive will assist

fellow executive members when needed.

(b) Attending all weekly meetings and events.

i) See Article 11 for missed meetings.

ii) All executive members are required to attend the following events: Kin Camp, Kin Industry, and Kin Gala. Executives may only miss these events under extenuating circumstances, which are to be discussed with the President.

iii) All executives are required to attend three 'smaller' events throughout the year in support of VP Events. This may include bake sales and holiday-themed events. If an executive member is unable to attend an event, they are required to contact VP Events as soon as possible.

(c) Promoting and upholding the KSS mission.

(d) Making decisions for KSS day-to-day operations (deciding and committing to office hours, group chat response time, etc.).

(e) Transitioning their successor by April 30th. Should extenuating circumstances arise, this responsibility shall fall to the President for all executive positions.

(f) Attend an introductory meeting in which the President will outline expectations, create a team contract and establish how a conflict will be resolved should it arise.

(g) In the event that an executive resigns, the duties of transitioning new executive(s) remain the responsibility of the original executive. As part of resignation, the executive is expected to provide a summary of their accomplishments and progress in their position. The President will oversee this process.

5.3 The KSS Executives shall have the following privileges:

(a) Possessing a key to the KSS office and maintaining the integrity of that office,

i) All executive members will be responsible for a group clean-up of the office at the end of each semester.

(b) The opportunity to participate on the Kin Games team upon submission of application. This does not constitute any monetary discounts for the individual KSS Executive member,

(c) Jr. Executives are considered to have the same privileges as other KSS Executives,

as written in the article,

(d) Abuse of office privileges will result in the same sequence of actions outlined in Article 5.5.1

5.3.1 Each executive shall email knesinfo@ucalgary.ca to request a key from the Faculty Advising Liason.

5.3.2 KSS executives may never share their key with anyone who is not a current member of the Executive Team.

5.3.3 Each departing KSS Executive member must return their key to the Faculty Advising Liason by April 30th of that year. (see Article 7.2.1)

5.4 Office Hour Policies

5.4.1 Executives are required to sign up for a minimum of 1 hour a week but are welcome to sign up for more if their schedule allows it. If, for whatever reason, an executive cannot attend their office hours (sick, appointment, etc.), they must find another executive to cover and let the President know.

5.4.2 A KSS executive member must always be present in the office while other non-executives are there.

5.4.3 During office hours, only the executive with scheduled office hours may be present in the office. If two executives' office hours cross over, then both are allowed to be in the office together to fulfill their duties.

5.4.4 Meetings of any kind (with tutors, third-party organizations, kin games, personal calls, etc.), friends, and other executives are not permitted in the office during executive office hours. However, it is permissible for an executive to make quick drop-offs or pickups as needed.

5.4.5 During Office Hours:

- (a) The lights must be turned on
- (b) The door and blinds must be open

5.4.6 After Office Hours:

- (a) The lights must be turned off
- (b) The blinds must be down and closed
- (c) Chairs must be pushed in, and desk space must be clear and tidy
- (d) Trash taken out if full (no food waste left in garbage can)
- (e) The door must be closed and locked

5.4.7 To access the office outside of office hours for private reasons (such as having a meeting), executives must reach out via the group chat to inquire about availability on their preferred day and time. Alternatively, executives can feel free to contact Kinesiology Facility Bookings: bookings@ucalgary.ca for a private space within kinesiology.

5.5.1 If an executive fails to achieve deadlines (either suggested or re-established) which impedes the ability of the executive team to fulfill their mission (see Article 2.1), then the following steps should be followed:

- (a) Informal conversation with the President to discuss expectations, as well as formulate a plan to get the executive back on track (this may include delegating tasks, working with other executives, etc.).
- (b) If not resolved, approach liaison for guidance and support (President and executive member),
- (c) If still not resolved, bring the position to vote to the whole executive (see Article 5.5.2)

5.5.2 An Executive member may be removed from office by a majority vote at a scheduled weekly meeting if they have:

- (a) Failed to abide by the policies outlined in this Constitution
- (b) Demonstrated an ongoing conflict of interest which cannot be resolved
- (c) Been absent from three scheduled weekly meetings or events without a valid excuse

Article 6: Executive Officers and Duties

6.1 The KSS Executive shall be comprised of up to ten members who are active members of the Students' Union. The specific duties of each Executive member shall be as follows:

(a) President:

- Ensure smooth operation of the KSS and run weekly KSS Executive meetings
- Oversee all decisions made and delegate responsibilities of the KSS Executive
- Sit on any Faculty committees that require a student's voice
- Complete all requirements of the SU Club Annual Report
- Responsible for finalizing the facilities and transportation (i.e., bus) for Kin Camp and working with other Executive members during the spring and summer to organize logistics for the current academic year; also responsible for reserving facilities for the following academic year
- Act as a spokesperson for the KSS by attending monthly meetings with the KSS Faculty Liaison(s) and keep the Faculty aware of KSS events, programs,

fundraisers, and promotions

- Be a co-signing authority for all club financial matters
- Responsible for submitting an up-to-date list of the KSS Executive to the Faculty of Kinesiology Liason so that new KSS Executive members can receive their keys.
- Provision of funding request to the Faculty of Kinesiology no later than May 31; this request is submitted to the Faculty Liaison(s) and should include specific amounts being requested and justification for said amounts.
- Submit all invoices to the faculty to receive reimbursement.
- Responsible for completing and submitting forms for Student Union funding and any other funding opportunities.
- In the event that executive absence results in Jr. Executives absorbing a position, the President is responsible for facilitating the transition.
- Responsible for creating, communicating and following up on shadowing schedules for Jr. Executives with Senior Executive positions.
- Review the transition documents for all incoming executives.
- Ensure the incoming executive members receive a transition meeting.
- Responsible for pursuing sponsorship partnerships and maintaining a record of all ongoing sponsorships.
- Responsible for approving bulletin board content.
- Organize a mandatory introductory meeting and lead the creation of the Team Contract within one month of deciding on Jr. Executives members
- Held a previous KSS executive position the year prior

(b) Vice President Events:

- Responsible for heading up the organization of all KSS social events
 - Responsible for planning and hosting at least one event per month (ideally)
- Responsible for leading the organization of the annual Kinesiology Gala. This includes:
 - Setting a strict budget with the VP of Finance and President
 - Finding an event location
 - Picking a date and time
 - Submitting the event form to the SU
 - Getting the following added as additional insurers on the venue's liability insurance policy for the date of the event:
 - (i) The Kinesiology Student Society
 - (ii) University of Calgary and The Board of Governors of the University of Calgary
 - (iii) The University of Calgary Students' Union

- Deciding on final details (food and drink selections, decorations, activities, etc.)
- Work with the President to organize Kin Camp for the upcoming year
- Ensure an SU club event proposal is submitted to ClubHub for events that require funding
- Check availability online and then contact Kinesiology Facility Bookings bookings@ucalgary.ca to make arrangements.
- Responsible for attending a budget meeting and maintaining consistent communication with the VP of Events to coordinate event expenses.
- Attend the mandatory Team Contract meeting and agree to the conflict management expectations outlined in this document, as well as those expected by the President.

(c) Vice President Academic:

- Lead the KSS in enhancing the academic endeavours of KSS members
- Be an advocate for the ever-changing learning needs of all undergraduate students in the Faculty of Kinesiology and act in the best interests of students in consultation with executive members and liaisons.
- Sit on the Faculty of Kinesiology Teaching and Learning Committee, as well as attend any other committees, seminars, or events pertaining to the teaching and learning of students within the faculty upon the request of a member of the Teaching and Learning Committee or Dean(s).
- Planning any academic events (APA tutorials, career fairs, etc.)
- Leading the KSS executive on the organization and delivery of Kindustry which includes assigning fellow executives tasks, organizing food, and inviting guests.
- The president may delegate responsibilities pertaining to Kindustry to (a) designated Junior executive(s) as he or she sees fit.
- Responsible for attending a budget meeting and maintaining consistent communication with the VP Finance to coordinate Kindustry expenses.
- Responsible for liaising with the Kin Peer Connections Program director to provide assistance when required; will also attend at least one meeting per semester.
- Responsible for the maintenance of the Kinesiology Peer Tutoring Program
- With input and approval from The Faculty of Kinesiology, modify or create any variation of the Kinesiology Peer Tutoring Program as seen fit.
- Responsible for adding the current tutors' contact information to the KSS membership spreadsheet (see article 3.2.3)
- Attend the mandatory Team Contract meeting and agree to the conflict management expectations outlined in this document, as well as those expected by the President.

(d) Vice President Public Relations

- Responsible for designing and ordering merchandise.
- Responsible for designing and ordering membership cards when the KSS secures a third-party sponsorship that requires members to present cards for applicable discounts and with the approval of the executive team.
- Responsible for the promotion of all KSS events, programs, fundraisers, opportunities, and promotions to KSS members.
 - This includes posters, PowerPoint slides, and class announcements, as well as managing the KSS Instagram account and other social media accounts.
 - Updating the KSS office windows as new events and initiatives arise
 - Executives must provide at least ten business days' notice for window update requests.
- Communicate and uphold expectations for promotion requests from KSS executives:
 - Complete the promotion request template (name, description, etc.) at least seven business days prior to the requested posting date, or else you are expected to create promotion content (visual and description).
 - A formal request is not required if explicitly discussed and confirmed in meeting minutes or monthly newsletters.
- The promotion request template is decided by the VP PR of the term (ie. email, text, request form)
- Required to provide Instagram login information to executives upon request and allow other executives to post last-minute content with VP PR approval.
- Coordinate graduating student photos with a university-designated photographer.
- Responsible for attending a budget meeting and maintaining consistent communication with the VP of Finance to coordinate merchandise expenses.
- Attend the mandatory Team Contract meeting and agree to the conflict management expectations outlined in this document, as well as those expected by the President.

(e) Vice President Administration:

- Record meeting minutes each week and keep an organized collection of past meeting minutes
- Distribute meeting minutes to KSS Executive members, KSS Faculty Liaison(s), and Faculty of Kinesiology undergraduate academic advisors each week, no later than 24 hours after the meeting has occurred; if not in attendance, this responsibility will be absorbed by the President.
- Distribute a monthly newsletter containing all KSS-related events, promotions and opportunities. The newsletter must be completed and sent to the advising office by the 28th of each month.

- Responsible for generating a new membership spreadsheet for the current academic year, transitioning all four-year memberships from the previous year to the new list. This includes updating contact details, and the spreadsheet is shared with all executive members, notably before the commencement of orientation week.
- Responsible for the club email account and responding to emails promptly (within 24 hours) and in a professional manner.
- Coordinate the annual KSS partnership with WizePrep or any other organization that they deem fit
 - This may be done within the first week of their executive term (contract valid for the upcoming school year) or at the end of the Fall Semester (contract valid for the upcoming calendar year)
 - If a contract is already secured ahead of the incoming VP Administration, they are responsible for maintaining good relations.
- Responsible for collecting and providing information to update the KSS website twice a year:
 - Once the executive team is confirmed and is in office beginning May 1.
 - Once Jr executives are confirmed after interviews
- Attend the mandatory Team Contract meeting and agree to the conflict management expectations outlined in this document, as well as those expected by the President.

(f)Vice President Kin Games (2)

- Organize the University of Calgary annual Kin Games team
- Coordinate all fundraising and sponsorship opportunities for the Kin Games team
 - Responsible for organizing at least one fundraiser per year for the Kin Games team.
- Be the University of Calgary team's contact to the Chair of the Kin Games Coordinating Committee
- Keep KSS Faculty Liaison(s), KSS Executive, and Kin Games team members up to date with all matters involving Kin Games:
 - This includes sending the Kin Games Captains package to the Faculty member overseeing the Kin Games planning.
- Organize transportation to and from Kin Games
- Responsible for designing and ordering merchandise for the team.
 - A new logo does not have to be designed each year. Captains are free to reuse logos from previous years.
- Provide to the KSS Faculty Liaison(s) a list of proposed Kin Games team members no less than four weeks in advance of Kin Games
- Responsible for the Kin Games financial account, including signing authority for that

account and transfer of the account to incoming VP Kin Games by April 30th

- Responsible for organizing the selection of the Kin Games team (this process must begin in September).
- The Kin Games team requires no voting process; selection shall be reviewed by the President prior to the publication of results
- If no school puts in a bid to host Kin Games, then the following applies to the VP Kin Games: The title of the positions shall be changed from “VP Kin Games” to “VP Kinmunity.” The Vice Presidents of Kinmunity shall have the following responsibilities:
 - Organizing at least one sportathon per year in support of the KSS
 - Organizing at least one event that fundraises for a charitable cause
 - Organizing fundraising for Movember
 - Sign-ups to promote sports activities within and outside of the Faculty of Kinesiology
 - Promotion of adapted sports and physical activities
 - Organizing, promoting and recruiting kinesiology students for volunteer opportunities within and outside of the Faculty of Kinesiology
- Attend the mandatory Team Contract meeting and agree to the conflict management expectations outlined in this document, as well as those expected by the President.

(g) Vice President Finance:

- Responsible for managing and maintaining the integrity of the KSS bank account and the cash box
- Responsible for assisting the President in SU or third-party funding applications
- Collaborate with the President to submit an invoice and funding application to the KSS Faculty Liaison(s) at the beginning of the academic school year
- Keep an organized spreadsheet of all financial transactions throughout the year
- Collaborate with the President to complete the Year-End Report that is submitted to the SU and the annual financial transactions document that is submitted to the KSS Faculty Liaison(s) at the end of April
- Responsible for a verbal summary to the KSS Executive on the financial accounts at the end of April each year
- Primary signee on the KSS bank account. Signing power must be transferred to the incoming VP Finances by April 30th or when the Year-End Report has been submitted to the SU, whichever occurs first.
- Responsible for overseeing our mailbox in the Faculty office
- Responsible for attending a budget meeting and maintaining consistent communication with the VP of Events to coordinate event expenses.
- Responsible for attending a budget meeting and maintaining consistent communication

with the VP Academic to coordinate Kindustry expenses.

- Responsible for attending a budget meeting and maintaining consistent communication with the VP of Public Relations to coordinate merchandise expenses.
- Plan for, and purchase Hump Day snacks every month.
- Responsible for only reimbursing other executives for KSS-related expenses that have been discussed and pre-approved by VP Finances. Proof of transaction (i.e., a legible and in good condition receipt) is required for reimbursement.
- Attend the mandatory Team Contract meeting and agree to the conflict management expectations outlined in this document, as well as those expected by the President.

(i) Junior Executives:

- This position is intended as one of learning from the KSS Executive, with the Junior Executive assisting the Executives with any duties agreed upon
 - Shadowing:
 - The Junior Executive will have the responsibility of shadowing the VP Academic in relation to Kindustry, as agreed upon by the Junior Executive, VP Academic and President (See Article 6.1 (c))
 - In an effort to provide diverse learning opportunities in relation to each executive position, the Junior Executive will shadow the various KSS Executive positions over the year; this schedule will be set by the President by the end of October
 - Shadowing will occur via small tasks, as communicated in the schedule organized by the President and agreed upon by the executive team as a whole
 - The KSS will advertise the Junior Executive position. Should more than ten applicants apply, the President (accompanied by one other executive member) will interview the top 5 candidates. The ranking will be based on the submitted resume and interview score. (See Article 13.3)
 - Attend the mandatory Team Contract meeting and agree to the conflict management expectations outlined in this document, as well as those expected by the President.
- 6.2 The Students' Union faculty representative is encouraged to attend KSS meetings as a non-executive and non-voting member to give verbal reports to the KSS Executive.

Article 7: Executive Terms of Office

7.1 The official term of office for all executive members shall commence on May 1st and end on April 30th of the following year.

7.2 The term of office for the Junior executives shall commence no later than the first week of October (or upon completion of their introductory meeting with the President) to ensure that those elected experience optimal learning.

7.3 During the period of May 1 to August 31, the incoming executive must be available via email or another method of communication so that the President can provide information about Kin Camp, Orientation Week, and weekly meetings.

- (a) Communication is required within 48 hours between May 1 and August 31. If an executive cannot meet this deadline, they must notify the President, who will establish the mode of communication.

Article 8: Executive Elections

8.1 An incoming executive must be decided upon by the end of the first week of April each year.

8.2 Advertising for new executive positions will begin one week prior to elections, giving all applicants one week to complete and submit their applications.

8.3 Any undergraduate student in the Faculty of Kinesiology is eligible to apply for a position on the KSS Executive

- (a) Exceptions apply for the President (see Article 8.5.1)
- (b) Exceptions apply for Vice President Kin Games (see Article 8.5.2)

8.4 Elections for the two Junior executive positions shall be held at least one week following the conclusion of Kin Camp and no later than the first week of October.

- (a) In the event, the interviewers cannot make a decision (ie. top three candidates), blind voting will be enforced by the KSS executives
- (b) See Article 13.3

8.5 Eligibility

8.5.1 Due to the nature of the position, applicants for President must have held a KSS executive position for at least one full term or be a member of the executive at the time of elections for the following year

- (a) One term is considered to be consecutive Fall and Winter terms within an academic year.
- (b) Only if no student is eligible to hold the position of President can a junior executive

apply for it.

8.5.2 Due to the nature of the position, applicants for Vice President Kin Games must have attended the event in the past.

- (a) At least one of the two elected VP Kin Games must have attended the in-person event in the past. In the case that neither of the captains has attended an in-person Kin Games, a previous VP of Kin Games who did attend an in-person event will be sought as a mentor.
- (b) Once the two VP Kin Games have been voted in and the team has been selected, the team may appoint a third unofficial captain whose role is to provide designated support to the two captains.
- (c) The third unofficial captain is not a VP and does not have the same KSS privileges.
- (d) The third unofficial captain may attend KSS meetings as a guest if they wish.

8.6 Campaign.

8.6.1 Applicants must submit an application that consists of a picture of themselves and an application form.

8.6.2 All campaigning is exclusively conducted via the nominees' personal social media accounts. The Election Officer aids by sharing the nominees' election profiles with the Faculty Liason to be posted on the Kines D2L page. These same profiles are posted to designated KSS social media accounts. The following is prohibited during the campaign period and will result in immediate disqualification:

- (a) Posters
- (b) Classroom visits
- (c) Virtual platforms outside of personal social media pages and D2L (eg. classroom Discord servers)
- (d) Bribery
- (e) Harassment and intimidation

8.6.3 Applicant profiles will be visible to students for a 7-day period

8.6.4 The Elections Officer (see article 8.8.1) will display the applicant profiles on the KSS social media and email the Faculty of Kinesiology Liason with all necessary information to be posted on D2L.

8.7 Voting

8.7.1 Any undergraduate student in the Faculty of Kinesiology is eligible to vote one-time

8.7.2 A minimum of 24 hours will be available for voting.

8.7.3 In the event a position is left unopposed, the single candidate will automatically be awarded the position following the 7-day application period.

8.7.4 In the event that candidates tie, a subsequent campaigning period lasting three days will ensue (see article 8.6.2), followed by a second round of voting (see article 8.7.2). Should another executive position remain vacant, a discussion will be initiated between the tied candidates, and one of them may be appointed to fill the vacancy automatically.

8.7.5 The Faculty Advising Office must approve the voting platform (has always been D2L)

8.8 Elections Officer

8.8.1 The President will be assigned the role of Elections Officer.

- (a) If the president is running for the KSS executive, then the election officer will fall to another executive who is not running for the KSS executive.

8.8.2 The Elections Officer will create application forms, set election deadlines, and ensure all materials are appropriately distributed.

8.8.3 The Elections Officer cannot disclose any information regarding applicants or election details to executives who are running for re-election. All applications will be publicly released on the KSS Instagram page for the campaign period.

8.9 The election results will be disclosed to the student body within two weeks following the election period.

Article 9: Transition of the Executive

9.1 It is the responsibility of the outgoing Executive to properly orient the incoming Executive in all matters related to the functioning of the KSS, including but not limited to password management, position-specific duties, office etiquette, frequently asked questions, contact information within the faculty, and any other pertinent information.

- (a) Both the previous and incoming President must confirm the transitioning process to ensure that the KSS is positioned for success in the upcoming year.

9.2 The departing President is responsible for:

- (a) Compiling and submitting the end-of-year SU annual report, with a copy provided to the KSS Faculty Liaison(s)
- (b) In conjunction with the Vice-President of Finance, submit to the Faculty Liaison(s) a final budget statement accompanied by a brief written report on the year. This report should clearly indicate the funds provided to KSS by the Faculty of Kinesiology and actual expenditures in the past year
- (c) Coordinating the name switchover on the KSS account, which should be completed before the end of the transitional period
- (d) Reserving of Kin Camp for the incoming President

9.3 Each executive must have a transition package prepared for the incoming executive of that position by April 30

Article 10: Vacancies

10.1 Any Executive member may resign from office but must first arrange a meeting with the President and notify a Faculty liaison. After this, they can give the KSS Executive and Faculty Liaison(s) two weeks' written notice.

10.2 If a vacancy in the KSS Executive becomes available due to resignation, the KSS Executive has the following options:

1. Appoint an existing executive to that position
2. Both Junior executives are offered the opportunity to work collaboratively in the vacant position; their appointment would be through a majority vote of the entire executive.
3. Elect a student from the Faculty of Kinesiology. Priority will first be given to students who ran for an executive position in the previous election
4. With the exception of the President, leave the position open until the next general election for the upcoming year
5. Both Jr Executives are offered the opportunity to collaborate in the vacant position in their appointment through a majority vote of the executive
6. For new executives voted in, there will be a 24-hour grace period after becoming knowledgeable of voting results to withdraw their application without submitting to the

aforementioned resignation policy.

- (a) If this should occur, the applicant with the next highest votes shall fill the executive position. If there is no other applicant, vacancy protocol will be followed (see Section 10.2)

Article 11: Meetings

11.1.1 Executive meetings must have a quorum of 2/3 of KSS Executive members present to hold a meeting. There shall be weekly meetings throughout the school year (September-April)

11.1.2 Depending on unforeseen circumstances or time conflicts, there shall be at the very least one meeting every two weeks.

11.1.3 Formal meetings are not required during Term Breaks or final exam periods.

- (a) The President will establish communication methods (email, group chat, etc.) and expectations during Term Breaks.
- (b) 11.2.1 All KSS Executives are expected to attend all weekly executive meetings, and it is the responsibility of the President to ensure that meetings are planned for a date and time that is in accordance with their availability.
- (c) General Weekly meetings are to be determined prior to the “last day to add or swap a course” of the current year's academic calendar; all executives must commit to a time to attend meetings.

11.2.2 Absence will be permitted if the executive gives the President a minimum 48-hour notice. If notice is provided less than 48 hours, it is deemed an unexcused absence unless extenuating circumstances arise and are communicated.

11.3.1 If the circumstance arises wherein there is not an available date and time for a weekly executive meeting which meets quorum, the President must:

- (a) Plan for weekly meetings to occur on alternating days
- (b) Ensure Executives are aware that regardless of whether they are able to attend a meeting or not, they are responsible for updating the President on any upcoming events, questions, comments, or concerns prior to the weekly meeting
- (c) Ensure Executives are aware that if they miss a weekly meeting, it is their responsibility to read the distributed minutes before coming to the President with any questions they may have

- (d) Ensure Executives are aware that if they fail to attend three meetings without valid excuses, they shall be removed from office
- (e) Ensure that attendance at meetings is not biased toward any one executive position, except for the VP Administration and the President
- (f) The absence of meetings is described (see Article 11.2.2)
- (g) Exceptions to mandatory attendance apply to VP Kin Games and Jr. executives

Article 12: Conflict Resolution

12.2 During the introductory meeting, the President will ensure a “Team Contract” is created with the input of every executive. The Team Contract will outline communication etiquette between executives, conflict resolution and conflict management. Every executive must abide by the Team Contract.

- (a) If an executive violates the Team Contract, steps outlined in Article 5.51 (a)-(c) will be followed.

Article 13: Inclusion and Anti-Harassment Statements

13.1 The KSS will not restrict membership or prevent application to an executive position (Jr. executive included) based on a group characteristic such as age, ancestry, colour, family status, marital status, physical or mental ability, place of origin, political belief, race, ethnicity, religion, sex, gender identity or expression, or sexual or romantic orientation unless it can be proven to the reasonable satisfaction of the Clubs Committee that the membership restriction is intended to protect members of a group who share the same protected characteristics.

13.2 The KSS has zero tolerance for harassment and discriminatory behaviour by or to our members. If it has been found that an individual is harassing or discriminating against individuals, the behaviour will be reported immediately to the Faculty of Kinesiology.

13.3 Jr. executives shall be appointed based on the merit of their application (resume and personal statement) and interview. No applicant will be discriminated against based on age, ancestry, colour, family status, marital status, physical or mental ability, place of origin, political belief, race, ethnicity, religion, sex, gender identity or expression, or sexual or romantic orientation (See Article 13.1). Jr. executive selection shall be based solely on the potential contribution they may offer to the KSS and their commitment to being the voice of first-year students in the faculty.

Article 14: Amendments

14.1 This constitution shall comprise the operating basis of the KSS. All amendments to this document must be ratified by a two-thirds vote of the club executive (e.g., 7 out of 10). A copy of the amended constitution must be submitted to the Students' Union within two weeks of ratification.

Article 15: Political Neutrality

15.1 The KSS will maintain political neutrality through all elections, including SU and KSS. Executives will not explicitly endorse candidates verbally, in writing, or on social media (KSS and personal accounts) prior to or during SU and KSS election campaigning.

15.2 Current executives are allowed to self-promote their own platform if they are running for re-election.

Article 16: Extenuating circumstances

16.1 In the event of extenuating circumstances, a unanimous vote must be achieved to override the constitution as well as approval by the faculty.

16.1.1 Any changes must be documented in writing

Article 17: Dissolution

17.1 Should the KSS cease to exist as an organization, the following should be executed:

1. No executives should receive any compensation as a result of liquidation.
2. The current executive is responsible for liquidating assets and returning the office to its original condition.
3. After paying debts, all current funds and assets will be donated towards quality money programs for undergraduate students in Kinesiology.