

## **Kinesiology Students' Society Constitution (February 2022)**

### **Article 1: Name**

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

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 better 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

### **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 membership base of 20 students minimum, 2/3 of which are active members of the Students' Union at the University of Calgary.

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

3.2.2 The option exists to purchase a four-year membership for \$15. The fee will be paid in full at the time of membership purchase.

3.2.3 Active memberships shall be recognized from September 1 to August 31 of the following year. This also pertains to the four-year memberships.

3.3 Only active members of the KSS are entitled to:

- (a) Receive notice of all events, programs, fundraisers, opportunities, and promotions coordinated by the KSS
- (b) Participate in all exclusive events, programs, fundraisers, opportunities, and promotions coordinated by the KSS
- (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 on one University of Calgary course during the fall and winter academic semesters

#### **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, 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) Completing all tasks relevant to their specific executive position (see Article 5.6). The tasks are to be completed within the time frame outlined in the position transition document for specific executive positions. As well as assisting other executive members when needed. If policies or guidelines (of Province or University) prohibit achievement of the suggested timeline, then discussion and majority vote on a new time frame must be achieved.

(b) Attending all weekly meetings and events.

(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 the team-building and conflict resolution meeting.

(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 respective to their position.

5.3 The KSS Executive shall have the following privileges:

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

(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 article 5.3(b)

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

5.4.1 Each KSS Executive shall pay a \$10 refundable deposit to the Faculty of Kinesiology Facilities Management in order to receive a key to the KSS office.

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

5.4.3 There must always be a KSS Executive member present in the office while other non-executives are in the office. To respect associated office hour duties, the use of the office by non-executive members for non-academic reasons should be limited during designated office hours.

5.4.4 Each departing KSS Executive member must return their key by April 30th of that year. (see Article 7.2.1)

5.5.1 Failure of executive 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
- (b) If not resolved, bring to liaison for discussion (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 for 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 voice
- Complete all requirements of the SU Clubs Annual Report
- Responsible for finalizing the facilities and transportation (i.e., bus) for Kin Camp and work with other Executive members during the spring and summer to organize logistics for the current academic year; also responsible for reserving facility 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 Facilities Management 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
- Organize a mandatory team-building and conflict resolution workshop, for the entire executive to attend, within one month of deciding on Jr. Executives
- 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 schedule for Jr. Executives with Senior Executive positions
- Held a previous KSS executive position (see Article 8.3.2)

(b) Vice President Events:

- Responsible for heading up the organization of all KSS social events
- Responsible for leading the organization of the annual Kinesiology Gala
- 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
- Complete/submit post-evaluation to ClubHub after every funded KSS event
- Work with Faculty facilities manager to book gyms and classrooms as needed
- Attend one SU info session with the President per year
- Primarily responsible for completing and submitting SU or third party funding applications
- Responsible for initiating and attending monthly budget meetings with VP Finance
- Attend the mandatory team-building and conflict resolution workshop organized by the President

(c) Vice President Academic:

- Lead the KSS in enhancing the academic endeavors of KSS members
- Sit on the Faculty of Kinesiology Curriculum Planning Committee
- Planning any academic events (APA tutorials, career fairs, etc.)
- Leading the KSS executive on organization and delivery of Kindustry
- Delegate responsibilities pertaining to Kindustry to a designated Junior executive from the months of November to January
- Responsible for the maintenance of the Kinesiology Mentorship Program
- With permission from the Faculty of Kinesiology, modify or create any variation of the Kinesiology Mentorship Program as seen fit

- 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
- Attend the mandatory team-building and conflict resolution workshop organized by the President

(d) Vice President Public Relations

- Responsible for designing and ordering clothing
- Responsible for designing and ordering membership cards
- Responsible for the promotion of all KSS events, programs, fundraisers, opportunities, and promotions to KSS members
  - This includes coordinating posters, PowerPoint slides, class announcements, as well as managing the KSS Instagram account
  - Updating the KSS office windows monthly (not required to completely redo each month). Executives must provide at least 10 business days notice for window update requests
- Communicate and uphold expectation for promotion requests from KSS executives:
  - Complete promotion request template (name, description etc.) at least 7 business days prior to requested posting date, or else is expected to create promotion content (visual and description).
  - A formal request is not required if explicitly discussed and confirmed in meeting minutes or monthly newsletter
- Promotion request template is decided by 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
- Attend the mandatory team-building and conflict resolution workshop organized 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 another KSS executive
- 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 first of each month.
- Maintain KSS members list with up to date contact information and share with other executive members on a regular basis, including but not exclusive prior to the start of orientation week;
- Responsible for the club email account

- Coordinate the annual KSS partnership with the Renert Centre for MCAT info., Prep101, 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)
- Working in conjunction with Faculty of Kinesiology Undergraduate Academic Advisors, co-coordinate graduating student photos
- Responsible for collecting and providing information to update the KSS website twice a year:
  - Once the executive team is confirmed after KSS vote
  - Once Jr executives are confirmed after interviews
- Attend the mandatory team-building and conflict resolution workshop organized 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. Potential charities will be brought to the executive team by VP Kin Games to vote on during the weekly meeting. Consideration must be taken for charity relevancy to Kinesiology/ physical activity (ie. Sportathon) where proceeds must go to charity
- 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
- Organize transportation to and from Kin Games
- 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 account to incoming VP Kin Games at the end of each year
- Responsible for organizing the selection of the Kin Games team
  - No voting process is required by the executive team; selection shall be reviewed by President prior to publication of results
- Attend the mandatory team-building and conflict resolution workshop organized by the President

f(b) 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 sport 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-building and conflict resolution workshop organized by the President

(g) Vice President Finance:

- Responsible for managing the KSS account and the cash box
- Responsible for assisting the VP Events in SU or third party funding applications
- Keep an organized spreadsheet of all financial transactions throughout the year
- Responsible for a monthly verbal summary to KSS Executive on the financial accounts and a fiscal report at the end of April each year
- Primary signee on the KSS bank account
- Responsible for pursuing sponsorship partnerships
- Responsible for overseeing our mailbox in the Faculty office
- Responsible for attending monthly VP Events budget meetings (reference Article 6.1.a)
- Coordinate schedule with other executives to purchase Hump Day snacks
- Attend the mandatory team-building and conflict resolution workshop organized by the President

(i) Junior Executive:

- 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 from November to January
  - 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
- The Junior Executive position will be advertised by the KSS and each candidate will attend an in-person interview conducted by the KSS President and one other executive.
- Attend the mandatory team-building and conflict resolution workshop organized 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 May 1<sup>st</sup> and end on April 30<sup>th</sup> of the following year.

7.2 The term of office for the Junior executives shall commence no later than the first week of October to ensure that optimal learning is experienced by those elected.

7.3 During the period of May 1<sup>st</sup> to August 31<sup>st</sup> 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.

## **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 application.

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 President (see Article 8.3.2)

(b) Exceptions apply for Vice President Kin Games (see Article 8.3.3)

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

### **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 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 there is no student who is eligible to hold the position of President, a Jr. Executive may apply for the position of President.

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 have attended an in-person Kin Games, a previous VP Kin Games who did attend an in-person event will be sought as a mentor

## 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 Entirety of campaigning is done through nominees own social media (eg. Instagram, Facebook). 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 (eg. classroom Discord servers, D2L)
- (d) Bribery
- (e) Harassment and intimidation

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

8.6.4 KSS executives will be responsible for displaying the applicant profiles on the office windows and on social media

## 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. Voting platform must be approved by Faculty Advising Office

## 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 role of Elections Officer will fall to another executive who is not running for the KSS executive

8.8.2 The Elections Officer will be responsible for creating application forms, set deadlines for the election, set up the voting software and ensuring all materials are distributed appropriately.

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 released publicly 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, contact information within the faculty, and any other pertinent information.

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 Finance, submitting 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. 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
3. With the exception of President, leave the position open until the next general election for the upcoming year
4. Both Jr Executives are offered the opportunity to collaborate in the vacant position in their appointment through a majority vote of the executive
5. 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 through 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 Meetings are not required during Reading Breaks or final exam periods.

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 the availability of all the KSS Executive.

11.2.2 Absence will be permitted if the executive provides a minimum 48-hour notice to the President. 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) Absence of meetings is described (see Article 11.2.2)
- (g) Exceptions to mandatory attendance apply to VP Kin Games (see Article 11.3.1)

## **Article 12: Inclusion and Anti-Harassment Statements**

12.1 The KSS will not restrict membership 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.

12.2 The KSS have a zero tolerance for harassment and discriminatory behaviour by our members 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.

### **Article 13: Amendments**

13.1 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 14: Political Neutrality**

14.1 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.

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

### **Article 15: Extenuating circumstances**

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

15.1.1 Any changes must be documented in writing

### **Article 16: Dissolution**

16.1 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. It is the responsibility of the current executive to liquidate assets and return the office to original condition.
3. All current funds and assets will, after paying debts, be donated towards quality money programs for the undergraduate students in Kinesiology.