

**This is the Constitution of the Kinesiology Undergraduate Society, a constituency of the Alma Mater Society at the University of British Columbia. It is an amended version of the 2009 constitution and is effective September 1<sup>st</sup>, 2012 and shall take precedence over all previous constitutions.**

#### FORWARD

This constitution was written to define the objectives of the Council and to clarify the duties of all executive positions and associated council members. We feel that a formal structure such as this constitution is necessary for the Council to function efficiently and without conflict. By creating this constitution, we hope that a solid foundation is set for the council and that this constitution will continue to direct council in the future.

#### **Article 1: PREAMBLE**

##### A. Organization Name

1. The name of the organization shall be the "Kinesiology Undergraduate Society" formerly the "Human Kinetics Undergraduate Society," of the University of British Columbia, hereafter referred to as the KUS. The name was passed in a referendum in April 2011.

##### B. Mission

1. The mission of the organization shall be to enhance the academic, professional, and social lives of students in the Bachelor of Kinesiology degree program in the School of Kinesiology.

#### **Article 2: MEMBERSHIP**

- A. All undergraduate students registered in the School of Kinesiology during the academic year and who have paid their KUS fees will be members of the KUS.
- B. Honorary members may include faculty of the School of Kinesiology, if so chosen by the council.
- C. The governing body of the KUS shall be the KUS Council (hereafter referred to as the Council).
  1. An executive shall head the Council.
  2. The Executive is comprised of one president, who chairs the council, and four vice presidents

#### **Article 3: RIGHTS OF MEMBERSHIP**

- A. Each member of the KUS has the right to:
  1. Be informed of Council business, decisions, and transactions.
  2. Be informed of liaisons between council and faculty/staff.
  3. Representation at faculty meetings and the Undergraduate Curriculum Committee by Council members.
  4. Attend any KUS Open Council meetings or any KUS sponsored function or event provided they do not put others in harm.
  5. To bring forth business and ideas to the KUS Council agenda and Executive by contacting the President
  6. To view the records of Council and Executive within office hours.

#### **Article 4: COUNCIL MEMBERS**

- A. All executive members of the KUS shall be individuals in good standing with the School of Kinesiology
  - 1. The Executive must be elected to Council by the student body of the School of Kinesiology.
    - a. The Executive has the right to vote on policy and motions brought forth by the Council and external bodies.
    - b. The Executive shall consist of a:
      - 1. President
      - 2. Vice President Administration
      - 3. Vice President Academic
      - 4. Vice President Communications
      - 5. Vice President Social
        - a. Two members may hold and share the duties of this position as per article 4, subsection D
  - 2. The Council representatives shall be appointed per academic year by the Executive.
    - a. The President shall be able to appoint:
      - 1. Kin Games Coordinator
      - 2. Frosh Coordinator
      - 3. Grad Coordinator
      - 4. Sports Coordinator
    - b. The Vice President Academic shall be able to appoint:
      - 1. Tutoring Coordinator
      - 2. Career Fair Coordinator
    - c. The Vice President Communications shall be able to appoint:
      - 1. Website Coordinator
      - 2. Newsletter (Kinsider) Coordinator
      - 3. Kin TV Coordinator
      - 4. Merchandise Coordinator
    - d. The Vice president Social shall be able to appoint:
      - 1. Boat Cruise Coordinator
      - 2. Ski Trip Coordinator
      - 3. Rum and Egnog Coordinator
      - 4. Dinners for Kinners Coordinator
      - 5. Kin Week Coordinator
    - e. Notwithstanding Article 4, A (2)(a-d), the Executive may deem it necessary to appoint additional coordinators, who shall also be considered members of Council.
    - f. The coordinators are the responsibility of and report to the executive council members who has the above mentioned ability to appoint them

- g. A vote with two-thirds (2/3) support of council is required to change which executive member has the ability to hire a given coordinator
- B. Those students that attend meetings regularly and contribute their time and effort towards aiding council yet are not executive members or coordinators may be deemed “Members-at-large” by the Council and added to contact lists. They are not elected or appointed therefore cannot vote during Council decisions but they may, along with any member, voice their opinions and ideas to Council.
- C. A member may hold a maximum of two positions within the following guidelines:
  - 1. An Executive Council member may also hold a Council Coordinator position.
  - 2. At the discretion of the President, an AMS representative may be appointed from the Executive or the Council.
  - 3. No combination of Executive Positions is allowed.
- D. Two individuals may occupy the position of Vice President Social.

**Article 5: OBJECTS**

- A. The objects of the KUS Council and its officers shall be:
  - 1. To co-ordinate educational, recreational, and social activities for students in the School.
  - 2. To represent students in the School in voting at faculty meetings, and on the AMS.
  - 3. To act as a liaison between and promote relations between students and faculty.
  - 4. To develop and maintain the student lounge.

**Article 6: DUTIES OF COUNCIL MEMBERS**

- A. Executives:
  - 1. President
    - a. Chairs KUS Council and KUS Executive meetings and is responsible for preparing agendas for each
    - b. Enforces the Constitution
    - c. Attends constituency Presidents’ council meetings
    - d. Attend the School of Kinesiology Meetings, and if unable to do so will appoint a proxy
    - e. Holds weekly office hours and enforces this shared commitment be upheld by all of the Executive
    - f. Directly oversees the duties of the FROSH Coordinator.
    - g. Directly oversees the duties of the Grad Coordinator
    - h. In conjunction with the VP Administration, directly oversees the budget.
    - i. Attends AMS Council Meetings and AMS Committee meetings, and if unable to do so will appoint proxy who must be a member of the Executive.
    - j. In general oversees all developments within the Executive Council and KUS.
  - 2. Vice President Academic
    - a. Holds weekly office hours.

- b. Appoints and oversees the duties of the Tutoring Coordinator
  - c. Appoints and oversees the duties of the Career Fair Coordinator.
  - d. Attends the School of Kinesiology Meetings, and if unable to do so will appoint a proxy.
  - e. Is responsible for liaising with students, faculty, and administration on academic issues.
  - f. Will assume Tutoring and Career Fair Coordinator positions if not filled.
3. Vice President Administration
- a. Assumes Presidential duties in his/her absence.
  - b. Monitors financial affairs of the KUS and reports them to Council.
  - c. Responsible for all monies received and disbursed by the KUS
  - d. Liaises with President to prepare budget for the following year.
  - e. Organizes and distributes all Coordinator applications.
  - f. Receives and appropriately allocates all completed Coordinator applications to their respective Executive Council member.
  - g. Records minutes at Council and Executive Council meetings.
  - h. Posts meeting minutes online on the KUS website.
  - i. Manages the Executive and Council filing cabinets
  - j. Submits Executive Council representative list in April to the AMS Business office, including names, summer addresses, and new positions of representatives.
  - k. Submits and updates council representative list in September, including names, student numbers, positions, phone numbers, email, and addresses of representatives.
  - l. Will assume coordinator positions if not filled.
4. Vice President Communications
- a. Holds regular office hours.
  - b. Directly oversees duties of the Merchandise Coordinator
  - c. Directly oversees duties of the Website Coordinator
  - d. Directly oversees duties of the Newsletter Coordinator
  - e. Directly oversees duties of the Kin TV Coordinator
  - f. Directly oversees duties of the Year Representatives and Stream Representatives, also referred to as the KUS Street Team.
  - g. Will assume coordinator positions if not filled.
5. Vice President Social
- a. Holds regular office hours.
  - b. Directly oversees duties of the Boat Cruise Coordinator.
  - c. Directly oversees duties of the Rum and Eggnog Coordinator.
  - d. Directly oversees duties of the Dinners for Kinners Coordinator.
  - e. Directly oversees duties of the Ski Trip Coordinator.
  - f. Directly oversees duties of the Kin Week Coordinator.

- g. Possesses managerial Serving it Right license or is responsible for obtaining it at own cost.
- h. Obtains liquor license for, and is present at all KUS events involving liquor distribution.
- i. Responsible for ordering and purchasing refreshments for social functions.
- j. Chairs Social Committee.
- k. Responsible for the coordination of planning and implementation of social events.
- l. Will assume coordinator positions if not filled.

## B. Council Representatives

1. Grad Coordinator
  - a. Attends grad council meetings
  - b. Chairs grad committee
  - c. Organizes fundraising
  - d. Organizes photo composite
  - e. Addresses concerns of graduating students
  - f. Organizes grad formal
  - g. Liaises with Vice President Administration on financial matters.
  - h. Organizes Last Lecture in collaboration with the School of Kinesiology.
  - i. Directly reports to the President.
2. Merchandising Coordinator
  - a. Orders and distributes paraphernalia for those that would like to purchase it
  - b. Oversees logo design on clothing and selection of clothing styles offered.
  - c. Directly reports to the Vice President Communications.
3. Kin Games Coordinator
  - a. Responsible for the selection of Kin Games team and organizing committee
  - b. Oversees all logistics, fundraising, and promotions of UBC Kin Games team.
  - c. Communicates with the host's university Kin Games coordinator.
  - d. Reports directly to the President.
4. Tutoring Coordinator
  - a. Liaises with Undergraduate Advising Office, as well as instructors and teaching assistants.
  - b. Organizes selection of tutors as well as tutoring schedule.
  - c. Liaises with Website Coordinator and Vice President Communications to promote tutoring hours.
  - d. Reports directly to the Vice President Academic.
5. Career Fair Coordinator
  - a. Liaises with UBC Career Services.
  - b. Organizes and implements all aspects of the Career Fair.
  - c. Recruits relevant organizations/firms/schools for Career Fair.
  - d. Chairs the Career Fair committee.
  - e. Reports directly to the Vice President Academic.

6. Website Coordinator
  - a. Responsible for maintenance of the KUS website.
  - b. Updates website in a timely matter to reflect current issues and opportunities for students.
  - c. Reports directly to the Vice President of Communications.
7. Newsletter (Kinsider) Coordinator
  - a. Responsible for editing and production of the Kinsider on a monthly basis.
  - b. Compiles submitted articles from contributors.
  - c. Reports directly to the Vice President of Communications.
8. Stream Representatives (KUS Street Team)
  - a. Upon the VP Communications request must relay pertinent information from council to the streams or years they represent
    1. Forms of communication include, but are not limited to, website posting, online discussion boards, and classroom announcements
  - b. May only promote events in a manner that is approved by the VP Communications
  - c. First and Second year School of Kinesiology Student shall have two (2) representatives respectively
  - d. Each upper year stream (Kinesiology & Health Science, Physical & Health Education and Interdisciplinary) shall have one (1) representative

**Article 7: TERMS OF OFFICE AND ELECTIONS**

- a) The term of each Executive officer shall run from April 1<sup>st</sup> until March 30<sup>th</sup> of the following year.
- b) Elections for all positions shall take place during the elections period as determined by the AMS
- c) The elections committee may consist of current officers, but no one who is running for a position may be on the committee.
- d) The AMS will oversee the counting of ballots
- e) Call for nominations by the elections committee must last for at least 2 weeks and conclude the Thursday prior to election week.
- f) To be nominated to run for any Executive council position, a Kinesiology Student must be in good standing and produce the names, signatures and student numbers of ten (10) Kinesiology students who support the nomination.
- g) Elections shall take place in the 3<sup>rd</sup> full week of March beginning on Monday and concluding on that Thursday. Results must be announced in four (4) days.
- h) All current members of Kinesiology Undergraduate Society of the corresponding year are eligible to vote for all positions.
- i) If only one individual runs for a position their name shall be placed on the ballot and students will be allowed to vote for or against the individual's acclimation. If the majority of students are opposed then the position shall go unfilled until the September by-election, during which the defeated individual may run again. Other individuals may also be nominated for the same position in September. However, if the same scenario occurs during the by-election the position

will go unfilled for the remainder of the year and the responsibilities will be shared among Council

- j) If at the end of the election there is a tie between candidates or Yes and No votes, the incumbent Executive Council will declare the winner by a vote
- k) If at the end of the March election period there are still vacant positions on the Executive or Council there shall be a by-election held no later than the 4<sup>th</sup> week of the winter session in September of the corresponding year. The procedures listed above shall be followed again with nominations being open for at least a week prior to the election, and the election shall run for four days. Any position vacant following this election period shall remain vacant for the remainder of the year with responsibilities being shared between the rest of Council.

#### **Article 8: REFERENDUMS**

The Council may decide to hold a referendum asking KUS members to offer direction to the Executive, Council or organization as a whole. The Council must make clear whether the referendum will be binding and the question must be clear such that the students may answer only Yes or No. The following guidelines will be followed for any referendum.

- a) Any referendum must run for four (4) days.
- b) The question posed must be passed by Council two weeks prior to the beginning of voting so that it may be advertised.
- c) Any KUS member in good standing and present on the nominal roll at the time may vote in the referendum.
- d) The results of the referendum must be announced within five (5) days of the end of voting.
- e) If there is a tie than the question asked shall not have passed.
- f) A referendum is considered to have passed if a majority (%50 + 1 vote) support the question
- g) The KUS Council will provide up to \$50.00 for a Yes campaign to a referendum question and up to \$50.00 for a No campaign to a referendum question provided twenty-five (25) KUS members nominate a member to head the campaign. The nominated head must produce the names, student numbers and signatures of the supporting members.
- h) For a referendum question to pass 30% of KUS members must cast ballots at the time of voting.
  - a. If quorum is not reached the referendum shall be deemed invalid

#### **Article 9: EXECUTIVE & COUNCIL MEETINGS**

- a) The Council shall meet at least once every two weeks from September to April. Between May and August, communication must be continued through the Executive Council.
- b) The President may call more meetings if necessary provided there is forty-eight (48) hour notice for a Council meeting and twenty-four (24) hours notice for an Executive meeting, or no notice provided all officers can be present.
- c) Robert's Rules shall be followed for all meetings, and minutes shall be recorded, distributed and archived in the KUS office by the Vice President Administration.
- d) The Council and Executive meetings require that 70% of the elected officers are present for quorum to be met. If this number is not present than decisions made by Council or Executive voting shall not be binding.

- e) Any motion to be voted on must be first put forward, then seconded, then discussed, and then voted upon.

**Article 10: SOCIAL SPACE, MEDIA & INTRAMURALS**

- a. The KUS Council shall work to provide its members with social space within War Memorial Gymnasium. Two couches were donated on behalf of the 1999 Graduating Class and shall always be present in this social space unless new furniture is made available
- b. The Council and Executive shall work to hold office space within War Memorial Gymnasium, preferably in close proximity to the social space.
- c. Each year the Council shall decide how much it will reimburse Kinesiology Undergraduate Intramural teams provided the amount does not exceed 50% of the cost of the team or more than \$100.00.

**Article 11: VALEDICTORIAN**

The Council shall be responsible for the selection of the valedictorian in each graduating class. The Council shall strike a committee to oversee the process and the committee shall not include any individual running for valedictorian. Faculty and registered 4<sup>th</sup> year students may nominate a student who is graduating to run for valedictorian. There must be at least a two-week period during which nominations shall be taken. Following the nomination period all nominees must be approved by the faculty before they run for valedictorian. Following the approval nominees will be announced and the election shall take place over four (4) days. Kinesiology students registered in 4<sup>th</sup> year on the nominal roll at the time of the election shall be eligible to vote. If there are more than four people running for valedictorian the committee may propose a special scoring system for the ballot but this system must be approved by the Council. The results shall be forwarded to the Director of the School and the Undergraduate Advisor of the School within two days of the election closing.

**Article 12: COMPOSITE**

The composite of the graduating class shall be the responsibility of the Grad Coordinator. Graduating students shall be featured alphabetically on the composite. The following KUS Officers for each graduating class shall appear on the composite with their corresponding title:

- a) President (even if they are not graduating)
- b) Any Executive officer (even if they are not graduating)

**Article 13: CHANGES TO POLICY OR CONSTITUTION**

The Council and Executive through its decisions and followings of the constitution shall dictate the policies of the KUS. If the constitution is to be changed a committee shall be struck by the Council to suggest amendments and what they will mean. The Council (provided it meets quorum) must then pass any changes to the constitution.

- a) Any changes to Articles 1, 2, or 3 in this constitution shall not be binding unless they are passed by a referendum (as outlined in Article 8).