



## **Constitution**

*of the*

Kinesiology Undergraduate Society of UBC Vancouver

**Last Revised:** March 13, 2021

**This is the Constitution of the Kinesiology Undergraduate Society, a constituency of the Alma Mater Society at the University of British Columbia. This is an amended version of the 2012 constitution and as of March 28, 2021, it shall take precedence over all previous constitutions.**

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## FOREWORD

This constitution was written to define the objectives of the Kinesiology Undergraduate Society Council and to clarify the duties of all executive positions and associated Kinesiology Undergraduate Society Council members. We feel that a formal structure such as this constitution is necessary for the Kinesiology Undergraduate Society Council to function efficiently and without conflict. By creating this constitution, we hope that a solid foundation is set for the Kinesiology Undergraduate Society Council and that this constitution will continue to direct the Kinesiology Undergraduate Society 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 KUS 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 six 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 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. Members of the Executive shall be individuals in good academic and social 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 Finance
      3. Vice President Academic
      4. Vice President Communications
      5. Vice President Student Life
        - a. Two members may hold and share the duties of this position as per Article 4, Subsection D
      6. Vice President External
  2. The Council representatives shall be appointed per academic year by the Executive. Additional coordinators hired by the Executive will also be termed

council representatives, even if not included in the lists below. The Executive is not mandated to hire for all of the positions listed below.

- a. The President shall be able to appoint the following (but not limited to):
  1. Kin Games Captain
  2. KIN Camp Coordinator
  3. Grad Coordinator
  4. KUS BIPOC Coordinator
  5. Sustainability Representative
  6. Campus Kinnections Coordinator
- b. The Vice President Finance shall be able to appoint the following (but not limited to):
  1. Rec Sports Coordinator
- c. The Vice President Academic shall be able to appoint the following (but not limited to):
  1. Kinesiology Peer Academic Coaching (KPAC) or Kinesiology Academic Support (KAS) Coordinator
  2. Kinesiology Wellness and Mental Health Coordinator
  3. Professional Development Coordinator
- d. The Vice President Communications shall be able to appoint the following (but not limited to):
  1. Website Coordinator
  2. Merchandise Coordinator
  3. Marketing Coordinator
- e. The Vice President Student Life shall be able to appoint the following (but not limited to):
  1. Boat Cruise Coordinator
  2. Rum n' Egger Coordinator
  3. Kin Week Coordinator
  4. Kinder Coordinator
  5. Kin Formal Coordinator
- f. The Vice President External shall be able to appoint the following (but not limited to):
  1. Sponsorship Coordinator
  2. Community Engagement Coordinator
  3. Case Competition Coordinator

4. Career Fair Coordinator
  - g. 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.
  - h. The coordinators are the responsibility of and report to the Executive who has the above mentioned ability to appoint them.
  - i. A vote with two-thirds (2/3) support of Council is required to change which Executive has the ability to hire a given coordinator.
- B. A member may hold a maximum of two positions within the following guidelines:
  1. An Executive 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.
- C. Two individuals may occupy the position of Vice President Student Life.

#### Article 5: OBJECTIVES

- A. The objectives of the Council and its officers shall be:
  1. To enhance the academic, professional, and social lives of the students in the Bachelor of Kinesiology program.
  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 assist incoming first year Kinesiology undergraduate students and to orient them to university life.

#### Article 6: DUTIES OF THE EXECUTIVE AND COUNCIL MEMBERS

- A. Executives:
  1. President
    - a. Will be the spokesperson for the society.
    - b. Supervise and direct the duties of the Executive.
    - c. Has the right to approve or disapprove actions of the Executive.
    - d. Chairs Council and Executive meetings and is responsible for preparing agendas for each.
    - e. Enforces the Constitution.

- f. Attends constituency Presidents' council meetings.
  - g. Attend the School of Kinesiology Meetings, and if unable to do so will appoint a proxy.
  - h. Holds weekly office hours, totalling 3 hours of availability for appointments, and enforces this shared commitment be upheld by all of the Executives.
  - i. Directly oversees duties of the Grad Coordinator.
  - j. Directly oversees the duties of the KIN Camp Coordinator.
  - k. Directly oversees the duties of the BIPOC Coordinator.
  - l. Directly oversees the duties of the Campus Kinnections Coordinator.
  - m. In conjunction with the VP Finance, directly oversees the budget.
  - n. Determine the Executive to act as the AMS Representative and attend AMS Council Meetings if the Vice President Finance is unable to do so.
  - o. In general oversees all developments within the Executive and the Council.
  - p. Will appoint a sustainability representative for Kinesiology.
  - q. Will hold quarterly accountability meetings with each of the Vice Presidents and will release accountability reports to the public.
  - r. Will appoint a member of the Executive, or self-appoint, to sit on the School of Kinesiology Curriculum Committee.
  - s. Will sit on the UBC Steering Committee.
  - t. Will sit on the UBC Physical Activity Committee.
2. Vice President Academic
- a. Holds weekly office hours, totalling 3 hours of availability for appointments.
  - b. Directly oversees the duties of the KPAC or KAS-Coordinator.
  - c. Directly oversees the duties of the Kinesiology Wellness and Mental Health Coordinator.
  - d. Attends the School of Kinesiology Meetings, and if unable to do so will appoint a proxy.
  - e. Attends Academic Caucus meetings, and if unable to do so will appoint a proxy.
  - f. Is responsible for liaising with students, faculty, and administration on academic issues.
  - g. Will assume coordinator positions if not filled.

- h. Will abide by directives from the President.
- 3. Vice President Finance
  - a. Holds weekly office hours, totalling 3 hours of availability for appointments.
  - b. Assumes Presidential duties in their absence.
  - c. Monitors financial affairs of the KUS and reports them to Council.
  - d. Responsible for all monies received and disbursed by the KUS.
  - e. Liaises with the President to prepare a budget for the fiscal year.
  - f. Records minutes at Executive and Council meetings.
  - g. Submits-meeting minutes to the Vice President Communications to be posted online on the KUS website.
  - h. Manages the Executive and Council filing cabinets.
  - i. Will assume responsibility of directly overseeing CampusBase.
  - j. Will abide by directives from the President.
- 4. Vice President Communications
  - a. Holds weekly office hours, totalling 3 hours of availability for appointments.
  - b. Directly oversees duties of the Merchandise Coordinator.
  - c. Directly oversees duties of the Website Coordinator.
  - d. Directly oversees duties of the Marketing Coordinator.
  - e. Directly oversees duties of the Year Representatives and Stream Representatives, also referred to as the KUS Ambassadors.
  - f. Will assume coordinator positions if not filled.
  - g. Will abide by directives from the President.
- 5. Vice President Student Life
  - a. Holds weekly office hours, totalling 3 hours of availability for appointments.
  - b. Directly oversees duties of the Boat Cruise Coordinator.
  - c. Directly oversees duties of the Rum n' Egger Coordinator.
  - d. Directly oversees duties of the Kin Week Coordinator.
  - e. Directly oversees duties of the Kinder Coordinator.
  - f. Directly oversees duties of the Kin Formal 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. Responsible for the coordination of planning and implementation of social events.
  - k. Will assume coordinator positions if not filled.
  - l. Will abide by directives from the President.
6. Vice President External
- a. Holds weekly office hours, totalling 3 hours of availability for appointments.
  - b. Act as a liaison with any external organization and other AMS constituencies and to keep Council informed of their activities.
  - c. Directly oversees duties of the Sponsorship Coordinator.
  - d. Directly oversees duties of the Community Engagement Coordinator.
  - e. Directly oversees the duties of the Professional Development and Career Development Coordinator.
  - f. Directly oversees the duties of the Case Competition Coordinator.
  - g. Liaises and coordinates with the alumni network to maintain relations and to keep Kinesiology alumni engaged with the KUS.
  - h. Will assume coordinator positions if not filled.
  - i. Will abide by directives from the President.

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

- A. The term of each Executive officer shall run from May 1<sup>st</sup> until April 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 position, a Kinesiology Student must be in good academic and social 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 Friday. Results must be announced within four (4) days.
- H. All current members of KUS 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 the Executive.
- J. If at the end of the election there is a tie between candidates or Yes and No votes, the incumbent Executive 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 there shall be a by-election held no later than the 4th 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 five (5) 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 the Executive.

#### 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 five (5) 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 academic and social 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 then 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.
  - a. Costs associated with a campaign may exceed \$50 if approval is provided by the KUS President and Vice President Finance.
- 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 Executive shall meet at least once every two weeks from September to April. Between May and August, communication must be continued through the Executive.
- 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 Finance.
- D. Executive meetings require that 70% of the elected officers are present for quorum to be met. If this number is not present, then decisions made by 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 Executive office space will provide members with available space to utilize during daytime hours throughout the academic year.

- B. The Executive will maintain the office space and the regulations of the building in which it resides.
- C. Each year the Executive 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: LIABILITY

- A. The Society shall assume no liability for damages suffered, be they bodily harm, property damage and/or property loss, by any participant in any of the events sponsored by or sanctioned by the Society.
- B. The Society shall assume no responsibility for any damages incurred directly or indirectly by the actions of a member of the Society unless such action has been approved by the Society.

#### Article 12: VALEDICTORIAN

The Executive shall be responsible for the selection of the valedictorian in each graduating class. The Executive shall strike a committee to oversee the process and the committee shall not include any individual running for valedictorian. Faculty and students registered for graduation 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 five (5) days. Kinesiology students registered for graduation 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 Executive. 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 Executive for each graduating class shall appear on the composite with their corresponding title:

- A. President (even if they are not graduating)
- B. Any Vice President (even if they are not graduating)

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

The 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 Executive to suggest amendments and what they will mean. The Executive (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).
- B. The constitution was last revised on June 06, 2021 by the Ad-Hoc Constitution Amendment Committee consisting of Marisa Lin Rifad Bhuyia, Jessica Liu, Cameron Lee, and Davin Hu, appointed by KUS President, Annika Szarka.