



# **Kinesiology and Health Science Graduate Student Association**

## **Constitution & Guidelines**

### **Last Revised: September 2020**

#### **The Purpose of this Constitution is:**

1. To provide a general philosophy and rationale for the Kinesiology and Health Science Graduate Student Association.
2. To provide a general orientation for the membership.
3. To lend stability and continuity to the Kinesiology and Health Science Graduate Student Association.
4. To provide an understanding of the operations, practices and procedures carried on within the various parts of the Kinesiology and Health Science Graduate Student Association.

#### **Article 1: Name and Compliance**

**1.1 Name:** This organization shall be known as Kinesiology and Health Science Graduate Student Association (KAHS GSA), the name under which it is officially registered with York University Graduate Students Association (YUGSA). It will hereafter be referred to as KAHS GSA.

**1.2 Compliance:** KAHS GSA operates at York University, subject to York University and YUGSA policies and procedures.

#### **Article 2: Preamble**

The KAHS GSA represents and advocates for the collective interests of Kinesiology and Health Science graduate students in all matters of departmental policy and action at York University. The KAHS GSA seeks to build community among the graduate students, faculty, and larger university, with consideration for diverse experiences and interests. Above all, the KAHS GSA works to optimize the environment within which graduate students develop, both professionally and personally.

#### **Article 3: Membership**

The members of the KAHS GSA are Kinesiology and Health Science graduate students. Current enrollment in the graduate program is sufficient for membership. No general membership dues will be collected from members, although members may be expected to pay nominal fees for specific events.



## **Article 4: Meetings**

### ***4.1 General Meetings***

KAHS GSA meetings will be organized, called, and moderated by the President and/or Vice-President and held a minimum of one time during the academic year. All members are invited and encouraged to attend. Normally, any voting will take place in the meeting, and members who are not in attendance at the meeting forfeit their right to vote, unless a proxy vote has been arranged in advance. The KAHS GSA does reserve the right to decide, by a majority vote or the decision of the President/ co-Presidents, to put any vote to the entire KAHS GSA. In these cases, the issue will be presented via written or electronic memo to all members, and members will be given a pre-specified period of time in which to cast their ballots. Before any official action is taken by the KAHS GSA, a majority vote must be obtained for those votes taken outside of meetings (as per the stipulations outlined above). In all cases, the votes of all members will be weighed equally.

### ***4.2 Executive Meetings***

KAHS GSA Executive meetings will be organized, called, and moderated by the President and/or Vice-President and held once per month (with the exception of December) for a total of 11 monthly meetings.

## **Article 5: Elections and Eligibility**

Elections for KAHS GSA offices will be held in September of every year. Only KAHS GSA members may hold official positions. All nominations for elected office will be either: A) decided by those members present at the KAHS GSA meetings (or submitted by a member via advance proxy); or B) sent to the election officer/graduate program assistant. No individual may hold more than one KAHS GSA office at the same time. After the nomination period, ballots will be distributed [electronically] to all graduate students, and persons will have a pre-specified period in which to cast their ballots. For each position, the person receiving the largest number of votes will be elected. Ballots will be submitted to and tabulated by the current KAHS GSA President/election officer. Please note, for the first 5 years of the organization (2019-2024), voting will be done internally within the KAHS GSA executive team.

## **Article 6: Executive Committee**

### ***6.1: Composition***

The KAHS GSA has fourteen elected officers that will comprise the Executive Committee: President, Vice-President, Secretary, Treasurer, Social and/or Sports representative (1-2 reps), Program representatives (MA, MSc, MFS, PhD), Conference Chairs (2 reps), Member at large, and Past President. It is expected that the Vice-President will take over from the President in their 2<sup>nd</sup> year of service. However, the Vice-President and one other executive member can jointly run (and share)



the role of Co-President of equal authority if both parties consent and the Executive Committee approves.

## **6.2: Requirements of Officers**

The Officers of KAHS GSA must attend >60% of regularly scheduled executive meetings.

- **President:**  
Requirements: The President is the liaison of the KAHS GSA. They are responsible for organizing, setting the agenda for and serving as Chair at all meetings [and elections], communicating with other officers, calling special meetings, coordinating officers in special tasks, have the authority to sign all notes and other orders for payment of monies drawn by the Treasurer.
- **Vice-President:**  
Requirements: The Vice-President works in partnership with the Present. They are responsible for assisting the President with organizing and overseeing meetings [and elections], communicating with other officers, calling special meetings, coordinating officers in special tasks. In the absence of the President, the Vice-President shall serve as Chair at all meetings [and elections]. It is expected that the Vice-President will take over from the President in their 2<sup>nd</sup> year of service. The Vice-President will have co-signing authority in addition to the President and Treasurer for continuity of KAHS GSA funds.
- **Secretary:**  
Requirements: The Secretary is responsible for recording the minutes of the meetings and distributing them to the membership, keeping all records and lists updated, and moderating the departmental listserv. In the absence of the Secretary, the Chair of the meeting [or election] shall choose a Secretary to record the minutes for the meeting.
- **Treasurer:**  
Requirements: The Treasurer is responsible for drafting the KAHS GSA's budget and presenting it to the executive committee, membership and YUGSA, keeping the membership informed of the KAHS GSA's current budget, reporting the amount of expenditures by the KAHS GSA at each meeting, and authorization of the release of funds upon approval from the President.
- **Social and/or Sports representatives (1 or 2 reps):**  
Requirements: The social and/or sports representatives are responsible for planning and coordinating the social and sports related activities of the KAHS GSA (i.e. Intramural registration). They are also responsible for maintaining the KAHS GSA social medial accounts and presence. Representatives will recruit and include KAHS graduate students for KAHS GSA organized activities. The social representative will also assist the Secretary with moderating the departmental listserv.
- **Program representatives (x4 reps):**  
Requirements: The program representatives are responsible for assisting any of the representatives in their roles as necessary. For example, they will assist the Social and



Sports representatives with the planning, coordinating and execution of social and sports related activities. They also will be called upon to record the minutes of the meeting in the event the Secretary is absent.

- **Conference Chairs (2 reps):**

Requirements: The Conference Chairs are responsible for planning and coordinating the annual Broaden Horizons: Kinesiology and Health Science Research Day. In the event there is only one Conference Chair, the President and/or Vice-President will act as a second conference chair.

- **Member at large:**

Requirements: The member at large is responsible for assisting any of the representatives in their roles as necessary.

- **Past President:**

Requirements: The Past President is responsible for providing ongoing support for one year to the KAHS GSA after their term as President.

### ***6.3: Replacing Officers and Representatives***

If a member serving in an elected position, other than the President, resigns or is otherwise unable to fill their position, the KAHS GSA executive will appoint a replacement to fill the remainder of the term. If the President resigns or is otherwise unable to fill their term, the Vice-President shall be appointed Acting President and an election will be held following all the guidelines and stipulations for a regular election. Replacement members for any position, including those elected, will serve only until the end of the original term of that position.

### **Article 7: Finances**

The KAHS GSA's money will be primarily acquired through funds allocated to the KAHS GSA by YUGSA and the department. Any expenditures of the KAHS GSA must be in accordance to the KAHS GSA's annual budget, approved by the membership. Only if the KAHS GSA exceeds its budget or needs money for a special event may dues be collected. This must be approved by a majority (50% +1) of the membership. All monies belonging to the KAHS GSA shall be deposited and disbursed through a bank account established for the KAHS GSA. All funds must be deposited within one week of collection.

### **Article 8: Ad Hoc Committees**

Ad hoc committees may be created at any time by the decision of the President or a majority vote at a KAHS GSA meeting. Appointments to the ad hoc committee will be the responsibility of the executive committee. Each ad hoc committee must select a contact person so that KAHS GSA members and others can communicate efficiently with that committee. All ad hoc committees are responsible for maintaining records of their activities and for reporting pertinent information to members at the KAHS GSA meetings.



### **Article 9: Amendments and Revisions**

An amendment can be added to this constitution with a 2/3 vote of all members present at the meeting when the issue arises. The amended constitution must be presented to the YUGSA office in the beginning of every academic year.