CONSTITUTION OF THE SCHOOL OF HUMAN KINETICS GRADUATE STUDENT ASSOCIATION

H.K.G.S.A

UNIVERSITY OF OTTAWA

Current version approved by the 2010-2011 H.K.G.S.A. Executive Committee.
MEMBERS

All registered full-time and part-time graduate students from the School of Human Kinetics at the University of Ottawa hereby form a graduate students association called the School of Human Kinetics Graduate Students Association (HKGSA).

1. AIMS OF THE SCHOOL OF HUMAN KINETICS GRADUATE STUDENTS ASSOCIATION

1.1. To represent, promote, and defend the interests of all registered full-time and part-time graduate students from the School of Human Kinetics at: i) the University of Ottawa, ii) the University of Ottawa’s Graduate Student Association (GSAÉD), iii) School of Human Kinetics Council, iv) School of Human Kinetics Graduate Studies and Research Committee, and v) Faculty of Health Sciences Council.

1.2. To promote interactions amongst Human Kinetics graduate students and professors through academic, social, and sporting activities.

1.3. To assist Human Kinetic graduate students with academic and non-academic matters. This includes directing students towards the appropriate agencies or resources when necessary.

1.4. To liaise with relevant external agencies in the field of Human Kinetics.

1.5. To encourage and support interdepartmental graduate student activities in the Health Science fields.
2. ELECTIONS

2.1 Annual Assembly/Elections

2.1.1 During the month of April, the Executive Committee shall call for a general assembly of all Human Kinetics graduate students for the purpose of electing a new executive.

2.1.2 The outgoing Executive Committee members shall issue a written notice of the assembly mentioning the date, time, and location of the general assembly as well as the call for nominations for the positions on the Executive Committee.

2.1.3 The notice shall be posted in the Human Kinetics graduate student lounge (MNT 206) and on all School of Human Kinetics bulletin boards no less than three (3) weeks prior to the date of the general assembly. Furthermore, the notice shall be circulated by email to all registered full and part-time Human Kinetics graduate students.

2.1.4 Nominations will be accepted prior to and during the general assembly. Nominations must be submitted to the outgoing president of the Executive Committee.

2.1.5 Any registered full-time or part-time graduate student in the School of Human Kinetics is eligible to be elected to a position on the Executive Committee. He/she must submit his/her nomination along with a minimum of five signatures from other Human Kinetics graduate students. The nomination must specify which position the candidate is applying for.

2.1.6 Executive Committee members will be voted in during the April general assembly using secret ballots. The candidate with the greatest number of votes shall be elected into the given position. In the event that only one candidate applies for a given position, the candidate will be elected into the position with a vote of confidence (Yes or No). Only one (1) individual can occupy each of the positions to be filled.

2.1.7 Councillors will be voted in during a September By-elections using secret ballots. The candidate with the greatest number of votes shall be elected into the given position. In the event that only one candidate applies for a given position, the candidate will be elected into the position with a vote of confidence (Yes or No). Only one (1) individual can occupy each of the positions to be filled.

2.1.8 Any executive position left unfilled after the April general assembly will be re-opened to any registered full-time or part-time graduate student in the School of Human Kinetics. The unfilled positions will be voted in during a September by-elections using secret ballots. The candidate with the greatest number of votes shall be elected into the given position. In the event that only one candidate
applies for a given position, the candidate will be elected into the position with a vote of confidence (Yes or No). Only one (1) individual can occupy each of the positions to be filled.

2.1.9 All candidates for a given position shall be allowed a 2 min period to present their candidacy, followed by a 2 min period of questions.
3. ASSEMBLIES AND COMMITTEE/COUNCIL MEETINGS

For all general assemblies, council as well as executive meetings, rules of order shall apply. All HKGSA meetings shall take place in the graduate student lounge (MNT 206).

3.1 General assemblies

3.1.1 The HKGSA Executive Committee shall call a special general assembly within fourteen (14) days following the receipt of a written request to that effect signed by at least five (5) members of the Association.

3.1.2 Notice of the assembly shall be given no less than five (5) days in advance as outlined in the procedure for the annual general assembly (sec. 2.1.3).

3.1.3 Quorum shall be five (5) percent of the total number of graduate students enrolled in the School of Human Kinetics.

3.1.4 All registered full-time and part-time Human Kinetics graduate students shall be invited to attend and have voting power when the quorum (5%) is met for any general assembly.

3.1.5 In the event that the quorum is not met for a general assembly, the meeting will be governed as a council meeting, as stipulated in 3.2.6.

3.2 Council Meetings

3.2.1 The council shall meet once a month during the academic year. Council meetings should take place on the last Thursday of every month.

3.2.2 Council meetings shall contain the following points in order:
   a) Attendance
   b) Adoption of the agenda
   c) Adoption of the minutes from the previous Council meeting
   d) Main business
   e) Update from the representatives sitting on the School of Human Kinetics Council, School of Human Kinetics Graduate Committee, Faculty of Health Sciences Council and the University of Ottawa’s Graduate Student Association (GSAÉD).
   f) Executive Committee members update.

3.2.2 Any additional Council meetings may be called by any member of the Executive Committee. Notice of the meeting must be received by the other members at least seven (7) days prior to the date of the meeting.
3.2.3 A notice mentioning the date, time, and location of all council meetings shall be posted in the Human Kinetics graduate student lounge (MNT 206), on all School of Human Kinetics bulletin boards, and distributed to all registered full-time and part-time Human Kinetics graduate students via email. The notice shall be sent out no less than one (1) week prior to the date of a given council meeting.

3.2.4 The HKGSA Vice-President of Communications shall take minutes of all council meetings and post them in the Human Kinetics graduate student lounge (MNT 206), on all School of Human Kinetics bulletin boards and sent to all attendees by email. The minutes shall be type-written in word format and sent out no later than three (3) days after a given council meeting.

3.2.5 All executive committee members and councillors must attend each council meeting. All registered full-time and part-time Human Kinetics graduate students shall be invited to attend all council meetings.

3.2.6 Voting power during council meetings will be restricted to executive committee members and councillors only. All other association members are welcomed to attend and participate but will not have voting power.

3.3 Executive Committee Meetings

3.3.1 During the first week of September, the HKGSA President shall call a first executive committee meeting.

3.3.2 The executive committee shall meet as is necessary during the academic year.

3.3.3 A notice mentioning the date, time, and location of all Executive committee meetings shall be posted in the Human Kinetics graduate student lounge (MNT 206), and distributed via email to all executive committee members. The notice shall be sent out no less than one (1) week prior to the date of all executive committee meetings.

3.3.4 Executive committee meetings will be opened to executive committee members only. All executive committee members must attend each executive committee meeting.

3.3.5 The HKGSA Vice-President of Communications shall take minutes of all executive committee meetings and post them in the Human Kinetics graduate student lounge (MNT 206), on all School of Human Kinetics bulletin boards and sent to all attendees by email. The minutes shall be type-written in word format and sent out no later than three (3) days after any executive committee meeting.
4. COUNCIL OF THE SCHOOL OF HUMAN KINETICS GRADUATE STUDENTS ASSOCIATION

4.1 Council

The Council consists of the HKGSA executive committee members and the councillors.

4.2 Functions of the Council

4.2.1 To oversee the daily administration of the Association and the management of its budget.

4.2.2 To select representatives for the following committees: School of Human Kinetics Council, School of Human Kinetics Graduate Studies and Research Committee, Faculty of Health Sciences Council, the University of Ottawa’s Graduate Student Association (GSAÉD), and the GSAÉD social committee.

4.2.2.1 Any member of the HKGSA may be a representative on these committees or councils.

4.2.2.2 These representatives will be required to attend every one of their respective council/committee meetings and report back to council during council meetings.

4.2.3 To organize and carry out, at a minimum, the following activities for which all association members and Human Kinetics professors will be invited to attend:

   a) HKGSA Halloween pub night – October
   b) HKGSA Winter formal dinner – November/December
   c) One HKGSA sporting activity – February/March
   d) HKGSA Graduate Student Conference – April

4.2.4 To perform any duties arising during the general assemblies.

4.2.5 To issue notices of all HKGSA meetings and assemblies and to propose agendas for these meetings and assemblies.

4.2.6 To inform all full-time and part-time Human Kinetics graduate students of any HKGSA activities.

4.2.7 To organize the election of new HKGSA executive members and councillors and ensure the proper transition of responsibilities at the end of each academic school year.
4.3 HKGSA Executive Committee

It is the duty of all executive committee members to be familiar with the HKGSA constitution and to attend all HKGSA meetings.

4.3.1 President

The duties of the president shall be:

1) To represent the Association in dealings with the GSÉAD, the University of Ottawa and all other internal and/or external bodies.

2) To ensure that all Executive members and Councillors are aware of, and follow the HKGSA Constitution.

3) To act as chairperson of the executive committee, the council, and general assemblies.

4) To draft and approve meeting agendas.

5) To delegate to, and supervise tasks of, the executive committee members.

6) To review and approve all communications (emails, posters, etc.).

7) To present and promote HKGSA activities at school meetings (e.g. orientation day, executive elections, etc.).

8) To represent the HKGSA at the School of Human Kinetics council meetings and report back to council in the event that the position is not filled by another member of the Association as described in section 4.2.2.1.

9) To prepare and present a written annual report at the April General Assembly of the activities carried out while fulfilling the position.

4.3.2 Vice-president of Executive Committee and Councillors

The duties of the Vice-President shall be:

1) To manage and reply to emails in the HKGSA hotmail account and voice suggestions retrieved from these emails at executive committee as well as council meetings.

2) To act as chairperson of the executive committee, the council, and general assemblies in the absence of the President.
3) To delegate to, and supervise the tasks of, the HKGSA councillors.

4) To present and promote HKGSA activities along with the President at school meetings (e.g. orientation day, executive elections, etc.).

5) To represent the HKGSA at the School of Human Kinetics Graduate Studies and Research Committee meetings and report back to council in the event that the position is not filled by another member of the Association as described in section 4.2.2.1.

6) To prepare and present a written annual report at the April General Assembly of the activities carried out while fulfilling the position.

**4.3.3 Vice-President of Finance**

The duties of the Vice-president of Finance shall be:

1) To act as financial advisor for the HKGSA. This includes registering the HKGSA with GSAÉD at the beginning of the school year to retrieve levy funds.

2) To manage the HKGSA yearly budget as approved at the April general assembly.

3) To be responsible for the collection and dispensation of all monies and receipts of the HKGSA. This includes depositing and withdrawing monies from the Association’s bank account.

4) To give a financial statement at every Council meeting and General Assembly.

5) To deal with the University of Ottawa, the School of Human Kinetics, the GSAÉD, and all other external/internal bodies where financial matters are concerned.

6) Lead external and internal funding strategies. This includes seeking sponsorship, ticket sales, raffles, etc.

7) To prepare and present for approval a yearly budget at the April general assembly.

8) To prepare and present a written annual report at the April General Assembly of the activities carried out while fulfilling the position.

9) To ensure the proper transfer of the Association’s bank account to the incoming President and VP Finance.
4.3.4 Vice-President of Communications

The duties of the Vice-President of Communications shall be:

1) To act as communications advisor for the HKGSA.

2) To acquire the email list of all registered full-time and part-time Human Kinetics graduate students.

3) To prepare and send mass-emails through the HKGSA hotmail account as directed by the executive committee.

4) To take minutes of all HKGSA meetings and assemblies and post them in the Human Kinetics graduate student lounge (MNT 206), on all School of Human Kinetics bulletin boards and send them by email to all attendees. The minutes shall be type-written in word format and sent out no later than three (3) days after any HKGSA meetings and assemblies.

5) To manage and update as necessary the HKGSA website.

6) To manage and update the HKGSA Constitution if needed.

7) To prepare and present a written annual report at the April General Assembly of the activities carried out while fulfilling the position.

4.4 Vice-President of Social affairs

The duties of the Vice-President of Social affairs shall be:

1) To act as social and sporting events manager.

2) To coordinate social events with location managers. This includes exploring different options to be presented, motioned and voted on at council meetings.

3) To lead and supervise marketing/promotion strategies for social events (e.g. posters, tickets, etc.).

4) To create detailed event plans and task lists for social events to be presented at council meetings.

5) To represent the HKGSA on the GSA ÉD Social Committee and report back to council in the event that the position is not filled by another member of the Association as described in section 4.2.2.1.
6) To prepare and present a written annual report at the April General Assembly of the activities carried out while fulfilling the position.

4.5 Vice-President of Academic affairs

The duties of the Vice-President of Academic affairs shall be:

1) To act as academic events manager (conferences, suggested workshops, etc.).

2) To coordinate, plan, and manage the April HKGSA graduate student conference.

3) To coordinate academic events with location managers. This includes exploring different options to be presented, motioned and voted on at council meetings.

4) To lead and supervise marketing/promotion strategies for academic events (posters, tickets, etc.).

5) To create detailed event plans and task lists for academic events to be presented at Council meetings.

6) To represent the HKGSA as councillor at the GSAÉD Council meetings and report back to council in the event that the position is not filled by another member of the Association as described in section 4.2.2.1.

7) To prepare and present a written annual report at the April General Assembly of the activities carried out while fulfilling the position.

4.6 HKGSA Councillors

Four (4) HKGSA councillors shall be elected according to the following fields of study:

Research/Thesis program: Biophysical Sciences (1) and Psychosocial Sciences (1),

Professional Master’s program: Sport Management (1), and Intervention and Consultation in Sport (1).

Their role shall be:

1) To represent and act as communication advisors for their respective field of study.
2) To carry out event promotions and ticket sales towards other students in their respective fields of study.

3) To fulfill any responsibilities delegated to them by the executive committee.
<table>
<thead>
<tr>
<th>To do this:</th>
<th>You say this:</th>
<th>May you interrupt the speaker?</th>
<th>Must you be seconded?</th>
<th>Is the motion debatable?</th>
<th>Is the motion amendable?</th>
<th>What majority is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object to incorrect procedure being used</td>
<td>Point of order.</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No vote taken, chair rules</td>
</tr>
<tr>
<td>Seek clarification from the previous speaker</td>
<td>Point of information.</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No vote taken, chair rules</td>
</tr>
<tr>
<td>Object to something which prevents your continued participation (eg. excessive noise)</td>
<td>Point of personal privilege.</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No vote taken, chair rules</td>
</tr>
<tr>
<td>Object to a motion being considered</td>
<td>I object to consideration of this motion.</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>2/3 majority</td>
</tr>
<tr>
<td>Consider something out of its scheduled order</td>
<td>I move that the agenda be amended in order to deal with the following item . . .</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>2/3 majority</td>
</tr>
<tr>
<td>Overturn the ruling of the chair</td>
<td>I challenge the chair on . . .</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority</td>
</tr>
<tr>
<td>Change a motion</td>
<td>I move that the motion be amended to read . . .</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority</td>
</tr>
<tr>
<td>Have a motion studied more before voting on it</td>
<td>I move that the motion be referred to . . .</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone further discussion on a motion until later in the meeting</td>
<td>I move that the motion be tabled until . . .</td>
<td>NO</td>
<td>YES</td>
<td>Only to time</td>
<td>YES</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone consideration of a motion until a future meeting</td>
<td>I move that the motion be postponed until . . .</td>
<td>NO</td>
<td>YES</td>
<td>Only to time</td>
<td>YES</td>
<td>Majority</td>
</tr>
<tr>
<td>Raise a matter previously tabled</td>
<td>I move that motion . . . be lifted from the table.</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider a motion already voted on earlier in the meeting.</td>
<td>I move that motion . . . be reconsidered.</td>
<td>YES</td>
<td>YES</td>
<td>YES (if original motion was)</td>
<td>NO</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate on a motion</td>
<td>I call the question</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>2/3 majority</td>
</tr>
<tr>
<td>Ask that everyone's vote on a particular motion be recorded in the minutes</td>
<td>I call for a roll call vote.</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No vote required, chair rules</td>
</tr>
<tr>
<td>Recess the meeting.</td>
<td>I move that the meeting recess until . . .</td>
<td>NO</td>
<td>YES</td>
<td>Only to time</td>
<td>NO</td>
<td>Majority</td>
</tr>
<tr>
<td>End the meeting</td>
<td>I move that the meeting adjourn.</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Majority</td>
</tr>
</tbody>
</table>

Canadian Federation of Students