

Kinesiology and Physical Education Graduate Society [KPEGS] Constitution

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- I. **NAME:** The name of the organization shall be the Kinesiology and Physical Education Graduate Society [KPEGS] at the University of Toronto.
- II. **PURPOSE:** The Kinesiology and Physical Education Graduate Society will undertake all actions that are of common interest to the members of the KPEGS.
- III. **MEMBERSHIP:** All full-time and part-time graduate students registered in the Faculty of Kinesiology and Physical Education shall automatically be general members of the Graduate Society. All full-time and part-time graduate students registered in the Faculty of Kinesiology and Physical Education shall be eligible to nominate themselves to the Executive Committee of KPEGS (See V. below).
- IV. **OBJECTIVES:** The objectives of KPEGS shall be:
  - 1) To represent the members of the Graduate Society on all matters in which representation may be in the interests of such students.
  - 2) To promote and maintain communication between members of the Graduate Society and the personnel of the Faculty of Kinesiology and Physical Education (KPE), and the University of Toronto (UofT).
  - 3) To initiate, sponsor, coordinate, and promote social, academic, cultural, and athletic events in which the members of the KPEGS may be interested, and in general to promote the welfare and interests of individuals registered in the Graduate Department of the Faculty of Kinesiology and Physical Education at the University of Toronto.
- V. **EXECUTIVE COMMITTEE:** The Executive Committee shall consist of fifteen [15] members, elected from the membership of KPEGS.
  - 1.1. The Executive Committee shall consist of a President, Treasurer, Secretary, Social Representative, Intramurals Representative, Faculty Council Representative, Bodies of Knowledge (Conference) Coordinators (2 Max.), Graduate Student Union Representative, CUPE Steward, Graduate Stream

and Cohort representatives (Master of Sport Science, Master of Kinesiology, Behavioural Stream, Physical Cultural Stream, Biophysical Stream).

1.2. The duties of the Committee members shall be:

1.2.1. The President must have at least 1 year of experience on the executive team to hold this position; the duties of the President are to:

- i. Act as the official representative of the Committee and undertake all duties assigned by KPEGS;
- ii. Attend faculty council meetings as executive committee voting member;
- iii. Chair the Committee's meetings including an up-to-date report of student/School affairs;
- iv. Act as signing officer of the Committee (e.g., bank accounts).
- v. Maintain a close liaison with the executive and graduate student body, including the provision of graduate students with up-to-date information on all student/School affairs;
- vi. Regular check ins (via email or meetings) with all members as needed;
- vii. Attend required meetings for the head grant (2 reps required)
- viii. Maintain regular meetings with secretary and treasurer to ensure all agenda items are completed; discuss attendance; and discuss role responsibilities;
- ix. Meet with Faculty and other KPE Directors to update on graduate student needs and concerns;

1.2.2. The duties of the Secretary are to:

- i. Assume the responsibility of reporting all correspondence to the Committee;
- ii. Book rooms and create an agenda for all Committee meetings;
- iii. Make concise minutes of Committee meetings, maintains copies on file, and distributes minutes to all Committee members;
- iv. Maintain an updated version of the constitution;
- v. Maintain regular meetings with president to ensure all agenda items are completed; discuss attendance; and discuss role responsibilities.

1.2.3. The duties of the Treasurer are to:

- i. Assume responsibility of financial records and dealings of the Committee, including the establishment of internal controls [e.g., access to funds, safekeeping];
- ii. Maintain digital records on the KPEGS drive;
- iii. Maintain a tracking sheet for the debit card;
- iv. Direct placement of cash or cheques into the Committee's bank account;
- v. Assume responsibility as one of the signing officers for the aforementioned account;
- vi. Keep accurate records of deposits, withdrawals, and any and all transactions to do with the KPEGS account;
- vii. Balance the account prior to date of takeover by the incoming Treasurer during the transition period;
- viii. Submit annual financial statement at end of Treasurer's term of office;
- ix. Assure the orderly transfer of all assets, books, and other financial records to the incoming Treasurer during the transition period; including transfer of signing authority before term end;
- x. Help run Committee affairs and special events organized through the fiscal year;
- xi. Coordinate with Grad Student Union rep for the Head Grant;
- xii. Help BOK coordinators with conference grants;
- xiii. Treasurer will meet with social coordinator or attend subcommittee meetings to plan budget for events;
- xiv. Plan a budget for the academic year;
- xv. Maintain regular meetings with president.

1.2.4. The duties of the Graduate Student Union Representative are to:

- i. Attend all University of Toronto Graduate Student Union's (UTGSU) meetings as the official representative of the KPEGS; (Assembly Meetings required to obtain UTSGU Funding, Town Halls, Bylaw Meetings, Annual General Meeting);
- ii. Report to the KPEGS Committee about pertinent matters of the Graduate Student Union;
- iii. Other duties as outlined by the Graduate Student Union;
- iv. Ensure that the KPEGS is represented at relevant meetings, and that the KPEGS meets the attendance requirements for funding);

Commented [ACI]: @Samira Sunderji can you add these meetings in detail - not sure what the list includes

- v. Coordinate with Treasurer for the Head Grant and additionally with the Bodies of Knowledge Coordinator for the Conference Grant;
- vi. Update the KPEGS members on Graduate Student Union issues;
- vii. Aid the KPEGS members with healthcare claims, research and student issues, and representation at Graduate Student Union or Departmental meetings.

1.2.5. The duties of the CUPE Steward are to:

- i. Update relevant KPEGS members on CUPE discussions;
- ii. Engage with relevant KPEGS members to bring issues and concerns to CUPE;
- iii. Attend all relevant CUPE meetings [Stewards' Council, General Membership Meetings, Annual General Meeting, Unit Membership Meetings, Bargaining-related meetings];
- iv. Organize departmental meetings as needed;
- v. Aid members with CUPE-related issues [e.g., healthcare claims, grievances, hiring issues];
- vi. Mobilize KPEGS members as needed.

1.2.6. The duties of the graduate stream and cohort representatives (Master of Sport Science, Master of Kinesiology, Behavioural stream, Physical Cultural stream, Biophysical Stream) are to:

- i. Engage with members in relevant streams to report to the KPEGS on their needs, goings-on, and updates;
- ii. Update relevant stream members on KPEGS goings-on;
- iii. Recruit volunteers from relevant stream as needed for KPEGS events;
- iv. Serve on Social and BoK subcommittees.

1.2.7. The Bodies of Knowledge Coordinators (2) must have at least 1 year of experience on subcommittee to hold this position; the duties of the Bodies of Knowledge Coordinators (2) are to:

- i. Organize the Bodies of Knowledge conference;
- ii. Recruit volunteers for subcommittee(s);
- iii. Coordinate with other KPEGS members as needed [e.g., Treasurer, Stream Reps....];
- iv. Liase with faculty members and prepare proposal presentation to faculty.

- 1.2.8. The duties of the Faculty Council Representative, Graduate Council Representative, and Research Committee Representative (3 positions) are to:
- i. Represent the KPEGS at Faculty Council meetings;
  - ii. Report on the KPEGS updates at Faculty Council meetings;
  - iii. Report on Faculty updates at the KPEGS meetings.
- 1.2.9. The duties of the Social Coordinator are to:
- i. Lead organizer for all KPEGS internal events [except the Bodies of Knowledge Conference];
  - ii. Coordinate annual events at minimum these include: Welcome event (1), fundraising or charity event (1), holiday or themed event (2);
  - iii. Encourage and facilitate engagement within and across streams and programs;
  - iv. Select, manage, and organize regular meetings for subcommittee & other subcommittee responsibilities.
- 1.2.10. The duties of the Intramurals Representative are to:
- i. Become an intramural sports rep for graduate students and be in communication with KPEAA Co-chairs (undergraduate reps);
  - ii. Responsible for registering and maintaining all Graduate Department/program intramural teams;
    - a. Survey members for preferred teams/divisions;
    - b. Identify captains for all teams and fill in as acting captain as needed for intramurals meetings;
    - c. Ensure that all registration and team forms are completed; and submitted with team deposits, as per intramurals rules
    - d. Act as extra player as needed for registered teams;
  - iii. Assist captains in recruiting sufficient players to avoid defaults;
- 1.2.11. The duties of the Communications Coordinator are to:
- i. Responsible for developing all promotional materials and monitoring all social media pages [i.e., Facebook, Instagram, Twitter, Gmail account] for the KPEGS;
  - ii. Organize and maintain a monthly KPEGS newsletter for graduate students;
  - iii. Promotes according to promotional schedule decided upon in consultation with event organizers and the KPEGS as a whole;
  - iv. Maintain an updated list of all KPEGS members with e-mail addresses;

v. Work with registrar's office to update KPE website as needed.

1.2.12. The duties of the Equity, Diversity, and Inclusivity Representative are to:

- i. Participate in KPE's Equity and Diversity committee meetings and provide KPEGS updates;
- ii. Participate in the Faculty's KINections EDI committee;
- iii. Develop of equity related workshops either independently or with organizations for graduate members;
- iv. Regular communications with director of EDI to regularly liase iniatives and events for student involvement.

1.3. All Executive Committee members shall be elected from and by the graduate students within the faculty of Kinesiology and Physical Education at UofT except for the CUPE position, which will be elected by eligible CUPE 3902 members as per the CUPE 3902 bylaws. The elections shall be held as determined by a majority decision of KPEGS Executive Members.

VI. SUB-COMMITTEE: The subcommittee members will consist of members of the social committee and the Bodies of Knowledge conference committee. This will include at minimum 5 members who are holding titles as KPE student representative positions.

1.1 The subcommittee are non-elect positions, they will be applied to and selected by committee leads based on merit and skills.

VII. AMENDMENTS: This constitution may be amended by the consent of a simple majority of members at an executive meeting.

1.1 Written notice of constitutional motions must be made and posted one [1] week prior to its consideration at an executive meeting.

VIII. BY-LAWS:

1.1 A motion to enact or amend a By-law shall require one [1] week's written notice prior to its consideration at a General Meeting and a simple majority vote for passage.

1.2 Quorum – A quorum for an executive meeting shall be one half of total members plus one [with at least one being the President].