

MCMASTER KINESIOLOGY SOCIETY



McMaster Kinesiology Society Constitution

McMaster University

Department of Kinesiology, Faculty of Science

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ARTICLE 1 — NAME AND DEFINITION

- 1.1. The organization shall be referred to as the **McMaster Kinesiology Society**, abbreviated as KS.
 - 1.1.1. All instances of this document are binding terms of reference for KS operations and policies.

ARTICLE 2 — PURPOSE

- 2.1. The purpose of the McMaster Kinesiology Society, in conjunction with the Department of Kinesiology, is to promote educational, social, advocacy and charitable events with the intention of maintaining an environment that encourages equity, diversity, inclusion, and belonging.
 - 2.1.1. **Mission:** We are a student-driven program society at McMaster University dedicated to fostering inclusivity, empowerment, and belonging among undergraduate Kinesiology students. We amplify student voices, cultivate leadership skills, and engage the community through meaningful initiatives.
 - 2.1.2. **Vision:** To cultivate a tight-knit and thriving community within McMaster University's Department of Kinesiology. We aim to enhance academic, social, and philanthropic opportunities while prioritizing the physical and mental well-being of all McMaster Undergraduate Kinesiology students.
 - 2.1.3. **Values:** The McMaster Kinesiology Society values integrity, lifelong learning, friendship, belongingness, and connections within the community.
- 2.2. The objectives of the KS are:
 - 2.2.1. Represent and advocate for the needs and interests of the Undergraduate Kinesiology student body.
 - 2.2.2. Foster unity, collaboration, and a strong sense of community among Undergraduate Kinesiology students.
 - 2.2.3. Support academic, professional, social, and philanthropic growth through diverse initiatives.

- 2.2.4. Manage and allocate KS resources responsibly to benefit its members.
- 2.2.5. Promote equity, diversity, inclusion, and Indigeneity engagement within the KS, the Department of Kinesiology, and the broader community.

ARTICLE 3 — NOTABLE DEFINITIONS

- 3.1. *"Academic Year"* shall refer to the period of time between September and April of the consecutive year.
- 3.2. *"KS", "KS Council", "Society", "Kin Society", and "Kinesiology Society"* shall refer to the group of KS members.
 - 3.2.1. *"Executive members"* refers to the group of KS members outlined in article 5.1.
 - 3.2.2. *"General members"* refers to the group of KS members outlined in article 6.1.
- 3.3. *"VP"* shall refer to the abbreviation of *"Vice President"*.
- 3.4. *"EDII"* shall refer to the abbreviation of *"Equity, Diversity, Inclusion, & Indigeneity"*.
- 3.5. *"WW"* shall refer to the abbreviation of *"Welcome Week"*.
 - 3.5.1. *"WW Reps," "Big Blues"* shall refer to the abbreviation of *"Welcome Week Representatives"*.
- 3.6. *"MSU"* shall refer to the abbreviation of the *"McMaster Students Union"*.
 - 3.6.1. *"SRA"* shall refer to the abbreviation of the *"Student Representative Assembly"*.
 - 3.6.2. *"MUSC"* shall refer to the abbreviation of the *"McMaster University Student Centre"*.
- 3.7. *"MSS"* shall refer to the abbreviation of the *"McMaster Science Society"*.

ARTICLE 4 - EXECUTIVE MEMBERSHIP

- 4.1. Membership in the KS shall be open to all full-time undergraduate students (enrolled in a minimum of 18 units per academic year) registered in the Department of Kinesiology, in good academic standing.
- 4.2. All executive members of the KS shall have the right to vote for all executive members of the Society, except for year reps which are outside of their own, and interview-based positions.
- 4.3. All executive members of the KS shall have the right to vote for year representatives that are within their level of study.
- 4.4. All general and executive members of the KS are encouraged to attend all events organized by the KS, notably large events such as the Kin Semi Formal, Heimbecker Cup, and Grad Formal if applicable.
 - 4.4.1. If a large number of absences are accumulated over the course of each semester, disciplinary action may be taken at the discretion of the KS President, VP Internal, or from any Kinesiology Undergraduate Designate.
- 4.5. Collectively, all executive members of the KS shall organize and coordinate three (3) fundraising activities during the academic year, where at least two are for a charitable organization and at least one for KS funding.
- 4.6. Event planners of any KS event must read a land acknowledgement provided by the Directors of EDII.
- 4.7. KS general or executive membership does not guarantee the allocation of spots on any Kinesiology-related event, such as the WW Representative Team, motionball, or other such events.
- 4.8. Impeachment of any member of the KS will be determined by:
 - 4.8.1. A 75% affirmative vote from the KS executive council and the approval of the Department Chair or Undergraduate Chair of Kinesiology, or;
 - 4.8.2. A vote of the general assembly while at quorum and the approval of the Department Chair or Undergraduate Chair of Kinesiology.
- 4.9. SRA Kinesiology Representatives will represent the communication between

the MSU and the Undergraduate Kinesiology student body.

- 4.9.1. As per Section 4.2.5. of the MSU Student Representative Assembly Bylaw, SRA Kinesiology Representatives must attend the KS Executive meetings to fulfill the active promotion of MSU activities.
- 4.9.2. As per Section 4.2.8. of the MSU Student Representative Assembly Bylaw, SRA Kinesiology Representatives are welcome to use the KS Office to fulfill their weekly office hours mandated to consult their respective academic division.

ARTICLE 5 - EXECUTIVE ROLES AND RESPONSIBILITIES

5.1. The KS Executive will consist of fourteen (14) members, including:

- 5.1.1. President (1)
- 5.1.2. Vice President Internal (1)
- 5.1.3. Vice President Finance (1)
- 5.1.4. Vice President Academic (1)
- 5.1.5. Vice President Media & Communications (2)
- 5.1.6. Vice President External (1)
- 5.1.7. Vice President Social (2)
- 5.1.8. Director of Equity, Diversity, Inclusion, and Indigeneity (2)
- 5.1.9. Director of Arts (1)
- 5.1.10. Welcome Week Coordinators (2)

5.2. The **President** shall:

- 5.2.1. Preside over all meetings of the KS, and shall be an ex-officio member of all committees within the organization.
- 5.2.2. Call all executive meetings and general meetings.
- 5.2.3. Handle the day-to-day operations of the KS.

- 5.2.4. Schedule end-of-term meetings with each member of the KS.
- 5.2.5. Ensure the organization's adherence to McMaster policies.
- 5.2.6. Must have a minimum of one year of experience on the KS and be in good academic standing.
- 5.2.7. Supervise all expenditures of the organization's funds.
- 5.2.8. Have signing privileges to all cheques and financial documents.
- 5.2.9. Address and enforce the KS constitution during KS meetings and general assemblies.
- 5.2.10. Act to ensure all undergraduate student functions of the KS are carried out in a cohesive and professional manner.
- 5.2.11. Settle all disputes that may arise within the KS, provided they are within the President's jurisdiction.
- 5.2.12. Serve as a member of the Department Council, or will appoint a delegate of their choice for this position.
- 5.2.13. Act as a liaison between the Department of Kinesiology and Kinesiology student body.
- 5.2.14. Take on the roles of any unfilled KS executive positions and perform the duties required by the given position as outlined in articles 5.3-6.1, or oversee the appointment of a delegate to the position.
- 5.2.15. Organize the graduating class composite and photos, along with their distribution.
- 5.2.16. Sit on the monthly McMaster Science Presidents Council as a representative of the Kinesiology Society.
- 5.2.17. Sit on the monthly McMaster Student Union Presidents Council as a representative of the Kinesiology Society, if held by the elected MSU President.
- 5.2.18. Host regular meetings with the Associate Chair Undergraduate of Kinesiology and Department Administrator to discuss pressing changes and happenings within the Kinesiology Society.

- 5.2.19. Meet with the Chair and Associate Chair Undergraduate of Kinesiology at the start of each academic year in order to discuss future event plans.
- 5.2.20. Work with the VP Internal and VP Finance over the course of the summer to complete the documents required for the ratification of the Kinesiology Society.
- 5.2.21. Sit on all Kinesiology Department committee meetings, such as but not limited to the Kinesiology Department EDII committee or the Kinesiology Undergraduate Curriculum and Policy Committee, in the event that the regularly appointed KS delegates are unable to attend.
- 5.2.22. Create and/or update the following documents prior to and during the academic year:
 - 5.2.22.1. Codes of Conduct and Ethics; Key Card Access Agreement; Subcommittee Contract; and Constitution with VP Internal.
 - 5.2.22.2. Sponsorship Policy with VP External and VP Finance.
- 5.2.23. Hold 1 – 2 weekly office hours in the KS Office.
 - 5.2.23.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.

5.3. The **Vice President Internal** shall:

- 5.3.1. Record the meeting minutes of all official meetings and post them to the KS website in a timely and regular manner.
- 5.3.2. Maintain the organization's membership list and archival documents (minutes, event summaries, budgets, bylaws, etc.).
- 5.3.3. Must have a minimum of one year of experience on the KS and be in good academic standing.
- 5.3.4. Ensure all events organized under the KS namesake follow the due process of approval and documentation.
- 5.3.5. Implement two separate feedback forms where (1) general

members of the KS and (2) Undergraduate Kinesiology students can share suggestions and concerns to the President and the KS throughout the academic year.

- 5.3.6. Work with the President and KS members to prepare meeting minutes for every KS meeting.
- 5.3.7. Maintain the cleanliness and organization of the KS office, as well as organizing any maintenance concerns with the Department Administrator.
- 5.3.8. Organize all waivers from KS-run events into folders, which will be placed in a locked filing cabinet within the KS office.
- 5.3.9. Update the bulletin board found outside the KS Office.
- 5.3.10. Work with the President and Directors of EDII to sort any internal affairs that may arise.
- 5.3.11. Hold scheduled check-in meetings with subcommittees at least once per semester or by request from subcommittee leaders, and report key information back to the President.
- 5.3.12. Hold monthly (minimum 1 per term) internal KS socials to increase team cohesiveness.
- 5.3.13. Perform the duties of the President in the latter's absence, and shall assist the President where required. Perform such other duties that may be periodically assigned by the President, executive, or general membership.
- 5.3.14. Hold 1 – 2 weekly office hours in the KS Office.
 - 5.3.14.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 5.3.15. Work with the President and VP Finance during the summer to complete the documents required for the ratification of the Kinesiology Society.
- 5.3.16. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may

relay it to the Undergraduate Chair.

5.4. The **Vice President Finance** shall:

- 5.4.1. Keep and balance the account books of the KS.
- 5.4.2. Manage and review all funds within the safe. These funds must be recorded, and deposited in a timely manner.
- 5.4.3. Arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
- 5.4.4. Monitor and execute reimbursements when necessary and accompanied by receipt of purchase is submitted. Ensure this reimbursement is completed within 1 month of initial purchase.
- 5.4.5. Must have a minimum of one year of experience on the KS and be in good academic standing.
- 5.4.6. Work with the President and Vice Presidents to complete an annual budget before September 1st of the academic year, and present it at the first KS executive meeting, to the Department of Kinesiology, and the MSS.
 - 5.4.6.1. Provide a report surrounding the finances of the organization once per semester, and have the books available upon the request of any member of the organization.
- 5.4.7. Hold signing rights to all cheques and financial documents along with being responsible for all account documentation.
- 5.4.8. Submit a financial report to the MSS in January to show the distribution of funds allocated to the KS from the MSS.
- 5.4.9. Prepare a proposed budget for the Department of Kinesiology and MSS in an accessible format, such as online in a Google Drive.
- 5.4.10. Organize merchandise and clothing orders and sales, including internal KS merchandise.
- 5.4.11. Attend all meetings that include the President and VP Finance of the MSS to determine the budget of the KS for the next academic year.

- 5.4.12. Work with the President and VP Internal during the summer to complete the documents required for the ratification of the Kinesiology Society.
- 5.4.13. Work with VP External and/or a potential Sponsorship Coordinator(s) to handle financial details relating to sponsorships as outlined in Article 8.
- 5.4.14. Meet with the VP Finance of the MSS, the President of KS, and the WW Coordinators to secure funding for Welcome Week.
- 5.4.15. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
- 5.4.16. Hold 1 – 2 weekly office hours in the KS Office.
 - 5.4.16.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 5.4.17. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.

5.5. The **Vice President Academic** shall:

- 5.5.1. Sit on the MSU Academic Affairs Council as a representative of Kinesiology.
- 5.5.2. Sit on the Kinesiology Undergraduate Curriculum and Policy Committee, alongside the Director of Equity, Diversity, and Inclusion, or assign a replacement from the KS council if needed.
- 5.5.3. Implement and maintain the Kinesiology peer mentorship program with the WW Peer Mentorship Coordinators, beginning in the summer term, prior to the academic year they are elected for.
 - 5.5.3.1. Work with WW Coordinators to host a collaborative event between mentors and mentees.
- 5.5.4. Implement and maintain a peer tutoring program for Kinesiology-based courses, or assign a delegate from the Kinesiology Academic Affairs Council such as KINESIOL 1A03/1AA3,

KINESIOL 2A03, KINESIOL 2C03, KINESIOL 2CC3, KINESIOL 2E03, or other related courses based on student input.

- 5.5.5. Plan and facilitate “meet & greet” events between undergraduate and graduate students, professors and or mentorship programs within Kinesiology.
- 5.5.6. Host a career panel event focusing on providing students with information on post-graduate programs, careers, application processes, and etc.
- 5.5.7. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
- 5.5.8. Hold 1 – 2 weekly office hours in the KS Office.
 - 5.5.8.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 5.5.9. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.

5.6. The **Vice President Media & Communication(s)** shall:

- 5.6.1. Promote all functions of the KS via email, posters, signs, all social media, and any other appropriate forms of publicity.
- 5.6.2. Create a branding guide (including, but not limited to: fonts and logos) prior to the start of the academic year and forward it to members of the KS and potential subcommittees.
- 5.6.3. Work in conjunction with other subcommittees and societies for promotional collaborations material.
- 5.6.4. Make plans for KS member introductions, Undergraduate Kinesiology student highlights, polls, and content creation with Undergraduate Kinesiology students for engagement.
- 5.6.5. Work in conjunction with the WW Coordinators to promote general KS spirit.
- 5.6.6. Record the official minutes from the KS meeting in the absence of

the VP Internal.

- 5.6.7. Maintain and update KS website in terms of posts, events and advertisements, and ensure an aesthetically pleasing and accessible format with the advice of the Equity, Diversity, & Inclusion Representative.
- 5.6.8. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
- 5.6.9. Hold 1 – 2 weekly office hours in the KS Office.
 - 5.6.9.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 5.6.10. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.

5.7. The **Vice President External** shall:

- 5.7.1. Act as a liaison to relay any news, events, or information from external parties to the KS. This involves initiating conversations with external parties about wellness promotion events and/or changes at McMaster.
 - 5.7.1.1. External parties may include: other societies at McMaster; organizations within McMaster (such as a club or service); organizations outside of McMaster (such as representatives from other universities or services).
- 5.7.2. Help to facilitate any events involving any organizations outside of the KS, including planning and/or promotion.
 - 5.7.2.1. Events involving any external parties must include events pertaining to the promotion of health and wellness of the wider McMaster community.
- 5.7.3. Act as a point of contact for potential collaborations between other organizations and societies outside of the KS.

- 5.7.3.1. Work with VP Finance and/or a potential Sponsorship Coordinator(s) to handle financial details relating to sponsorships as outlined in Article 8.
- 5.7.4. Manage and maintain the KS website ensuring it is kept up to date with current information and events.
- 5.7.5. Update the KINect Portal on the website, with the most up-to-date information about volunteer and research opportunities across Kinesiology, McMaster and outside organizations alongside a subcommittee.
- 5.7.6. Coordinate with a liason from the motionball McMaster Chapter to enhance communication and support between the motionball not-for-profit organization and Kinesiology Society (inclusive of, but not limited to, advertising, events, and office use).
- 5.7.7. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
- 5.7.8. Hold 1 – 2 weekly office hours in the KS Office.
 - 5.7.8.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 5.7.9. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.
- 5.8. The **Vice President Social(s)** shall:
 - 5.8.1. Organize the Kinesiology Semi Formal or appoint a delegate of their choice to this position.
 - 5.8.1.1. Work with the VP Finance to determine when and/or if additional funds from the KS are required.
 - 5.8.2. Maintain a relationship with bussing companies to provide transportation for any KS-sanctioned event.
 - 5.8.3. Communicate with the Kinesiology Graduate Body to plan and promote joint events, such as the Heimbecker charity event.

- 5.8.4. Assist the Fourth Year Representatives for Graduation Formal planning due to prior knowledge about planning the Kinesiology Semi Formal.
- 5.8.5. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
- 5.8.6. Hold 1 – 2 weekly office hours in the KS Office.
 - 5.8.6.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 5.8.7. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.
- 5.9. The **Director(s) of Equity, Diversity, Inclusion, and Indigeneity** shall:
 - 5.9.1. Primarily focus on policy-making by addressing concerns related to courses, departmental policies, and systemic barriers within the McMaster Undergraduate Kinesiology Program.
 - 5.9.1.1. Develop and advocate for policies that increase equity, diversity, inclusion, and Indigeneity within the Kinesiology Program.
 - 5.9.2. Advise the society on equitable and inclusive practices in all events, media representations, clothing sales, and meetings.
 - 5.9.2.1. Oversee and approve event proposals to ensure alignment with EDII values.
 - 5.9.3. Plan ongoing educational initiatives and provide resources to support equity-deserving groups, including but not limited to, awareness months, National Truth and Reconciliation Day, etc.
 - 5.9.4. Plan ongoing mental health awareness initiatives and events including but not limited to: Mental Health Awareness, Breast Cancer Awareness, Movember, etc.
 - 5.9.5. Propose and plan online and on-site events, monthly, focused on specific seasonal cultural awareness topics for the department of

Kinesiology, including but not limited to: Lunar New Year, Ramadan, Christmas, etc.

- 5.9.6. Send relevant EDII and mental health and wellness educational resources to VP Media and Communications for updates to the KS website.
 - 5.9.7. Sit on the Kinesiology Department EDII Committee to represent and amplify marginalized student voices while advising the department on student EDII initiatives.
 - 5.9.8. Sit on the Undergraduate Curriculum Committee to collaborate with the VP Academic on integrating equity, diversity, inclusion, and Indigeneity into course content.
 - 5.9.9. Meet with WW Planners to ensure the WW Reps application and selection process is rooted in equity, diversity, and inclusion.
 - 5.9.10. A land acknowledgement statement shall be created and updated regularly to reflect the current understanding of the traditional territories upon which KS events take place. The Directors of EDII must send this acknowledgement to the KS in advance.
 - 5.9.11. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
 - 5.9.12. Hold 1 – 2 weekly office hours in the KS Office.
 - 5.9.12.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
 - 5.9.13. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.
- 5.10. The **Director of Arts** shall:
- 5.10.1. Organize and execute artistic related events for the department of Kinesiology, but not limited to: Department Musical; Kin's Got Talent; Art Showcase
 - 5.10.2. Be responsible for the creation of any and all clothing designs for

merchandise, including the planning of the Merch Design Contest.

- 5.10.3. Work in conjunction with the KS to increase awareness of artistic opportunities
- 5.10.4. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
- 5.10.5. Hold 1 – 2 weekly office hours in the KS Office.
- 5.10.6. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 5.10.7. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.

5.11. The **Welcome Week Coordinator(s)** shall:

- 5.11.1. Serve as a liaison between the KS and the MSU WW Planning Committee.
- 5.11.2. Organize specific WW activities for the KS, including, but not limited to: Faculty Day; Faculty Night; Air Bands Team.
- 5.11.3. Act as a liaison between the KS and the Kinesiology WW Representatives ("Big Blues").
- 5.11.4. Organize and conduct interviews for the WW Representatives team.
- 5.11.5. Act as a liaison between the VP Academic and the Kinesiology WW Representatives to organize the Kinesiology peer mentoring program.
- 5.11.6. Meet with VP Finance and President to discuss MSU-obtained and MSS-obtained budget during the summer term.
- 5.11.7. Share financial report of WW expenses upon request from executive members.
 - 5.11.7.1. Includes leftover items bought that can be utilized, with permission, during the academic year.

- 5.11.8. Assist in the organization of KS endorsed events, through the engagement of the Kinesiology WW Representatives.
- 5.11.9. Conduct interviews and select new WW Representatives by April 1st of the current academic year.
- 5.11.10. Work in conjunction with the VP Media & Communications to increase awareness of KS-sanctioned events.
- 5.11.11. Ensure that the size of the Kinesiology WW Representative Team should be within the constraints of a 1:3 to 1:2 rep-to-student ratio, as per the projected enrollment.
- 5.11.12. Document the performance of all WW Representatives in a fair and ethical manner to promote a welcoming and inclusive environment; remain committed to upholding the values of McMaster University and McMaster Kinesiology.
- 5.11.13. Note down feedback for all returning WW Representatives for ease of analysis for future WW Coordinators.
- 5.11.14. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
- 5.11.15. Meet with the President prior to WW activities to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.

ARTICLE 6 - YEAR REPRESENTATIVES

- 6.1. The Year Representatives consist of eight (8) members:
 - 6.1.1. First Year Representatives (2)
 - 6.1.2. Second Year Representatives (2)
 - 6.1.3. Third Year Representatives (2)
 - 6.1.4. Fourth Year Representatives (2)
- 6.2. Year Representatives shall attempt to host at least 1 collaborative event with another year-representative within the KS each academic year in order to

promote friendship and community.

6.3. The **First and Second Year Representative(s)** shall:

- 6.3.1. Be the primary liaison between their respective years and the KS council.
- 6.3.2. Be the primary communicators of all KS events and information to their respective years.
- 6.3.3. Organize and execute at least one event primarily targeted to their respective years, but may include other years in order to promote friendship and community.
- 6.3.4. Hold at least one academic event per semester, in the form of weekly study / review sessions, test / exam reviews organized with a Professor for their respective year, or any other academic style event.
- 6.3.5. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
 - 6.3.5.1. Pertaining to the First Year Representatives: Attend monthly scheduled check-ins with the President to confirm that the processes behind performing KS duties are understood by the first year representatives and all KS responsibilities are being met, while still ensuring the representatives are able to maintain a proper adjustment to life as a university student.
 - 6.3.5.2. Pertaining to the First Year Representatives: The First Year Reps' first event should be led by/in collaboration with the Second Year Reps.
- 6.3.6. Hold 1 – 2 weekly office hours in the KS Office.
 - 6.3.6.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 6.3.7. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.

6.4. The **Third Year Representative(s)** shall:

- 6.4.1. Be the primary liaison between third year students and the KS council.
- 6.4.2. Be the primary communicators of all KS events and information to third year students.
- 6.4.3. Organize at least one event primarily targeted to their respective years.
 - 6.4.3.1. These events may include: Kinesiology Coffee House, KINtramurals (with the assistance of IMLeagues and the Intramurals Coordinator through the University), or other events deemed necessary.
- 6.4.4. Hold at least one academic event per semester, in the form of weekly study / review sessions, test / exam reviews organized with a Professor for a large course offering, or any other academic style event.
- 6.4.5. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
- 6.4.6. Hold 1 – 2 weekly office hours in the KS Office.
 - 6.4.6.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 6.4.7. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.

6.5. The **Fourth Year Representative(s)** shall:

- 6.5.1. Be the primary liaison between fourth year students and the KS council.
- 6.5.2. Be the primary communicators of all KS events and information to fourth year students.
- 6.5.3. Organize the Kinesiology graduation formal.

- 6.5.4. Organize the graduating class legacy gift, as long as funds are available.
- 6.5.5. Organize the graduating class graduation gifts, as long as funds are available.
- 6.5.6. Perform such other duties that are assigned by the President, KS executive, or KS general membership.
- 6.5.7. Hold 1 – 2 weekly office hours in the KS Office.
 - 6.5.7.1. Should an event require more than one member present in the KS office, more hours may be assigned at the discretion of the VP Internal.
- 6.5.8. Meet with the President at the start of each academic year in order to discuss project ideas and formalize a year plan so that they may relay it to the Undergraduate Chair.

ARTICLE 7 - SUBCOMMITTEES

- 7.1. Subcommittees serve as an opportunity for increased student engagement and leadership development within the KS. While not mandatory, certain roles within the KS may establish subcommittees to support their initiatives and responsibilities.
- 7.2. The following roles may choose to form subcommittees to enhance their impact and delegate tasks effectively:
 - 7.2.1. VP Finance
 - 7.2.2. VP Academic
 - 7.2.3. VP Media and Communications
 - 7.2.4. VP External
 - 7.2.5. VP Social
 - 7.2.6. Director of Equity, Diversity, Inclusion, and Indigeneity
 - 7.2.7. Director of Arts

- 7.2.8. Fourth Year Representatives
- 7.2.9. Other executive members as needed, at their discretion
- 7.3. WW Coordinators are mandated to recruit WW Reps, which shall be considered as a subcommittee.
 - 7.3.1. The application process for WW Reps typically includes a commitment to participate in 1–2 KS events throughout the year to maintain engagement beyond Welcome Week.
- 7.4. All subcommittee members are required to sign a contract upon joining, reaffirming their roles, responsibilities, and commitment to the KS' mission, values, and code of conduct.
 - 7.4.1. If a large number of absences are accumulated over the course of each semester, disciplinary action may be taken at the discretion of the KS President, VP Internal, or from any Kinesiology Undergraduate Designate.

ARTICLE 8 - SPONSORSHIPS

- 8.1. Any contribution that provides financial support, assists, or benefits KS and/or kinesiology students in return for advertising and promotional opportunities from KS shall be considered a sponsorship.
- 8.2. When the allocated budget provided through MSS ratification does not cover a member of KS' or KS's general financial needs, external funding may be obtained through sponsorships from external parties.
- 8.3. Sponsorship Coordinator(s) may be appointed by the VP External and VP Finance to manage all communications and processes involved in obtaining sponsorships.
- 8.4. All primary points of contact between sponsors and KS will be made using the designated sponsorship email (mackinsponsorship@gmail.com).
- 8.5. Sponsorships may include, but are not limited to:
 - 8.5.1. Monetary contributions
 - 8.5.2. Physical goods, prizes, or branded merchandise

- 8.5.3. Collaborative events (e.g., workshops, seminars, networking opportunities)
- 8.5.4. Promotional opportunities that enhance sponsor brand visibility and student engagement

8.6. Sponsorship Responsibilities

- 8.6.1. The VP External, VP Finance, and Sponsorship Coordinator(s) if applicable, will collaborate to secure and manage sponsorships. All parties must adhere to the "How to Sponsorship" policy document.
- 8.6.2. The VP Finance will track and manage all monetary sponsorship transactions, ensuring funds are used responsibly and for their designated purpose.
- 8.6.3. The VP External will oversee the implementation of non-monetary sponsorship contributions to KS events, such as guest lectures or collaboration events. If applicable, Sponsorship Coordinator(s) will actively seek, communicate with, and secure sponsorship agreements instead.
- 8.6.4. Sponsorship agreements must provide mutual value. All terms must be transparently communicated between KS and the sponsoring party.
- 8.6.5. Sponsors must align with the mission, values, and ethical standards of McMaster University, the Kinesiology Department, and KS as outlined in Article 2.
- 8.6.6. Sponsorship agreements will be terminated if:
 - 8.6.6.1. The sponsor fails to uphold agreed-upon terms.
 - 8.6.6.2. The sponsor's mission, values, or actions conflict with the principles of KS, the Department of Kinesiology, or McMaster University.

8.7. Sponsorship Package

- 8.7.1. The Sponsorship Package will be a formal document presented to potential sponsors. It shall provide information about KS and details the benefits of becoming a sponsor.

- 8.7.2. The layout and design of the Sponsorship Package will be developed collaboratively by the VP External, VP Finance, and Sponsorship Coordinator(s) if applicable. Any significant changes must be approved by the VP External.
- 8.7.3. The VP External must ensure the Sponsorship Package is updated before the start of the academic year. If applicable, Sponsorship Coordinator(s) will be responsible for maintaining and updating it as necessary throughout the academic year.

ARTICLE 9- ELECTIONS

- 9.1. All executive and general members of the KS shall be students in the Department of Kinesiology.
- 9.2. All executive members of the KS shall be elected through being a part of the KS general membership.
- 9.3. Application-based positions are excluded from the election process, and will be selected by a panel interview process conducted by the current President, incoming President, current VP Internal, and the outgoing executive of the respective position. If the executive wishes to reapply, they will not be part of the interview panel. These positions are:
 - 9.3.1. VP Internal (1)
 - 9.3.2. VP Finance (1)
 - 9.3.3. VPs Media & Communications (2)
 - 9.3.4. Directors of EDII (2)
 - 9.3.5. WW Coordinators (2)
 - 9.3.5.1. Panel interview process will include a representative from the office of Associate Dean of Academic (Science).
- 9.4. Election of officers shall be by secret ballot, and require a simple majority vote. Election-based positions are:
 - 9.4.1. President (1)

- 9.4.2. Vice President Academic (1)
- 9.4.3. Vice President External (1)
- 9.4.4. Vice President Social (2)
- 9.4.5. Director of Arts (1)
- 9.5. In case of a tie, the current President shall cast the deciding vote, except when they are seeking re-election to office, or in the President's absence, in which case the current VP Internal shall cast the deciding vote.
- 9.6. Elections and applications shall be held in March each year, with the exception of the First Year Representatives, who will be chosen at the end of September.
 - 9.6.1. Should a member of the KS executive abdicate their position, there may be, at the discretion of the President, a by-election to fill the vacant position, so long as the election occurs before the end of January. Should the position remain unfilled it will become the responsibility of the President to perform the duties of the position in the abdicated executive's absence.
- 9.7. Term of office shall be one (1) year commencing on May 1st of the year of election for all positions, excluding the WW Coordinators (article 5.11) and First Year Representatives (article 6.3).
- 9.8. Notice will be given to all organization members, the Department Administrator, and the Undergraduate Chair of Kinesiology of all executive changes.
- 9.9. Elections are to take place in the following order, beginning in March of the election year:
 - 9.9.1. President, as detailed under article 5.2.
 - 9.9.2. KS executive members, as detailed under articles 5.3. to 5.11.
 - 9.9.3. Second to Fourth Year Representatives, as detailed under articles 6.3 to 6.5.
 - 9.9.3.1. Year Representatives will be selected by KS general members within their own specific year of study.

- 9.9.4. First Year Representatives, as detailed under article 6.3.
- 9.9.5. WW Coordinators shall be elected at a time based on the availability of the representative from the office of Associate Dean of Academic (Science), as detailed under article 5.11.
- 9.10. By-elections are to occur as soon as possible after the abdication of a KS executive, at the discretion of the President and VP Internal, so long as the election occurs before the end of January.

9.11. Nominations

- 9.11.1. Any Kinesiology Student may apply for all executive and year representative positions, excluding the President, VP Internal, and VP Finance.
 - 9.11.1.1. Nominees running for these positions must have a minimum of one year of experience on the KS, and be in good academic standing.
- 9.11.2. All nominees for the KS executive must be in good academic standing with the Department in order to run for a position on the KS.
- 9.11.3. Nomination forms will be available online 7 days before the candidates meeting. Forms must be submitted by the designated date through email.
- 9.11.4. A candidate may withdraw at any time after nomination and prior to the opening of polls by delivering to the President and VP Internal written notice of their decision to withdraw.

9.11.5. Candidates Meeting

- 9.11.5.1. Members wishing to nominate themselves for a position must attend the associated Candidates meeting or they shall forfeit their candidacy:
- 9.11.5.2. If the candidate is unable to attend the respective Candidates Meeting, they must email the VP Internal at least 24 hours before the start of the Candidates meeting to discuss alternative arrangements

- 9.11.5.3. Failure to determine an alternative arrangement with the VP Internal within the timeframe shall result in the nominee forfeiting their candidacy.

9.12. Campaigning

- 9.12.1. All candidates must gain permission from the instructor to campaign in class.
- 9.12.2. Candidates may not leverage involvement in other areas to help their campaign or gain votes. This includes:
 - 9.12.2.1. Utilizing current or past leadership positions and/or past campaign materials for the purpose of campaigning.
 - 9.12.2.2. Campaigning via a social media group, a work email, or social media page associated with the area of involvement.
 - 9.12.2.3. Using physical resources as a part of the campaign that are only accessible as a result of a candidate's current or past involvement.
- 9.12.3. Campaign presentations are to be no longer than 1-minute.
- 9.12.4. No profanity or offensive campaign material of any kind shall be tolerated.

9.12.5. Poster Guidelines

- 9.12.5.1. Each candidate will be able to use a maximum of 40 posters when running for a KS executive position. For First Year Representative elections, the maximum number of posters is 30.
- 9.12.5.2. Each poster must not exceed 11"x17" (27.94cm x 43.18cm).
- 9.12.5.3. There is a maximum of two (2) posters per unbroken wall per candidate. Doors, windows, corners, etc., serve as breaks.
- 9.12.5.4. Posters must not compromise safety, e.g., must not block any fire exits or directional signs.

- 9.12.5.5. Posters must not come in contact with other posters.
- 9.12.5.6. Valid posters must not be removed by candidates to accommodate for other posters.
- 9.12.5.7. Posters must follow guidelines set by the respective campus buildings.
- 9.12.5.8. Posters may not be posted in:
 - 9.12.5.8.1. The McMaster University Student Centre (MUSC)
 - 9.12.5.8.2. The McMaster Children's Hospital
 - 9.12.5.8.3. Health Sciences Centre (HSC)
 - 9.12.5.8.4. Any library spaces at McMaster (Thode, Mills, Innis, Health Sciences Library, IAHS Library)
 - 9.12.5.8.5. Any student residences at McMaster
- 9.12.5.9. All posters must be removed no later than two (2) business days after the polls close:
 - 9.12.5.9.1. Failure to adhere to this guideline will result in a penalty.
- 9.12.5.10. Candidates should be aware of the MUSC rules surrounding the restrictions of posters within the MUSC building, information can be found at: muscmcmaster.ca.

9.12.6. Social Media Guidelines

- 9.12.6.1. A candidate is able to create one (1) social media account on each of the following social media platforms for the purpose of campaigning:
 - 9.12.6.1.1. Facebook
 - 9.12.6.1.2. Instagram
 - 9.12.6.1.3. TikTok
- 9.12.6.2. A candidate's campaign social media account(s) must be new accounts that have not been previously affiliated

with another individual, institution, or organization:

- 9.12.6.2.1. Social media accounts and pages created for or as a result of previous leadership roles may not be reused for the purposes of promoting a candidate's current KS election.
- 9.12.6.3. Candidates may utilize their personal Facebook, Instagram, or TikTok accounts for the purpose of campaigning under the following conditions:
 - 9.12.6.3.1. Prior to posting campaign content on their personal accounts, the candidate declares their intent to use their personal account to the President and VP Internal, as well as shares the social media handle for their personal account.
 - 9.12.6.3.2. Their personal account does not post original campaign content and may only repost or share approved content from their official campaign account.
 - 9.12.6.3.3. Their personal account follows the McMaster Kinesiology Society on the relevant social media platform, and the McMaster Kinesiology Society follows them back.
- 9.12.6.4. Candidates are prohibited from engaging in collaborative posts (e.g., Instagram Collabs, co-hosted Facebook posts) with their campaign social media account.
- 9.12.6.5. A candidate may not utilize the social media accounts of any clubs, teams, organizations, or external groups, as a means to promote or share their campaign content.
- 9.12.6.6. Under no circumstance may a candidate:
 - 9.12.6.6.1. Create a private social media page or group to advertise their candidacy.
 - 9.12.6.6.2. Make a Facebook event page advertising voting or their candidacy.

- 9.12.6.6.3. Campaign (e.g. post) in any Facebook groups, Reddit pages, Discord servers/channels, or similarly closed groups.
- 9.12.6.7. Candidates may ask for permission to post their campaign content on an Avenue class page or a Microsoft Teams group affiliated with a course within the Faculty of Science. The candidate must:
 - 9.12.6.7.1. Receive approval from the professor to post their content. Additionally, the candidate must send proof of professor approval to the President and VP Internal.
 - 9.12.6.7.2. Ask the professor to post the content on their behalf. Under no circumstance may a candidate directly post their campaign content on Avenue or in a Microsoft Teams channel.
- 9.12.6.8. Mass messaging (i.e. communicating to more than one person in a single message) via text, social media, group chat or email for the purpose of campaigning is prohibited.
 - 9.12.6.8.1. A candidate's supporters are permitted to share a candidate's content from their campaign page to their personal social media accounts, so long as:
 - 9.12.6.8.2. McMaster Kinesiology Society is tagged in the repost.
 - 9.12.6.8.3. The supporter's actions follow the Elections Policy.
 - 9.12.6.8.4. The content is a repost or share from one of the candidate's approved campaign accounts. The supporter is not allowed to directly post a candidate's graphics or photos to their personal account.
- 9.12.6.9. A candidate may share testimonials on their campaign account, provided they do not imply or contain endorsements from any club, team, organization, or

external group.

9.12.6.9.1. Testimonies may not be done by any past or current executives.

9.12.7. Class Talk Guidelines

9.12.7.1. Class talks may be given by a candidate for the purpose of promoting their candidacy.

9.12.7.2. Class talks are only to be given during the campaign period.

9.12.7.3. Before giving a class talk, the candidate must receive approval from the instructor.

9.12.7.4. Candidates are advised to limit their class talks to one minute. Professors and instructors have the right to cut off class talks if they exceed a reasonable timespan.

9.12.7.5. Professors and instructors have the right to deny candidates the ability to give class talks.

9.12.8. Penalties

9.12.8.1. Non-compliance with this Elections Policy or supplementary rules established by the President and VP Internal at the Candidates meeting shall be viewed as penalties.

9.12.8.2. Penalties are to be given if a candidate fails to:

9.12.8.2.1. Stay within the budget for their campaign.

9.12.8.2.2. Appeal any complaints made towards them or their campaign team that warrant a penalty.

9.12.8.2.3. Uphold the bylaws as stated in the Elections Policy and any supplementary rules established by the President and VP Internal and presented in the Candidates Meeting.

9.12.8.3. Disqualification may be given if a candidate:

- 9.12.8.3.1. Accumulates 2 penalties over the course of the campaign period and voting period.
 - 9.12.8.3.2. Exceeds the maximum budget by \$15 or more.
 - 9.12.8.3.3. Commits an infraction that is deemed significant enough to warrant an immediate disqualification (i.e. disqualification before the accumulation of 2 penalties) as determined by the President and VP Internal.
- 9.12.8.4. The President and VP Internal shall assess the nature and number of violations and may exercise any combinations of the following:
 - 9.12.8.4.1. Issue a warning
 - 9.12.8.4.2. Issue a penalty
 - 9.12.8.4.3. Disqualify a candidate
- 9.12.8.5. The President and VP Internal shall assess the nature and number of violations during the campaign period and may exercise any combinations of the following:
 - 9.12.8.5.1. Issue a warning
 - 9.12.8.5.2. Issue a penalty
- 9.12.8.6. Final decisions will be made at the discretion of the President and VP Internal by a majority vote.
- 9.12.9. Candidates are allowed to campaign during the voting period, but candidates may not make changes to their platforms during the voting period;
- 9.12.10. The President shall serve as the returning officer, and oversee all preparation and operation of elections, unless they are on the ballot.
 - 9.12.10.1. If the President appears on the ballot, the VP Internal shall serve as the returning officer.
- 9.12.11. All candidates must abide by the election rules put forth by the KS.

- 9.12.12. Failure to abide by the election rules put forth by the KS, will result in disqualification at the discretion of the President and VP Internal.

ARTICLE 10 - FINANCES

- 10.1. The organization may be eligible to solicit funding from the MSS.
- 10.2. All funds received from the MSS shall not involve any obligation of the MSS.
- 10.3. The KS organization's books may be subject to an annual audit by the Financial Administrator, and shall be filed with the MSS auditor within five business days of the request for audit.
- 10.4. All cheques shall be signed by the VP Finance and the President OR the VP Finance and a KS executive chosen by the President.
- 10.5. No member of the KS is empowered to make purchases in the name of the KS, or is in any position to obligate the KS, until such permission is granted by the President and VP Finance, or Department Administrator.
- 10.6. As part of the MSS, the KS is subject to an informal audit at the end of each term.

ARTICLE 11 - MEETINGS

General Meetings

- 11.1.1. At least one general meeting shall be called by the President per year.
- 11.1.2. General meetings shall be open to all Undergraduate Kinesiology students.
- 11.1.3. Upon the receipt of five signatures from Undergraduate Kinesiology students requesting a general meeting, the President shall call a general meeting at the earliest possible date.
- 11.1.4. Voting procedures for regular business at a general meeting shall be determined by simple majority.

11.2. KS Executive Meetings

- 11.2.1. KS executive meetings will be held once per week during the

academic year.

- 11.2.2. KS members described in articles 5.1 and 6.1, including SRA Representatives described in article 4.9., are expected to attend all executive meetings.
- 11.2.3. Members are expected to contact the President and the VP Internal at least one day prior to the scheduled meeting if they are unable to attend.
- 11.2.4. Upon the absence of two or more meetings and/or office hours without valid reason, the accused shall meet with the President to discuss any consequences of their actions.
- 11.2.5. Upon the receipt of signatures from 50% of the KS executive requesting an executive meeting, the President shall call an executive meeting at the earliest possible date.
- 11.2.6. Voting procedure for regular business at an executive meeting shall be by simple majority, where the President holds the right to break a tie.
- 11.2.7. In the absence of the President, the VP Internal shall reserve the right to break a tie.
- 11.2.8. All executive meetings shall be open to any Kinesiology student and/or faculty member.
- 11.2.9. Members other than those detailed under articles 5.1 and 6.1 will be prohibited from voting during any KS executive meeting.
- 11.2.10. Meetings may enter into a closed session by a majority vote of the KS council to address issues of human resources, legal, or other topics of confidential nature, at which point all members, excluding those described under articles 5.1 and 6.1, must vacate the meeting space.

11.3. Quorum

- 11.3.1. A quorum of 50 members of the total Kinesiology general membership is required for a general meeting.
- 11.3.2. A quorum of lower count may be set by the President in the event of

extenuating circumstances affecting a large portion of Kinesiology students.

- 11.3.3. A quorum of 2/3 of the KS (those described in articles 5.1. and 6.1.) is required for an executive meeting.

ARTICLE 11 - AMENDMENTS

- 12.1. Passage of amendments to the constitution shall be by 2/3 affirmative vote at a quorum general meeting, where general members will be notified at least one week prior.

ARTICLE 12 - BYLAWS

- 13.1. Passage of bylaws shall be by 2/3 affirmative vote at a quorum general meeting.
- 13.2. The KS follows all by-laws set and policies set out by McMaster University, the MSU, and the MSS.

ARTICLE 12 - DISCLAIMER

- 14.1. The views and actions of this organization in no way reflect the views of McMaster University, the Faculty of Science, or the Department of Kinesiology.
- 14.2. The views and actions of The McMaster Kinesiology Society do not reflect the views of the MSS. However, all programs must abide by the MSS sub-society policy.