

## **Constitution of the SKHS Graduate Student Council**

This document lays out the organizational structure of the School of Kinesiology and Health Studies Graduate Student Council (GSC) and the responsibilities of its members. The GSC consists of all students registered in the graduate program of the School of Kinesiology and Health Studies of Queen's University for the current term. Through the GSC, students can voice and address concerns to the graduate student body and the School of Kinesiology and Health Studies as a whole, as well as foster a positive, respectful, and supportive community within and beyond the department.

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### **I. Statement of Purpose**

The GSC shall function to:

1. Represent and advocate for the interests of its members.
2. Provide a setting to accumulate, refine and present student ideas, proposals, and concerns to pertinent councils and committees.
3. Serve as a communication link and send delegates to Department and University meetings, including, but not limited to, the academic council, graduate subcommittee, society of graduate and professional students (SGPS), PSAC 901, and the SKHS graduate student body.
4. Sponsor social and academic functions, keep the membership informed of all activities of interest, and manage funds.

### **II. GSC Executive**

1. The executive council will function as a communication link between the academic council, graduate subcommittee, society of graduate and professional students (SGPS) and the SKHS graduate student body.
2. The GSC Executive shall consist of two SGPS Representatives (one from arts one from science if possible), two Graduate Subcommittee and Academic Council Representatives, one SKHS PSAC 901 TA Representative, one International Student Representative, and the GSC chair/co-chair(s).

### **III. GSC Council**

1. The GSC council will function to actively respond to the needs, interests, questions, and concerns, expressed by the general membership, as well as to keep the membership informed about issues and events within and outside the GSC that affect graduate students in SKHS.
2. The GSC Council shall consist of the six discipline representatives, one administrator, one social committee (chair + 2 people), and one elections officer.

#### **IV. Position Responsibilities**

There are 7-8 external/executive, and 9 internal positions held by graduate students each academic session. None of these positions receives any remuneration unless you are asked to work outside of regular hours (i.e. provide a building tour on a Saturday or other specific arrangements, which are made with approval from the SKHS Director).

#### **A) External/Executive positions**

1. SGPS Council Representatives - (1 Science Rep & 1 Arts Rep)
  - The voice and representatives of the SKHS graduate student body within the SGPS.
  - Attend and vote at the annual SGPS General Meeting and monthly SGPS council meetings.
  - Submit at least one report per representative per academic year to the SGPS Speaker on SKHS updates.
  - Communicate directly to the SKHS Graduate Subcommittee and Academic Council Representatives regarding the topics discussed at SGPS Council meetings.
  - Be available by email and/or in person to address students' input, suggestions, opinions, and inquiries.
  - Attend meetings of the Graduate Subcommittee and/or Academic Council if requested.
  - Provide the SKHS Grad Assistant with regular updates of graduate student activities that may be considered for inclusion in the SKHS Alumni E-News.
  - Ensure ongoing and meaningful representation of SKHS within all SGPS related bodies.
  - If both members are unable to attend meetings, provide a report and send a proxy.
  - **Time Commitment:** ~5 hours/month
2. Graduate Subcommittee and Academic Council Representatives
  - The voice and representative of the SKHS graduate student body within the SKHS Graduate Subcommittee and Academic Council.
  - Liaise between the GSC and Graduate Subcommittee/Academic Council by attending monthly SKHS Graduate Subcommittee and Academic

Council meetings and monthly GSC meetings.

- Maintain an open dialogue between the SKHS graduate student body, the GSC, and the Graduate Subcommittee/ Academic Council.
- Provide the Graduate Subcommittee and Academic Council with recent information regarding SKHS graduate students including upcoming defenses, conference presentations/attendance, concerns about SKHS graduate programs, concerns about space resources, and any other graduate student accomplishments or concerns.
- Proactively communicate with graduate students in order to provide meaningful representation for the graduate student body and GSC.
- Be available by email and/or in person to address students' input, suggestions, opinions, and inquiries.
- Provide the SKHS Grad Assistant with regular updates of graduate student activities that may be considered for inclusion in the SKHS Alumni E-News including pictures etc.
- Attend meetings of the SGPS Council if requested.
- If both members are unable to attend meetings, provide a report and send a proxy.
- **Time Commitment:** ~8 hours/month

### 3. TA Representative to PSAC Local 901

- The voice and representative of SKHS TAs on all union related matters.
- Attend PSAC Local 901 meetings as required and communicate relevant information to SKHS members.
- Act as a liaison between PSAC 901 and SKHS.
- If unable to attend meetings, provides a report and sends a proxy.
- **Time Commitment:** ~4 hours/month

### 4. International Student Representative

- Acts as representative and mediator between fellow SKHS international students and the GSC.
- Actively solicits feedback from constituents about any GSC action item and initiates and sustains such dialogue in more than just a virtual manner.
- Conveys any concerns, questions, constructive feedback, and proposed agenda items (regarding this council and faculty/supervisors) from constituents to GSC.
- Participates in the larger International Student Graduate Network, including attending any regular, relevant meetings.
- Is expected to participate in sub-committees and task forces to advocate for inclusivity (e.g., working alongside the social committee to ensure all GSC events are inclusive).
- Handles constituents' requests for emergency meetings.
- If unable to attend meetings, provides a report and sends a proxy.

- The International Student Representative reflects one position only; however, if there is great interest, the GSC can consider forming an International Student Committee.
- **Time Commitment:** ~3 hours/month

#### 5. Chair/ Co-Chairs

- Runs the meeting, according to the procedures for talking, order, motions, etc.
- Creates and distributes the agenda (alongside Administrator and based on any requests from Discipline Representatives) at least one full business day prior to the meeting.
- In the case that Graduate Student Representatives need support for the Graduate Seminars, the Chair is responsible to help.
- Ensures that the GSC is running as expected, and that each representative is upholding their assigned duties.
- Reviews monthly reports from all external reps, keeps a track record of such submissions.
- Ombudsperson – deals with internal dispute, sets in motion mechanism for GSC to deal with dispute.
- Acts as a spokesperson for SKHS graduate students – if there is a need for SKHS graduate student representation at any event or meeting (outside the external bodies for which we already have reps), then the Chair will act as such.
- Delegates as necessary, especially to Discipline Representatives.
- Appoints a vice-chair if they are absent.
- Responsible for GSC bank account and funds:
  - a) Deposit and distribute funds where necessary
  - b) Report on transactions and account balances at meetings
  - c) Liaise with Social Chair for social events expenses
  - d) Transition account to incoming chair at end of term
- If both Co-Chairs are unable to attend meetings, they will provide a report and send a proxy.
- **Time Commitment:** ~6 hours/month

#### B) Internal Positions

1. Six Discipline Representatives:
  - a. Biomechanics/Neuromechanics
  - b. Physical Activity Epidemiology
  - c. Health Promotion
  - d. Physiology
  - e. Sport Psychology
  - f. Socio-Cultural Studies of Sport, Health and the Body
- Act as representative, liaison, and mediator between their sub-discipline and the GSC.

- Actively solicit feedback from constituents about any GSC action item and initiate and sustain such dialogue in more than just a virtual manner.
- Convey any concerns, questions, constructive feedback, and proposed agenda items (regarding the GSC and faculty/supervisors) from constituents to GSC.
- Relay relevant information from GSC discussions to discipline constituents via a monthly report.
- Expected to participate in sub-committees and task forces.
- Handle constituents' requests for emergency meetings.
- If unable to attend meeting, provide a report and send a proxy.
- *Note.* The Discipline Representative position can be held concurrently with another GSC position.

## 2. Administrator

- Maintains, and communicates through, the GSC Queen's email.
- Regularly updates the One Drive associated with the GSC Queen's email.
- Maintains and regularly updates the GSC webpage on the SKHS website.
- Coordinates communications for regular meeting announcements and minutes.
- Writes meeting minutes.
- Compiles reports from all GSC Executive Members and the Social Committee into meeting agenda.
- Makes meeting minutes and agenda available on GSC webpage.
- Makes room reservation for meetings.
- Corresponds with Co-Chairs to handle any requests for emergency meetings.
- Delegates non-essential tasks to Discipline Representatives and Co-chairs as necessary.
- Following approval of Constitution changes, provides updated Constitution to the SKHS Grad Assistant.
- If unable to attend meetings, provides a report and sends a proxy.

## 3. Social Chair

- The Social Chair coordinates the Social Committee (1 Chair and 2 Committee Members).
- Following the fall election period, the Social Chair is responsible for sending an email recruiting Committee Members.
  - The Social Committee Members—while not a formal position on the GSC—will be promoted and marketed throughout the SKHS.
  - These Committee Members will assist the Social Chair in facilitating SKHS social events.
  - The Social Chair will aim to recruit a minimum of 2 Committee Members.

- Promotes SGPS events to SKHS students.
  - Where applicable, coordinates with faculty and SGPS about ongoing events.
  - Ensures that events are accessible (in terms of cost, location, ability, time of day/year), and cater to a variety of interests.
  - Plans two SKHS-wide events per semester, six per year.
  - **Leads Orientation group meetings and recruits members to join the Orientation Committee- planning should commence early June.**
  - Acts as the main contact between the Orientation Committee and Graduate Coordinator and Graduate Assistance regarding Orientation week.
  - If the Social Chair is unable to attend meetings, provides a report and sends a proxy (member of the Social Committee, if possible).
4. Election Officer
- Advertises all GSC elections to all SKHS students.
  - Conducts all GSC elections fairly.
  - Follows the election protocol and, if applicable, suggests improvements.
  - Maintains strict confidentiality during elections.
  - Cannot run for a GSC position.
  - Following the GSC election, provides a list of elected members with emails to the SKHS Grad Assistant for the SKHS website.

## V. Election Procedure

1. The election will be organized and conducted by the election officer. The election officer will be selected within two weeks of the AGM.
2. Voting for all internal and external positions shall occur after the fall AGM and prior to the next meeting. There is one exception to this—please see point #10.
3. All elected members hold a one-year term.
4. Prospective council members shall nominate themselves for election online (via an online voting platform), and briefly outline their suitability for the position.
5. Voting shall take place within the week after the nomination deadline.
6. Election results shall be determined by majority vote.
7. GSC members *can hold two positions* as long as one of those positions is designated as Discipline Representative (e.g., International Student Representative + Discipline Representative).
8. In the event of vacant positions, prospective council members will nominate themselves and attend the following GSC meeting to outline their suitability for the position. The GSC will then vote, with majority being greater than 50% of votes.
9. Discipline Representatives shall be determined within each discipline and

not voted on by the larger membership.

10. One Graduate Subcommittee and Academic Council Representative will be elected through a separate election, which needs to take place **before July 1<sup>st</sup> of the current academic year.**
  - a. The second Graduate Subcommittee and Academic Council Representative will be elected during the general Fall election.
  - b. Rationale: The new term for faculty on Graduate Subcommittee starts July 1st of each academic year. This separate election aligns with the faculty turnover and fulfills the faculty's request to have at least one returning graduate student sit on Graduate Subcommittee and Academic Council.

## VI. General Meeting Procedure

### 1. General Rules

- All SKHS students are welcome and encouraged to attend meetings.
- All external and internal members on the Graduate Student Council shall be present at all meetings.
- General meetings shall be conducted informally, in accordance with basic rules of parliamentary procedure.
- Meetings will be limited to one hour in length. When time has been reached, a motion shall be presented on whether to continue the discussions by 30 minutes and/or move to voting (depending on quorum).

### 2. Meeting Time

- The Fall AGM shall take place during Orientation Week.
- A regular meeting time will be set in the fall by the GSC, where council will meet every month. Meetings will occur at the council's discretion during the Summer.
- Such a timeline accounts for the meeting schedule of other relevant committees (particularly the SGPS, which meets on the second Tuesday of every month) to allow for time to correspond and plan ahead.
- Administrator will coordinate communications for regular meeting announcements, distribution of agendas and minutes. Requests for emergency or specific meetings should be directed to Discipline Representatives, who bring the request to the Administrator.

### 3. Order of Business

- Most agendas proceed in the following manner: Approval of Agenda; Approval of Minutes from Previous Meeting; Chair's report; SGPS Representative's report; Graduate Subcommittee and Academic Council Representative report; PSAC report; Social Chair report; Administrator report; Discipline Representative reports; Main motions; New business; Adjournment.

#### 4. Debate and Discussion

- Meeting attendees should engage in respectful dialogue and be mindful of not dominating discussions and/or speaking over their colleagues.
- To speak to a motion or other issue, a member must be recognized by the Chair.
- In cases where several members want the floor at once, the Chair may announce the names of the next few speakers in order.
- The GSC has no time limit set on debate, but the Chair may choose to limit debate by cutting it off after a certain length, by restricting it to members who have not already spoken to the question, or by stressing that speakers should avoid redundancy and stick to the issue at hand.
- The Chair may choose to end a lengthy debate by calling for a vote. Once a vote is called, debate ends, and a vote must be taken.

#### 5. Voting

- Every SKHS grad student has speaking privileges, but only elected positions and appointed Discipline Representative positions have voting privileges (with the exception of during an AGM or General meeting).
- Quorum shall consist of 50% of voting members plus one.
- Many votes (e.g. approval of the minutes) may fall under the rubric of General Consent, that is, a voice vote the outcome of which is determined by the Chair and duly announced before moving on to the next item of business.
- A member may call for a more formal vote to be taken on any issue, in which case a show of hands must be made and recorded.
- Members may designate a proxy in writing prior to the meeting and submit this request to the Administrator. The designated proxy vote will be recorded in the minutes and verified later with the voter who designated the proxy.
- In the absence of quorum, meetings can continue with discussion, but voting will be suspended until quorum is reached in a subsequent meeting.
- Motions requiring changes to the Constitution must be read and approved at two consecutive council meetings.

#### 6. Other

- To ensure institutional memory and sustainability for policies and initiatives, each elected position should prepare a Transition Report at the end of their term and coordinate a meeting with the incoming person.
- An elected council member may be recalled by a two-thirds vote of members present and voting at a general meeting. A motion of recall must be publicized at least one week prior to voting. Grounds for recall shall be



failure to fulfill the responsibilities of office and/or actions detrimental to the interests of the membership.

**VII. GSC Queen's Email/One Drive Terms of Reference: skhsgsc@queensu.ca**

1. The email shall only be used for the purpose of GSC affairs pertaining to, but not exclusive to, communication of meeting agendas and minutes, GSC social events, and GSC accounts.
2. Both Co-chairs and the Administrator will be the only members of council to have the password to the email account.
3. Only the Administrator will send emails from the account.
4. The Administrator will respond to emails within 72 hours of receiving them.
5. Every year, the new Co-chairs and Administrator will change the email password and share this password with the SKHS Grad Assistant.
6. The email inbox will be emptied of all emails such that only emails from the two previous years plus the current year are in the inbox. Any emails pertaining to finances must be kept for seven years.
7. The One Drive associated with the email will be used to keep documents (meeting agendas and minutes), reports, transition reports, bank statements/transactions and other documents seen as relevant for institutional memory.
8. It is the responsibility of the Administrator to manage the email account, ensuring that all documents are organized and filed appropriately.

**VIII. GSC Webpage**

1. The Administrator will regularly update the GSC Webpage
2. The GSC webpage shall be regularly updated with:
  - a) Meeting minutes and agendas
  - b) Most recent version of the GSC Constitution
  - c) Final versions of GSC reports
  - d) Upcoming GSC social events and media
  - e) The role and contact information of all members of the GSC

**IX. GSC Bank Account**

1. A minimum threshold of \$1000 should be reached at the end of every term.
2. In the event that the account balance falls below the minimum threshold of \$1000, proceeds from the mandatory student fee will be used to recover the minimum threshold.
  - a) A limit of 25% of the mandatory student fee shall be applied to replenish the account.
  - b) Should 25% not be sufficient to meet the minimum threshold, proceeds from the following term's mandatory student fees should be applied (but not surpass 25% of the student fee) until the minimum threshold of \$1000 has been met.