

# **Constitution of the Kinesiology And Health Science Student Organization**

## **School of Kinesiology and Health Science**

### **York University**

**Last Updated – July 21<sup>st</sup>, 2022**

#### **Article 1 – Purpose**

- 1.01 To represent student interests and needs in all matters of concern to student well being within the program of Kinesiology and Health Science.
- 1.02 To act as a liaison between Kinesiology and Health Science students and faculty.
- 1.03 To ensure the safeguarding and upholding of the rights of individual members without discrimination based on race national or ethnic origin, religion, sexual orientation, age, mental or physical ability, marital status, or receipt of public assistance.
- 1.04 To assist the university in organizing its resources in support of student learning.

#### **Article 2 – Objectives**

- 2.01 To promote and encourage participation in the academic, athletic, cultural, and social activities within the York University community.
- 2.02 To organize programs and activities which augment the professional preparation of Kinesiology students within and external to the York University community.
- 2.03 To ensure that students receive proper representation on the committees and councils within the School of Kinesiology and Health Science.
- 2.04 To review and make recommendations to the Kinesiology and Health Science undergraduate degree program.
- 2.05 To assist and support students majoring in Kinesiology and Health Science and to serve as a voice for these students to York University.

- 2.06 To receive and administer all the Kinesiology and Health Science Student Organization funds and any properties it may acquire.
- 2.07 To instil a sense of unity and cooperation among its members and to assist and support new students majoring in Kinesiology and Health Science.
- 2.08 To help unite the 4 disciplines within the Faculty of Health through a focus on student leader collaboration among the registered Faculty of Health student clubs and councils.

### **Article 3 – Definitions**

- 3.01 The Kinesiology and Health Science Student Organization shall hereinafter be referred to as “KAHSSO”.
- 3.02 The General Council refers to the body of KAHSSO, specifically:
  - a) Peer Tutors
  - b) Peer Mentors
  - c) Ambassadors
  - d) Peer Coaches
  - e) Officer
  - f) Research Mentors
- 3.03 The Directors Council refers to the officers of KAHSSO, specifically:
  - a) Peer Mentoring Directors
  - b) Peer Tutoring Directors
- 3.04 The Executive Council refers to the officers of KAHSSO, specifically:
  - a) President
  - b) Vice President of Communication and Treasury
  - c) Ambassador Program Coordinator(s)
  - d) Peer Tutoring Program Coordinator(s)

- e) Peer Mentoring Program Coordinator(s)
- f) Discover You Program Coordinator(s)
- g) Alumni Engagement Coordinator(s)
- h) President-Emeritus
- i) UHRE Coordinator(s)
- j) Health and Wellness Coordinator(s)

### 3.05 Membership

- a) Membership is open to all York University students, staff, faculty, and alumni within the program of Kinesiology and Health Science.
- b) Upon entry into the Kinesiology and Health Science program, each student is entitled to become an Associate member of KAHSSO, by joining KAHSSO on YUConnect.
- c) Faculty members of the School of Kinesiology and Health Science may serve as Representatives to KAHSSO and are invited to participate in all activities.

### 3.06 Dues

- a) Costs of events organized during the year are the responsibility of participating parties.
- b) Money collected from fundraising events may be used to subsidize, in full or part, the cost of specific KAHSSO organized events and promotional events.

3.07 Quorum will be set at 2/3 of the Executive Council for all executive meetings.

3.08 Majority is set at 50% + 1 of active membership votes, from the Executive Council, for any council related decisions.

3.09 A term consists from the period in time between April 1<sup>st</sup> of one year until May 1<sup>st</sup> of the next year.

## **Article 4 – General Requirements of KAHSSO Members**

4.01 Members of the Executive Council must:

- a) Be a Kinesiology and Health Science student with honours academic standing at York University and abide by all the rules and regulations of the University and KAHSSO.
- b) Attend all Executive, Director, and General Council meetings as required.
- c) Meet all outlined position objectives and responsibilities (refer to Articles 5 and 6).
- d) Not hold more than one executive position at a time.
- e) The Executive Council is responsible for the ongoing business of the Directors and General Council and the implementation and evaluation of the annual plan.
- f) The Executive Council is also responsible for amending/evaluating the constitution as necessary.
- g) The Executive Council is to meet a minimum of 12 times a year, preferably once a month, or more as necessary.
- h) The Executive Council Members must provide progress reports at Executive Council meetings.

4.02 The position of an Associate member is one that allows the individual freedom to be actively involved with KAHSSO events and/or fundraisers without holding title or specific responsibility. Such can be done by either assisting or taking on new challenges with current executive, director, or general council members. Associate members are welcomed to provide feedback and suggestions for future KAHSSO activities. Associates are nonvoting members and General Council meeting attendance is not mandatory.

## **Article 5 – Duties of Executive Council**

5.01 The President must:

- a) Serve as an official KAHSSO representative.
- b) Oversee all KAHSSO activities.
- c) Be responsible for actions of KAHSSO Executives, Directors, and General Members.
- d) Have co-signing authority along with the Treasurer.
- e) Attend School of Kinesiology and Health Science Academic Executive meetings.
- f) Preside over all KAHSSO Executive meetings.
- g) Prepare an agenda prior to all KAHSSO Executive meetings.
- h) Advise and assist the Executive, Directors, and General Councils.
- i) Serve as custodian of the constitution.
- j) Hold financial responsibility should the Treasurer not be able to in extenuating circumstances.
- k) Book rooms for KAHSSO meetings and events.
- l) Organize recruitment and training process of new KAHSSO members.
- m) Provide evaluations of KAHSSO Executives, Directors, and General members to the Master of Stong College upon request.
- n) Collaborate with Stong College to further develop KAHSSO programming.
- o) During the last week of each academic semester, produce a publically available document that outlines all of the significant interaction with other Faculty of Health student organizations, Stong College Student Government, other on-campus clubs and organizations, YFS, as well as any other relevant bodies.

- p) Create and implement an annual plan to ensure that KAHSSO's yearly goals are met. This yearly plan should outline all actions required to ensure the continued growth of the KAHSSO organization, and should be made available to KAHSSO constituents in August.
- q) Be responsible for maintaining strong relations with other student clubs and councils, particularly the SCSG.
- r) In the case of a termination of KAHSSO's operations, the President should move, on the advice of the Executive Council and the leadership of the Vice President of Communications and Treasury, to transfer the club's funds to Calumet and Stong Colleges.
- s) Ratify KAHSSO at the beginning of each term with the following organization
  - i. SCLD
  - ii. SCSG
  - iii. YFS

#### 5.02 The KAHSSO Ambassador program Coordinator

- a) Hold weekly meetings with Ambassadors that involve facilitative activities-including but not limited to incorporate skill-building activities, team building activities, and conflict resolution strategies.
- b) Fundraise for KAHSSO as well as external health related charities.
- c) Present weekly reports at Executive Council meetings related to the Ambassador program and upcoming events.
- d) Coordinate a minimum of two major social events for the Kinesiology student body per semester, one 'Free Breakfast' per semester, as well as 2 fundraising events per semester.

- e) Coordinate a social event for KAHSSO members once per semester, alongside with the Peer Tutor, Peer Mentor Program Coordinators.
- f) Support the VP of Communications and the President in securing club support from various sources.
- g) Communicate with VP communications regarding fundraising and clothing.
- h) Rent equipment that is required for any events.
- i) Help with recruitment and training process of new KAHSSO members.

#### 5.03 The Vice President of Communications and Treasury

- a) Call all council meetings on a timely basis, or predetermine or approve a schedule of meeting times.
- b) Attend and record minutes for KAHSSO Executive meetings.
- c) Make KAHSSO Executive Council meeting minutes available to KAHSSO Peer Leaders and Executive Members 24 hours after a meeting via email.
  - i. If an external member requests KAHSSO Executive Council meeting minutes, someone who is not part of KAHSSO, the Vice President of Communications may send the meeting minutes to this individual.
- d) Contact and inform KAHSSO members of meeting times and dates.
- e) Be custodian for the constitution along with the President.
- f) Update the KAHSSO listserv contact list.
- g) Regularly update the Facebook, Twitter, and YU Connect pages with KAHSSO, KAHS, Faculty of Health, or York University information and events relevant to undergraduate Kinesiology students.
- h) Send emails through the KAHSSO listserv regarding events, opportunities or general information.

- i) Organize and advertise on the KAHSSO website.
- j) Film and publish the Peer Mentoring, Peer Tutoring and Ambassadorship videos on YouTube and Facebook.
- k) Creating any advertisements and graphics as needed.
- l) Manage the funds located in the KAHSSO bank account.
- m) Apply for funds for the organization from all possible sources, including but not limited to College councils, York Federation of Students (YFS), and Student Community & Leadership Development (SCLD) in a timely manner.
- n) Maintain proper financial records of all KAHSSO expenditures and incomes.
- o) Have co-signing authority along with the President.
- p) Prepare monthly and annual financial reports for all reporting purposes.
- q) Assume presidential duties should the president be unable to perform them until a new President can be named.
- r) Help with recruitment and training process of new KAHSSO members.
- s) Attend the weekly Ambassador meetings alongside the Coordinator/s as needed to ensure communication pieces of initiatives are met as required.
- t) Manage the External communicative pieces for external initiatives such as Alumni engagement and UHRE.
- u) In the case of a termination of KAHSSO's operations, the VP of Communications and Treasury should work together with the President to transfer the club's funds to Calumet and Stong Colleges.

#### 5.04 Peer Tutoring Program Coordinator

- a) Hold weekly meetings with Peer Tutors that involve facilitative activities - including but not limited to incorporate skill-building activities, team building



activities, and conflict resolution strategies.

- b) Co-manage the KAHSSO Facebook page.
- c) Request Moodle access for KINE core courses.
- d) Seek approval of mock exams by professors.
  - i. If the mock exam for this course has been previously approved by the same professor that is currently teaching the course, the mock exam does not have to go through a process of re-approval.
  - ii. However, if the course director changes, the new professor/course director must review the mock exam.
- e) Create and update the Peer Tutoring Schedule.
- f) Following Foundational Peer Leadership Training held by the colleges, build up on any necessary program-specific information.
- g) Help coordinate a social event for KAHSSO members once per semester, alongside with the Peer Mentor Coordinators and the Ambassador Coordinators.
- h) Update Master's office regarding the progress of the Peer Tutoring program.
- i) To attend the Peer Tutor Committee meetings held by the Coordinators of Calumet and Stong Colleges and act as the liaison between KAHSSO and college academic programming.
- j) Participate in the creation and implementation an annual plan to ensure that KAHSSO's yearly goals are met.
- k) Advertise for the program along with the VP of Communications.
- l) Help with the recruitment and training process of new KAHSSO members.
- m) Compute and compile Tutoring Program statistics at the end of each semester.
- n) Attend all KAHSSO Executive Council meetings and provide timely updates

during these meeting.

#### 5.05 Peer Mentoring Program Coordinator

- a) Hold weekly meetings with Peer Mentors that involve facilitative activities - including but not limited to incorporate skill-building activities, team building activities, and conflict resolution strategies.
- b) Create appointment-booking forms.
- c) Record and publish Peer Mentoring videos.
- d) Create and update the Peer Mentoring Schedule.
- e) Following Foundational Peer Leadership Training held by the colleges, build up on any necessary program-specific information.
- f) Update Master's office regarding the progress of the Peer Mentoring program.
- g) To attend the Peer Mentor Committee meetings held by the Coordinators of Calumet and Stong Colleges and act as the liaison between KAHSSO and college academic programming.
- h) Participate in the creation and implementation an annual plan to ensure that KAHSSO's yearly goals are met.
- i) Help coordinate a social event for KAHSSO members once per semester, alongside with the Peer Tutor Coordinators and the Ambassador Coordinators
- j) Advertise for the program with VP of Communications.
- k) Help with the recruitment and training process of new KAHSSO members.
- l) Compute and compile in-person Mentoring program statistics at the end of each semester.
- m) Compute and compile online Mentoring program statistics throughout the

semester to track online engagement and consistency of email communications.

- n) Attend all KAHSSO Executive Council Meetings and provide timely updates during these meeting.

#### 5.06 Discover You Program Coordinator

- a) Hold weekly meetings with Ambassadors assigned to Discover You Program to facilitative activities-including but not limited to incorporate skill-building activities, team building activities for members of the program, and conflict resolution strategies required to enhance the roles of the members.
- b) Hold meetings with other KAHSSO members regarding the Discover You Program-including but not limited to check-in on the progress of the members, incorporate skill-building activities, team building activities, and carry out any required trainings.
- c) Present weekly reports at Executive Council meetings related to the specifics of the program and upcoming events.
- d) Coordinate a minimum of two major professional development summits for the student body of York University per academic year.
- e) Coordinate and create the network of community partners of the program-including but not limited to York University Organizations, Various School networks and non-profit organizations.
- f) Create sponsor packages once per semester that discuss in detail the progress of the program, its impact on the community, next steps within the program for the community members and KAHSSO members.
- g) Apply for funds for relating to Community Engagement initiatives from all

possible sources, including but not limited to College councils, Agents of Change, York Federation of Students (YFS), and Student Community & Leadership Development (SCLD) in a timely manner.

- h) Recruitment and train new KAHSSO members for the program.

#### 5.07 Alumni Engagement Coordinator

- a) Hold weekly meetings with Ambassadors assigned to Alumni Engagement that involve facilitative activities-including but not limited to incorporate skill-building activities, team building activities, and conflict resolution strategies required to enhance the roles of the members.
- b) Present weekly reports at Executive Council meetings related to the Alumni Engagement program and upcoming events.
- c) Coordinate, alongside Ambassador Coordinator, a minimum of two major Alumni Engagement focused events for the Kinesiology student body per semester.
- d) Create sponsor packages once per semester that discuss in detail the progress of the program, the direct impact the Alumni Network has had on the community of Kinesiology Undergraduate students, statements of gratitude from students/ KAHSSO members who have attended Alumni Engagement events.
- e) Coordinate and create the Alumni network-including but not limited to KAHSSO Alumni, Kinesiology and Health Science Alumni and York University Alumni.
- f) Actively engage the Alumni through listserv, connecting the Kinesiology Student body with the Alumni network through social media platforms and a

variety of other engagement strategies.

- g) Apply for funds relating to Alumni Engagement from all possible sources, including but not limited to College councils, York Federation of Students (YFS), and Student Community & Leadership Development (SCLD) in a timely manner.
- h) Help with recruitment and training process of new KAHSSO members.

#### 5.08 President-Emeritus

- a) Maintain a line of communication with the sitting President.
- b) Address the sitting President's questions.
  - i. Advise the sitting President on administrative steps to carry out Presidential duties.
- c) Ensure that the sitting President is taking steps towards maintaining the sustainability of KAHSSO.
- d) Be open to attending and participating in future KAHSSO events.
- e) Be open to assisting with upcoming Executive, Director, and General member recruitment cycles.
- f) Participate in the position for a period no longer than 6 months.
- g) Should the outgoing President not accept the President-Emeritus position, a graduating member who was previously on the executive council should be offered that position. The choice of the outgoing executive member to be offered that position shall be made at the discretion of the Executive Council. Should there be no graduating executive member willing to take this position, the duties of the position will be dissolved for that period and reconvened for the future outgoing President.

#### 5.09 UHRE Coordinator

- a) Hold weekly meetings with Research Mentors that involve facilitative activities including but not limited to incorporate skill-building activities, team building activities for members of the program, and conflict resolution strategies required to enhance the roles of the members.
- b) Present weekly reports at Executive Council meetings related to the specifics of the program and upcoming events.
- c) Coordinate a number of professional development research focused workshops for the Faculty of Health student body and in coordination with Student Clubs affiliated with Calumet and Stong Colleges.
- d) Coordinate a health-focused annual research conference that would be open to all Faculty of Health students as well as undergraduate students studying in health-related fields following a close evaluation process of the applicant's abstracts
- e) Coordinate and create the network of community partners of the program- including but not limited to York University organizations, other organizations in different Universities, and non-profit organizations.
- f) Create sponsor packages once per semester that discuss in detail the progress of the program, its impact on the community, next steps within the program for the community members and KAHSSO members.
- g) Apply for funds for relating to Community Engagement initiatives from all possible sources, including but not limited to College councils, Agents of Change, York Federation of Students (YFS), and Student Community & Leadership Development (SCLD) in a timely manner.
- h) Recruitment and train new KAHSSO members for the program.

#### 5.10 Health and Wellness Coordinator

- a) Drop-in weekly meetings with Peer Mentors, Ambassadors, and/or other KAHSSO Peer Leaders to hold trainings and facilitate activities with peer leaders - including but not limited to incorporating skill-building activities, team building activities, and conflict resolution strategies.
- b) Record and publish Mental Health and Wellness videos alongside Ambassadors, Peer Mentors, and/or other KAHSSO Peer Leaders.
- c) Following Foundational Peer Leadership Training and other training requirements stated in the contract and held by the colleges, based on any necessary program-specific information.
- d) Update Master's office regarding the progress of the Mental Health and Wellness Mentoring program.
- e) To attend meetings held by Calumet and Stong Colleges' Mental Health and Wellness team and act as the liaison between KAHSSO and college academic programming.
- f) Participate in the creation and implementation of an annual plan to ensure that KAHSSO's yearly goals are met.
- g) Help coordinate a social event for KAHSSO members once per semester, alongside the Peer Mentor Coordinators, Peer Tutor Coordinators, and the Ambassador Coordinators
- h) Advertise for the program/activities in coordination with the VP of Communications & Treasury.
- i) Help with the recruitment and training process of new KAHSSO members.
- j) Compute and compile in-person & online Health and Wellness Mentoring program statistics at the end of each semester.
- k) Compute and compile online Health and Wellness Mentoring program statistics throughout the semester to track online engagement and consistency of email communications.
- l) Attend all KAHSSO Executive Council Meetings and provide timely updates during these meetings.

## **Article 6 – Duties of Directors Council Members**

### 6.01 Peer Mentoring Directors

- a) Can only be fulfilled by a current Peer Mentor, or any member of KAHSSO, who has been a part of the organization for at least one semester, including summer.
- b) Delegate tasks to Peer Mentors to plan and execute the events successfully
- c) Tasks could include but not limited to: Newsletters, Peer Mentoring social media, administrative tasks, outreach tasks, etc.
- d) Create and lead training modules for KAHSSO members hosting the event
- e) Keep a consistent line of communication between the Coordinators and Peer Mentors regarding planning for the event
- f) Get feedback for the events and improve upon them for future events
- g) Attend York Orientation Day and act as a room/ event facilitator.
- h) Following Foundational Peer Leadership Training held by the colleges, build up on any necessary program-specific information.
- i) Attend Peer Mentor weekly meetings - on a case-by-case basis, decided by the Peer Mentor Coordinators. Attendance to Peer Mentor weekly Meetings is based on any upcoming event that needs training, to take feedback on past events, and to plan out future events
- j) Attend all KAHSSO Executive Council meetings and provide timely updates during these meetings.
- k) Participate in the creation and implementation of an annual plan to ensure that KAHSSO's yearly goals are met.
- l) Advertise for the program with the support and approval of the VP of Communications. Duties include, but are not limited to, possibly creating advertisements, sending VP of Communications Peer Mentor-related information to post on social media, etc.
- m) Help coordinate a social event for KAHSSO members at least once per semester, alongside with the Peer Mentor Coordinators and the Ambassador Coordinators.
- n) Help with the recruitment and training process of new KAHSSO members by providing support for the Peer Mentoring Coordinators through presentation making, making external resources, and aiding with paperwork related activities.
- o) Compute and compile Mentoring Events statistics at the end of each semester.



- p) Update Master's office regarding the progress of the Peer Mentoring program.
  - q) Attend a minimum of 1 Stong/Calumet College event or fundraiser per semester.
- 6.02 Peer Tutoring Directors
- a) Can only be fulfilled by a current Peer Tutor, or any member of KAHSSO, who has been a part of the organization for at least one semester, including summer.
  - b) Facilitate/organize/attend at least one event for a core course every month.
  - c) Obtain course materials for tutoring, such as course outlines, PowerPoints, any course delivery changes, etc.
  - d) Delegate tasks to Peer Tutors to plan and execute the events successfully
  - e) Events format could include but not limited to: Trivia Night, games night, studying workshops, non-academic events, review sessions, etc.
  - f) Create and lead training modules for KAHSSO members hosting the event
  - g) Assist in event trainings with the Peer Tutor Coordinators
  - h) Keep a consistent line of communication between the Coordinators and Peer Tutors regarding planning for the event
  - i) Communicate early with professors for event proposal approval
  - j) Get feedback for the events and improve upon them for future events
  - k) Attend York Orientation Day and act as a room/ event facilitator.
  - l) Following Foundational Peer Leadership Training held by the colleges, build up on any necessary program-specific information.
  - m) Attend Peer Tutor weekly meetings - on a case-by-case basis, decided by the Peer Tutor Coordinators. Attendance to Peer Tutor weekly Meetings is based on any upcoming event that needs training, to take feedback on past events, and to plan out future events
  - n) Attend Executive meetings - on a case-by-case basis, decided by the Peer Tutor Coordinators. Attendance to Meetings is based on any upcoming event that needs training, to take feedback on past events, and to plan out future events
  - o) Participate in the creation and implementation of an annual plan to ensure that KAHSSO's yearly goals are met.

- p) Advertise for the program with the support and approval of the VP of Communications. Duties include, but are not limited to, possibly creating advertisements, sending VP of Communications Peer Tutor-related information to post on social media, etc.
- q) Help coordinate a social event for KAHSSO members at least once per semester, alongside with the Peer Mentor Coordinators and the Ambassador Coordinators.
- r) Help with the recruitment and training process of new KAHSSO members by providing support for the Peer Tutoring Coordinators through presentation making, making external resources, and aiding with paperwork related activities.
- s) Compute and compile Tutoring Events statistics at the end of each semester.
- t) Request Moodle access for KINE core courses.
- u) Update Master's office regarding the progress of the Peer Tutoring program.
- v) Attend a minimum of 1 Stong/Calumet College event or fundraiser per semester.

### **Article 7 – Duties of General Council Members**

KAHSSO Committees:

7.01 Peer Tutors:

- a) Attend weekly Peer Tutoring meetings that are facilitated by the Peer Tutor Coordinator.
- b) Develop Mock Exams for the courses they are tutoring.
- c) Hold a minimum of 2 drop-in tutoring hours per week.
- d) Make in class announcements to advertise all KAHSSO programs and events.
- e) Attend a minimum of one KAHSSO and one Stong/Calumet College event or fundraiser per semester.
- f) Attend a team-building social event at the beginning of each semester to enhance commitment and community within the KAHSSO organization.
- g) Demonstrate KAHSSO values within and outside of the classroom.

## 7.02 Peer Mentors:

- a) Attend weekly Peer Mentoring meetings that are facilitated by the Peer Mentor Coordinator.
- b) Hold a minimum of 2 drop-in mentoring hours per week.
- c) Attend York Orientation Day and act as a room facilitator for matched mentees.
- d) Send out introductory email to assigned mentees in late August, which includes an introductory paragraph about the Mentor themselves, the program, and what resources are available to Mentees. This is to be sent out prior to York Orientation Day.
- e) Send out bi-weekly emails to all matched mentees, including but not limited to: program updates, study tips, KAHSSO events, and messages from the Colleges.
- f) Complete tracking sheet for online and in person interaction, this should include tracking of bi-weekly emails, online one-on-one interactions, and in person interactions.
- g) Complete tracking sheet for all Facebook and social media interactions with mentees.
- h) Check the created Peer Mentor email account on a consistent basis and respond to incoming emails on a timely basis.
  - i. Submission of email tracking sheet is due on Friday of each week for validation by the Peer Mentor Coordinators.
- i) Make in class announcements to advertise all KAHSSO programs and events.
- j) Attend a minimum of one KAHSSO and one Stong/Calumet College event or

fundraiser per semester.

- k) Attend a team-building social event at the beginning of each semester to enhance commitment and community within the KAHSSO organization.
- l) Demonstrate KAHSSO values within and outside of the classroom.

7.03 KAHSSO Ambassadors:

- a) Attend weekly KAHSSO Ambassador meetings that are facilitated by the assigned Ambassador program Coordinator
- b) Facilitate/organize/attend ALL KAHSSO events in each semester
- c) Attend York Orientation Day and act as a room/ event facilitator.
- d) Organize the annual KINE Clothing orders for students to purchase clothing.
- e) Facilitate events focused on student outreach, recruitment and advertisement.
- f) Work alongside Peer Tutors and Mentors during KAHSSO events.
- g) Make in class announcements to advertise all KAHSSO programs and events.
- h) Attend a minimum of 2 Stong/Calumet College event or fundraiser per semester.
- i) Attend Ambassador-specific training
- j) Attend a team-building social event at the beginning of each semester to
- k) enhance social and task cohesion within the KAHSSO organization.
- l) Demonstrate KAHSSO values within and outside of the classroom.

7.04 KAHSSO Peer Coach:

- a) Attend Discover You specific training summits once every semester.
- b) Attend weekly KAHSSO Peer Coach meetings that are facilitated Discover You

Program Coordinator

- c) Facilitate/organize/attend ALL Assigned events in each semester
- d) Attend York Orientation Day and act as a room/ event facilitator.
- e) Facilitate events focused on professional development to the Kinesiology and Health Science student body, York University as well as, the general community.
- f) Make in class/ online announcements to promote the Discover You program.
- g) Attend a minimum of 2 Stong/Calumet College event or fundraiser per semester.
- h) Attend a team-building social event at the beginning of each semester to enhance/ facilitate social networking and online peer coaching within the Discover You members and KAHSSO organization.
- i) Demonstrate KAHSSO values within and outside of the classroom.

7.05

KAHSSO Officer:

- a) Attend KAHSSO Officer specific training summits once every semester.
- b) Attend weekly KAHSSO Officer meetings that are facilitated by the President and/or a designate.
- c) Facilitate/organize/attend ALL assigned projects in each semester.
- d) Attend York Orientation Day and act as a room/ event facilitator.
- e) Facilitate assigned initiatives focused on mental health, advocacy, social relations, team building and professional development to the Kinesiology and Health Science student body, York University as well as, the general community.
- f) Make in class/ online announcements to promote KAHSSO.
- g) Attend a minimum of 2 Stong/Calumet College event or fundraiser per

semester.

- h) Demonstrate KAHSSO values within and outside of the classroom.

7.06 Research Mentors:

- a) Attend UHRE specific training summits once every semester.
- b) Attend weekly UHRE meetings that are facilitated by the UHRE Coordinators.
- c) Facilitate/organize/attend ALL Assigned events in each semester
- d) Attend York Orientation Day and act as a room/ event facilitator.
- e) Facilitate events focused on professional development to the Kinesiology and Health Science student body, York University as well as the general community.
- f) Facilitate weekly office hours aimed at supporting students with research related questions and provision of additional resources and feedback.
- g) Complete tracking sheet for online and in person interaction, this should include tracking of bi-weekly emails, online one-on-one interactions, and in person interactions.
- h) Complete tracking sheet for all Facebook and social media interactions with mentees.
- i) Make in class/ online announcements to promote UHRE.
- j) Attend a minimum of 2 Stong/Calumet College event or fundraiser per semester.
- k) Attend a team-building social event at the beginning of each semester to enhance/ facilitate networking and collaboration within the UHRE membership and KAHSSO organization.
- l) Demonstrate KAHSSO values within and outside of the classroom.

**Article 8 – Application System**

## 8.01 General and Director Recruitment

- a) Recruitment letters for Executives will be sent no later than the last week of classes in the spring, or as required for unfilled positions.
- b) General and Director Recruitment must occur after the next President has been determined; as well as all reapplications among KAHSSO Executives have been processed (see article 7.04 and 7.03 respectively.)
  - i. General and Director recruitment for the fall term is to take place in May of the winter term prior. Applications are to be released on the 1<sup>st</sup> of May and must be due on the 16<sup>th</sup> of May at the latest. Interviews will be held within the two weeks afterwards.
- c) Applications will be based on the following:
  - i. Experience
  - ii. References
  - iii. Resume
  - iv. Answers to the following in their online application forms:
    1. Why are you applying to be a part of KAHSSO?
    2. What do you expect to gain from the [Insert Title] position?
    3. What do you think you can contribute to the program?
    4. Do you have any ideas for KAHSSO for the future?
- d) A majority of KAHSSO Executives, Directors, and General Members must score the online written application for Peer Mentor, Peer Tutor, Ambassador, and Executive applicants with a score of -1, -0.5, 0, 0.5, or 1. All applicants who receive an average score of 0 or higher will be invited to participate in an open interview process.
- e) All KAHSSO Peer Mentors, Peer Tutors, Ambassadors, and KAHSSO Executive

Members will be invited to attend an open interview session for any incoming Executive Members where the applicants will have to answer the following questions:

- i. Panel questions: may be asked by any attendee or proxy.
  - ii. Pre-determined ethical and abstract questions: written by any KAHSSO member who wishes to contribute questions.
  - iii. Answers will be recorded by the Vice President of Communications.
  - iv. Answers will be posted for all KAHSSO members to review before they are required to vote.
  - v. Votes will be submitted online via an online form which will be facilitated in a way that ensures each KAHSSO member only votes once but does not correlate the individual's name to their vote.
- f) The interview for KAHSSO Peer Tutors will consist of the two parts described above, in addition to a mock tutoring session in which they explain a concept of their choosing for the course they are applying for.
- i. Applicants who attended the interview will be scored again with -1, -0.5, 0, 0.5 or a 1 by the individuals who interviewed the applicant. The score is based solely on the applicant's interview performance. If the applicant receives a minimum score of 0.25 they will be contacted and offered the position.
- g) In order to apply for the Peer Tutoring Program Coordinator or Peer Mentoring Program Coordinator position, the applicant must already hold the position of Senior Peer Tutor or Senior Peer Mentor.
- i. A Senior Peer Mentor or Senior Peer Tutor is defined as an individual who has been a Peer Tutor/Mentor with KAHSSO for at least 8



consecutive months and have participated in a minimum of 1 recruitment cycle or has otherwise shown substantial initiative within the KAHSSO organization.

## 8.02 Reapplications

- a) All KAHSSO Executives are eligible to request a **re-application** for their current position.
- b) Reapplication must be submitted no later than the last week of February. The reapplication requests must occur before general applications are opened to the entire Kinesiology and Health Science student body.
- c) All KAHSSO Executives must reapply if they wish to remain a KAHSSO Executive for the following term. If the KAHSSO President does not receive any application or transfer request by a KAHSSO Executive on the agreed upon date, then said KAHSSO Executive forfeits his/her position in KAHSSO for the following term.
- d) If a position in KAHSSO is forfeited then the individual who forfeited the position may apply for any KAHSSO position when general applications are open to the entire Kinesiology and Health Science student body.
- e) If a KAHSSO Executive reapplies for their position, they must answer the following questions with a maximum 250-word count each, on an online application form:
  1. Why do you wish to reapply for [Insert Title]?
  2. What were some of the challenges you faced in your position this year and how did you overcome them? Is there anything you or KAHSSO can do next year to prevent the challenge(s) all together?

- f) All Executive applications and reapplications requests are to be submitted no later than the last week of February.
- g) After receiving all applications and re-application requests, the following procedure must be followed:
  - i. An online, anonymous form must be created for each Executive member who has submitted a reapplication request. This anonymous form will be distributed to KAHSSO's Executives, Directors, and all General Members using its link and will not require a sign in but will be regulated so that each member can only vote once.
  - ii. This online application is to consist of the Executive member's name, and the position they are re-applying for.
  - iii. The online voting system will open the day after applicants are due and will remain open for 4 days.
  - iv. A multiple-choice question in which the other members vote "for" or "against" the reapplication request.
  - v. A text box will be creating in which the other Executive members, Directors, and General members are able to voice any concerns or constructive criticism they may have for the given applicant.

### 7.03 – Presidency Application

- a) The role of Presidency is available to all KAHSSO Executives who have had at least 8 months of experience as a KAHSSO Executive as well as Senior Peer Tutors and Senior Peer Mentors. Presidency applications must be opened no later than the last week of January.
- b) If a KAHSSO President wishes to reapply, they must produce a letter written to all of KAHSSO's Executive Committee, Directors, and General Members,

which answers the questions indicated below. KAHSSO's Executive, Directors, and General members then have the opportunity to participate in a blind vote via a ballot system. In the case that the President reapplies, an Election Committee must be formed.

- i. The re-applying President must answer the following questions:
  1. What were some of KAHSSO's major achievements that you were responsible for during your term?
  2. What do you feel your weaknesses were during your last serving term?
  3. What do you feel that you can contribute to KAHSSO to ensure its continued success in the upcoming year?
- ii. The Election Committee: must constitute a minimum of 2 graduating Executive Committee Members. The Election Committee is responsible for directing the votes, counting the ballots, and creating a summary voting document
- iii. After the President submits their reapplication, all non-applying KAHSSO Executives, Directors, and General members must score the applications with a score of -1, -0.5, 0, 0.5, or 1 depending on the quality of the application. The average of all the scores will be weighted 50% of the application score. 25% of an applicant's score will be the objective assessment of the applicant's annual performance as determined by the current KAHSSO Executive Committee – this will also be scored as a -1, -0.5, 0, 0.5 or 1. The final 25% of the applicant's score will be determined by a score sheet which includes the following components: performance, attendance,

and anything else that the elections committee deems necessary.

iv. In the case that the President is not re-elected via the described re-election process they can apply alongside any other Presidency applicants.

c) If a KAHSSO Presidency is not re-elected, or is not re-applying, any KAHSSO Executive who wishes to apply for Presidency must submit a resume, as well as answer the following three questions with a maximum of 250 words each:

1. Why do you wish to become the KAHSSO President?
2. What issues are there with KAHSSO programming and what would you do to correct them?
3. Where do you see KAHSSO in 5 years and what will you do as KAHSSO President to achieve your vision?

d) The current KAHSSO President initiates the process of forming an independent Election Committee that has the responsibility of directing the votes, counting the ballots, and creating a summary voting document.

- i. Membership in the committee is shared between Executive, Directors, and General members, with the only prerequisite being that they ought to not be currently running for the President position. To sit on the Election Committee, each KAHSSO cohort nominates a select number of delegates with those signing up first for the position being given the priority in membership.
- ii. The Election Committee is formed such that all of KAHSSO's cohorts are proportionally represented based on their membership population.
- iii. The Election Committee is the only designated body that is allowed to

access the election and scoring data and the current KAHSSO President as well as the candidates running for the KAHSSO President position are not allowed to access it until a final vote and score count is released by a designated member of the Election Committee.

- e) After all Presidency applications have been received, all non-applying KAHSSO Executives, Directors, and General members must score the applications with a score of -1, -0.5, 0, 0.5, or 1 depending on the quality of the application. The average of all the scores will be weighted 50% of the application score. 25% of an applicant's score will be the objective assessment of the applicant's annual performance as determined by the current KAHSSO President – this will also be scored as a -1, -0.5, 0, 0.5 or 1. The final 25% of the applicant's score will be determined by a score sheet which includes the following components:
  - i. The number of meetings attended by the applicant in the previous year.
  - ii. The number of events attended by the applicant in the previous year.
  - iii. Any exceptional leadership roles taken on by the applicant including the promotion and creation of new initiatives, fulfilling responsibilities outside their outlined roles and responsibilities.
- f) The current KAHSSO President must announce their objective assessment score of all KAHSSO Executives to at least 1 non-applying KAHSSO member before the application due date.
- g) The applicant with the highest total score above an average of 0.25 will be promoted to the role of KAHSSO President.
- h) If all applicants receive a total score below 0.25 the application process is

reopened and other KAHSSO Executive members are encouraged to apply by submitting their names as well as a video recording (1-2 minutes) that includes:

1. A short introduction including their names.
2. A brief explanation explaining why they want to be KAHSSO President.
  - i. These videos will then be watched by all non-applying Executive Members, Directors, and General Members in their respective group meetings. A vote is then held, and the candidate with a majority vote is then promoted to President.
- i) In the case where no KAHSSO Executive applies for Presidency then the current KAHSSO President may promote any KAHSSO member.

### **Article 9 – Special Circumstances**

#### 9.01 General Member Special Recognition

- a) Monthly Special Recognition Awards: based on an ongoing evaluation and review process, the tutor or mentor with the following (note: priority is given to these specifications in descending order):
  - i. The most meetings attended.
  - ii. The timeliest completion of all required forms (including sign in, attendance, and responses to required emails sent by the program coordinators).
  - iii. Active participation in meetings (based on a -1 to 1 scoring system at the discretion of the program coordinator).
  - iv. Most KAHSSO-related events attended.
- b) The annual “Tutor/Mentor of the Year” Award will be awarded to the Tutor

and Mentor who has received the most Monthly Special Recognition awards for the given term. This award includes:

- i. Monetary compensation: the top Peer Tutor and Peer Mentor of each term will receive a monetary award equivalent to 5% of the yearly proceeds each (with a standing limit of: \$20 minimum, and \$100 maximum).
  - ii. A certificate of recognition with the signature of the KAHSSO President
- c) In the event of a tie between two general members in the same role, the selection of a winner is at the discretion of the respective program coordinators.

## 9.02 Removal

- a) The KAHSSO removal process is composed of the following three step process:
- i. Level 1: A formal written warning from the President.
  - ii. Level 2: The revocation of the Letter of Reference from KAHSSO and the Master of Stong College.
  - iii. Level 3: Removal from KAHSSO position(s).
- b) The following outlines a Level 1 offense:
- i. Failure to attend 2 or more meetings without advanced notice and/or a valid reason.
  - ii. Failure to uphold responsibilities, as outlined in the constitution.
  - iii. Failure to attend 1 or more office hours without advanced notice and/or valid reason.
  - iv. Failure to attend two college run events and two KAHSSO run events throughout the year, attending 4 events in total.

c) The following outlines a Level 2 offense:

- i. Dishonesty.
- ii. Conflict of Interest – using their position with KAHSSO for personal advantages with disregard to or in conflict with: The mission, vision, values, or interest of KAHSSO. It is impossible to define all the potential areas where a conflict of interest may arise and therefore if you are in any doubt as to whether a conflict may exist, you should seek advice from your supervisor in the first instance. Some examples include charging students a fee for a free service that KAHSSO offers (such as peer tutoring or peer mentoring), providing better services (ie tutoring/mentoring) for a friend over the general body of students , attempt to influence an application for prospective KAHSSO member/exec with whom the individual has a close personal relationship.

1. If the issue is ambiguous/complex, the Executive Council will vote to determine if it qualifies for a conflict of interest or not.

- iii. Two level one offenses.

d) The following outlines a Level 3 offense:

- i. Harassment, verbal or physical: a formal complaint must be made by the victim directly to the individual's direct supervisor. A formal complaint entails a written recount of the event(s). Once a formal complaint has been filed, the assailant is immediately dismissed from their position(s) in KAHSSO.

1. For any offense where there is no physical evidence of harassment, the victim must provide a recorded statement



acting as an account of the events. The assailant is then provided with the opportunity to present their perspective, this statement is then also recorded. The two recordings are then presented to the Executive Council, in which a vote is then executed.

- ii. Embezzlement.
  - iii. Three level ones, a level two and a level one, or two level two offenses.
- e) Any Level 3 offense can be reported to the Master's office, York Security, at the discretion of the KAHSSO President and involved parties.
- f) Removal of the KAHSSO President:
- i. The KAHSSO Executive Committee must determine KAHSSO President warnings. In order for a warning to be imparted, it must be agreed upon by a majority of the KAHSSO Executive Committee, which excludes the KAHSSO President. Once a majority is established, the KAHSSO President is subject to the same three-step warning system described above.
  - ii. The KAHSSO President is to be informed of such warnings via written documentation sent by the KAHSSO Treasurer and VP of Communications from the central KAHSSO email.
- g) Any active member may initiate their own removal from KAHSSO. To do so, the KAHSSO member must provide a written request of self-removal from KAHSSO, to their supervising officer, clearly identifying the reason. The self-removing KAHSSO member must provide at least 48 hours notice before they can be officially removed.
- h) Resulting vacancies will be (a) filled by initiating an application cycle IF

removal occurs prior to the beginning of the fall exam period, or (b) result in the division of duties among other council members as per decision by the executive council.

- i) Removed members forfeit their involvement in any future KAHSSO specific events, and is unable to apply for any KAHSSO position in the future.

### **Article 10 – Amendments**

10.01 The constitution comes up for review once a year during an Executive Meeting in March. It is the responsibility of the Executive Council to ensure this is done before they leave office.

10.02 Changes to this constitution may be proposed by any KAHSSO member or affiliate. Any proposed changes will be determined by a majority vote with quorum of the Executive Council. Agreed changes will then be amended by a majority vote with quorum of the Directors and General Council.

- a) The Constitution is to be posted on the KAHSSO website and is accessible by all Kinesiology and Health Science students, who are permitted to voice any concerns to the KAHSSO Executive Council via email or scheduled meeting.

### **Article 11 – Interpretation**

11.01 The Kinesiology and Health Science Student Organization shall make all determinations and interpretations with due regard to accepted rules of procedure (Robert's Rules of Order). The speaker or chair of the meeting (the President) is generally, subject to an appeal from the meeting members, regarded as the primary source of interpretation of the Constitution. In the case that the Executive council vote is indecisive, the President may interpret the Constitution as necessary.