

**HUMAN KINETICS GRADUATE STUDENTS' ASSOCIATION-  
ASSOCIATION DES ÉTUDIANT.ES DIPLÔMÉS.ÉES DES  
SCIENCES DE L'AVTIVITÉ PHYSIQUE  
(HKGSA-AÉDSAP)**



**BYLAWS**

(ENGLISH)

**SCHOOL OF HUMAN KINETICS**  
FACULTY OF HEALTH SCIENCES  
UNIVERSITY OF OTTAWA

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## **ARTICLE I - PURPOSE AND ADHERENCE**

We, the graduate students of the School of Human Kinetics, in recognition of the responsibility shared by the administration, faculty, and the graduate student body, do hereby constitute the Human Kinetics Graduate Students' Association in order to champion student experience and pursue the following aims and purposes:

1. To discuss and share the interests of the students by advocating for and defending general academic and non-academic student welfare.
2. To discuss, deliberate, and vote on questions affecting student life or any other question of interest to Human Kinetics Graduate students.
3. To encourage activities and behaviours that reflect the values, diversity, and reputation of the student body at the University of Ottawa.

As such, the subsequent by-laws will act as rules of function by which the Human Kinetics Graduate Students' Association must follow.

### **Subsection 1 - By-Law Purpose and Adherence**

In accordance with the above, by-laws outlined in this document will aim to:

- 1.1.1** Represent, promote, and defend the interests of all registered full-time and part-time graduate students from the School of Human Kinetics at the University of Ottawa in (but not limited to) the following organizations:
  - (a) The University of Ottawa's Graduate Student Association (GSAÉD);
  - (b) The School of Human Kinetics Council;
  - (c) The School of Human Kinetics Graduate Studies Committee;
  - (d) The School of Human Kinetics Research Committee;
  - (e) The Faculty of Health Science Council; and
  - (f) The Faculty of Health Science Equity, Diversity, and Inclusion Committee.
- 1.1.2** Promote interactions amongst Human Kinetics graduate students and professors through academic, social, and sporting activities.
- 1.1.3** Assist Human Kinetic graduate students with academic and non-academic matters. This includes directing students to the appropriate agencies or resources when necessary.
- 1.1.4** Liaise with relevant external agencies in the field of Human Kinetics and related fields.
- 1.1.5** Encourage and support interdepartmental graduate student activities in the Health Science fields.



## **ARTICLE II - MISSION**

### **Subsection 1 - General Council Mission**

- 2.1.1** The General Council shall exist to foster and promote the individual rights of the student body regardless of race, color, creed, sex, gender, gender identity, sexual orientation, marital status, citizenship, class, ancestry, nationality, place of origin, mental or physical ability, personal, religious, or political beliefs.
- 2.1.2** The General Council shall improve the university experience of students in the School of Human Kinetics Graduate programs by providing extra-curricular activities for the Association's members.
- 2.1.3** The General Council and its standing committees shall be actively involved in carrying out all extracurricular activities while including as many of the Active Members in leadership roles as possible.
- 2.1.4** The scope of these activities must serve the best interests of the General Council's members. These events should be in line with the council's mission statement. The nature of these activities may include but is not limited to academic, athletic, community outreach, educational, equity initiatives, health promotion, social, etc.

### **Subsection 2 - Executive Council Mission**

- 2.2.1** The Executive Council shall contribute to developing initiatives and policies regarding the affairs of the faculty and act as HKGSA-AÉDSAP representatives on the Faculty Council, School of Human Kinetics Council, School of Human Kinetics Graduate and Research Committee, Faculty of Health Science Graduate Studies Committee, Faculty of Health Science Equity, Diversity, and Inclusion Committee, and CUPE2626 Council (Human Kinetics Steward).
- 2.2.2** The Executive Council shall create and develop policies for governing the Executive and General Council's proceedings and activities.
- 2.2.3** The Executive Council shall be responsible for determining the composition and Authority of the standing committees of the General Council.
- 2.2.4** The Executive Council will ensure that opportunities to join the Executive Council, General Council, and sub-committees are equitably distributed and accessible to all members Human Kinetics graduate students, so their composition equitably includes the diverse student population that makes up the Human Kinetics graduate program.



### **ARTICLE III - DEFINITIONS**

- 3.0.1** “Human Kinetics Graduate Students’ Association / Association des étudiant.es diplômés.ées des sciences de l’activité physique” (“HKGSA-AÉDSAP”) shall be the name of the organization.
- 3.0.2** The name of this council shall be the Council of the HKGSA-AÉDSAP, henceforth, referred to as the “General Council”.
- 3.0.3** The name of the executive body of the General Council shall be referred to as the “Executive Council”.
- 3.0.4** “Active Member” shall refer to any registered graduate student in the current academic year within the School of Human Kinetics under the Faculty of Health Sciences within the following domains: Biophysical Sciences (e.g. biomechanics, physiology, psychomotor), Psychosocial Sciences (i.e. psychological, socio-cultural and administrative sciences), concentrated Master’s programs (i.e. Sports Management, Intervention and Consultation), and other specializations within Human Kinetics (i.e. Canadian Studies, Feminist and Gender Studies).
- 3.0.5** “Councillor” shall refer to an Active Member elected to the Executive Council or General Council.
- 3.0.6** “Chairperson” shall refer to the administrative position responsible for overseeing the proceedings of any assembly or meeting.
- 3.0.7** “Voting Member(s)” shall refer to an Executive Member or their designate, and/or a General Council member.
- 3.0.8** “Designate” shall refer to an Active Member acting on behalf of an Executive Member.
- 3.0.9** “Chief Returning Officer” shall refer to any Active Member who takes on the responsibility to determine the procedures and guidelines for an HKGSA-AÉDSAP election.
- 3.0.10** “Executive Advisor” shall refer to previous Voting Member(s) who have held a position on the Executive Council and will continue to be involved in activities of the Association in the following consecutive years (e.g., General Council meetings).
- 3.0.11** “Prior By-laws” means, collectively, the constitution and by-laws of the Association that was in effect immediately prior to the initial enactment of these by-laws.
- 3.0.12** “Act” shall mean the Corporations Act, RSO 1990, c C.38, as same may be amended, modified, or replaced from time to time (“Loi”).
- 3.0.13** “The Grounge” shall refer to the Graduate Student Lounge/HKGSA – AÉDSAP Office located in MNT 206.

### **ARTICLE IV - GOVERNING DOCUMENTS**

- 4.0.1** The documents and their precedence, governing HKGSA-AÉDSAP are as follows:
- (1) Act
  - (2) GSAÉD Bylaws
  - (3) HKGSA-AÉDSAP Bylaws
  - (4) HKGSA-AÉDSAP Policies
- 4.0.2** Save for the applicable laws, only documents listed in this section influence the government and operations of the HKGSA-AÉDSAP.



## **ARTICLE V - MEMBERSHIP**

- 5.0.1** Membership of the HKGSA-AÉDSAP shall consist of any Active Member.
- 5.0.2** Active Members may participate in any HKGSA-AÉDSAP activities and General Council standing committees.
- 5.0.3** The General Council will be governed by one (1) vote for each of the following elected positions for a total of fifteen (15) votes:
- (a) President
  - (b) Vice-President of Student and Council Affairs
  - (c) Vice-President of Finance
  - (d) Vice-President of Communications
  - (e) Vice President of Student Engagement and Events
  - (f) Vice-President of Equity, Diversity, and Inclusivity
  - (g) Vice-President of Francophonie & Bilingualism
  - (h) MHK Sports Management Councillor
  - (i) MHK Interventions and Consultations Councillor
  - (j) Two (2) MA Councillors
  - (k) Three (3) MSc Councillors
  - (l) Two (2) Ph.D. Councillors
- 5.0.4** The GSAÉD representative will hold one (1) vote, resulting in a total of sixteen (16) votes.
- (a) If the GSAÉD representative concurrently holds another councillor position, they will only hold one vote at General Council Meetings.
- 5.0.5** In the event that any Executive position is held by two individuals, their combined vote will be considered as a single vote.
- 5.0.6** Executive Advisors are members of the General Council that have speaking rights, but no voting rights and are not held to the roles and responsibilities of Councillors.

### **Subsection 1 - Additional Positions**

- 5.1.1** With the recommendation from the Executive Council, additional General Council positions may be created based on interest and/or relative proportions of the student body to the area of study of the current academic year.
- (a) Any additional General Council positions will be titled “Councillor-at-large”.
  - (b) One (1) vote will be granted to each “Councillor-at-large”.

### **Subsection 2 - Insufficient Positions**

- 5.2.1** In the event of insufficient representatives to fulfill all the positions of the Councillors, any other Active Members in the remaining domains may run in a by-election for any vacant position(s).
- (a) If no representative is found during the by-election, the General Council will continue with reduced elected positions for that academic year.



## **ARTICLE VI - POSITIONS OF THE EXECUTIVE COUNCIL**

- 6.0.1** There shall be seven (7) positions with the status of “Executive member”.
- 6.0.2** Each position of title shall have assigned duties to be carried out by the position elect.
- 6.0.3** Unless explicitly exempted in this Constitution, Executives to positions of title must report on their decisions and activities and may have their decisions or actions overturned by the General Council or Active Members.
- 6.0.4** All Executive positions shall be elected by General Election.
- 6.0.5** All Executive positions shall assist the Vice President of Communications in the presentation of any announcements pertaining to the HKGSA-AÉDSAP.
- 6.0.6** The following duties shall be binding to the Executive Council members in their respective positions effective for the duration of their term of office.

### **Subsection 1 - External Councils and Committees**

- 6.1.1** Members of the Executive Council may be required to sit on several external councils and committees.
- 6.1.2** Representation can also be delegated to General Council members and/or Active Members.
- 6.1.3** External councils and committees include the following:
  - (a) Faculty of Health Sciences Council
    - I. President and/or the Vice President of Francophonie and Bilingualism
  - (b) School of Human Kinetics Council
    - I. President and/or delegate
  - (c) School of Human Kinetics Graduate Studies and Research Committee
    - I. Vice President of Student and Council Affairs and/or delegate
  - (d) CUPE 2626 Stewards Council
    - I. Vice President of Student and Council Affairs and/or delegate
  - (e) Faculty of Health Science Equity, Diversity, and Inclusion Committee
    - I. Vice President of Equity, Diversity, and Inclusivity or delegate
  - (f) GSAÉD Board of Directors
    - I. GSAÉD Representative

### **Subsection 2 - President**

- 6.2.1** The President shall represent the Association and report on any dealings with internal and external governing bodies such as, but not limited to, GSAÉD, the School of Human Kinetics, and the University of Ottawa.
- 6.2.2** The President, at their discretion, shall either serve as representative or appoint a Councillor to serve as representative, on the Faculty of Health Sciences Council and the School of Human Kinetics Council, in addition to any further external committees and/or councils that may arise.





- (a) The President, at their discretion, may appoint the Vice President of Francophonie and Bilingualism to this council.
- 6.2.3** The President shall be a co-signing officer of the Executive Council's bank account.
- 6.2.4** The President shall act as the chairperson for the meetings of the General and Executive Council and report on student/Faculty affairs.
  - (a) In the case of a vacancy in the chairperson position, or where the chairperson cannot perform the requisite duties (as a result of personal responsibilities, comprehensive examinations, etc.), the Vice-President of Student and Council Affairs may temporarily act as the chairperson.
  - (b) The President must notify the Vice President of Student and Council Affairs at the beginning of the elected term if there are any periods in which the President will be absent.
- 6.2.5** The President shall create an agenda and monthly report for each respective meeting for both the Executive and General Council.
  - (a) The President will generate and distribute monthly reports related to student concerns and/or faculty/department updates.
  - (b) This report should be distributed to the Executive and General before the monthly meetings, attached with the agenda.
  - (c) This report should be sent to the Human Kinetics Director and Graduate Director on or before the last day of each month.
- 6.2.6** The President shall delegate and supervise tasks and responsibilities of the Executive Council.
- 6.2.7** The President shall assist the Vice-President of Student and Council Affairs in the delegation of event or council-related tasks to other council members.
- 6.2.8** The President shall assist the Vice-President of Student Engagement and Events, and the Vice- President of Equity, Diversity, and Inclusivity in any event-related promotions to Active Members, including but not limited to: Orientation day, Winter Gala, Annual Conference, Year-End Social, and all other events.
- 6.2.9** Either the President or the Vice-President of Student and Council Affairs shall act as Chairperson of the Governance Review Committee.
- 6.2.10** The President shall serve as CRO on any elections during their term. If the President is running in an election, they shall appoint a designate, per 11.0.1.
- 6.2.11** The President shall liaise with the President of the Human Kinetics Undergraduate Student Association (HKSA) to promote undergraduate student inclusion in certain HKGSA – AÉDSAP initiatives and maintain a working relationship with the HKSA.

### **Subsection 3 - Vice-President of Student & Council Affairs**

- 6.3.1** The Vice-President of Student and Council Affairs, in coordination with the President, shall maintain an updated version of the General Council's bylaws.
- 6.3.2** The Vice-President of Student and Council Affairs shall oversee the responsibilities



and supervise the tasks of the Executive and General Council members and report to the President.

- (a) In the case that the President is unable to fulfill their duties, or at the request of the President, the Vice President of Student and Council Affairs will be responsible for acting as chairperson and overseeing all operations of the HKGSA-AEDSAP (see 6.2.4).

**6.3.3** The Vice-President of Student and Council Affairs shall sit on the School of Human Kinetics Graduate Studies and Research Committee, and serve as representative on the CUPE 2626 Steward's Council

- (a) In the case that the Vice-President of Student and Council Affairs is unable to sit on one or both of these committees, the responsibility shall be delegated to any available Executive by the President.

**6.3.4** The Vice-President of Student and Council Affairs shall take accurate minutes of all Executive and General Council meetings and distribute the minutes electronically to all Executive and General Council members.

- (a) The Vice President of Student and Council Affairs will also ensure that all documents are appropriately stored on the appropriate electronic platforms, including ensuring availability on the HKGSA-AEDSAP website.

**6.3.5** The Vice-President of Student and Council Affairs shall be the liaison between the Executive Council and the School of Human Kinetics on matters regarding, but not limited to: academic curriculum, prospective students, and academic concerns.

**6.3.6** The Vice-President of Student and Council Affairs shall be responsible, in consultation with the School of Human Kinetics (particularly all faculty teaching graduate-level courses in an academic term) as well as Active Members, for creating a master list of all classes for all academic courses within the School of Human Kinetics. This list is to be used to help choose the best dates and times for student life planning.

**6.3.7** The Vice-President of Student and Council Affairs is responsible for understanding the programs offered by the School of Human Kinetics to provide a student's perspective for Active Members who are seeking advice from the council concerning academic issues.

**6.3.8** The Vice-President of Student and Council Affairs shall assist the Vice-President of Student Engagement and Events, the Vice-President of Equity, Diversity, and Inclusivity, and the Vice President of Francophonie & Bilingualism in any event-related promotions and communications to Active Members.

**6.3.9** Either the President or the Vice-President of Student and Council Affairs shall act as Chairperson of the Governance Review Committee.

#### **Subsection 4 - Vice-President of Finance**

**6.4.1** The Vice-President of Finance shall act as the financial advisor for the General Council.



(a) This includes registering the General Council with GSAÉD at the start of the academic year to retrieve levy funds.

- 6.4.2** The Vice-President of Finance shall devise a budget based on the needs of the Executive Council members. This budget should be created before the start of the Fall semester and should be re- evaluated at the start of the Winter semester.
- 6.4.3** The Vice-President of Finance shall be a co-signing officer of the Executive Council's bank account.
- 6.4.4** The Vice-President of Finance shall chair the Annual Budget Meeting before the first month of fall term classes with all Executive Council members to negotiate the distribution of finances.
- 6.4.5** The Vice-President of Finance shall keep diligent records of deposits, withdrawals, and any transactions related to the HKGSA-AÉDSAP bank account.
- 6.4.6** The Vice-President of Finance shall be responsible for the collection and dispensation of all monies and receipts of the General Council. This includes depositing and withdrawing monies from the Executive Council's bank account.
- 6.4.7** The Vice-President of Finance shall represent the Council externally (i.e., GSAÉD, the School of Human Kinetics, the University of Ottawa, etc.) on all financial matters.
- 6.4.8** The Vice-President of Finance shall lead any internal and external funding strategies. This includes seeking sponsorships, organizing ticket sales, raffles, and other fundraising initiatives.
- 6.4.9** The Vice-President of Finance shall ensure the orderly transfer of all assets, books, and other financial records to the incoming President and Vice-President of Finance during the transition period. In addition, it is the responsibility of the outgoing Vice-President of Finance to instruct the incoming Vice-President of Finance in their financial duties, such as budgeting, writing cheques, reading bank statements, making deposits, and any other financial duties.
- 6.4.10** The Vice-President of Finance shall balance the account records at the date of transition by the incoming Vice-President of Finance.
- 6.4.11** The Vice-President of Finance shall ensure an orderly transfer of reimbursements to Executive and General Council members for any HKGSA-AÉDSAP related purchases (e.g., food purchases for workshops) not purchased through the HKGSA-AÉDSAP account.
- 6.4.12** After consulting the Executive Council, the Vice-President of Finance and the President have final say for the approval of budgets over \$500.

### **Subsection 5 - Vice-President of Student Engagement and Events**

- 6.5.1** The Vice-President of Student Engagement and Events shall be responsible for providing Active Members with academic and social-related programming.



- 6.5.2** The Vice-President of Student Engagement and Events shall arrange all aspects of academic and social functions endorsed or sponsored by the Council, submit receipts and financial statements for each event to the Vice-President of Finance, and lead the general planning and promotion of events.
- (a) These events may include but are not limited to, the Orientation Day(s), Winter Semi- Formal, Year-end Social, Athletic events (i.e. FUG cup, sports days), School Spirit events (Panda game, Capital Hoops), Student-Professor Socials, and the Annual Human Kinetics Graduate Students' Conference.
- 6.5.3** The Vice-President of Student Engagement and Events will be directly supported by the Vice- President of Francophonie and Bilingualism in the planning of academic and social events.
- 6.5.4** The Vice-President of Student Engagement and Events shall inform the Vice-President of Communications and supervise the marketing and promotion strategies (i.e., posters, tickets, programs, pamphlets, etc.) for all events.
- 6.5.5** Responsibilities will include creating detailed event plans as well as required tasks that must be delegated for each event.
- 6.5.6** Event plans shall be presented at General Council meetings.
- 6.5.7** The Vice-President of Student Engagement and Events shall work closely with the Vice-President of Equity, Diversity, and Inclusivity and the Vice-President of Francophonie and Bilingualism to ensure that academic events promote and foster equity, diversity, and inclusivity.
- 6.5.8** The Vice-President of Student Engagement and Events will collaborate with the Vice-President of Equity, Diversity, and Inclusivity to ensure that any events organized on behalf of the HKGSA- AÉDSAP do not conflict with any important holidays (national, religious, etc.) to ensure inclusivity.
- 6.5.9** The Vice-President of Student Engagement and Events shall serve as Chairperson of the Committee of Student Engagement, who shall lead in organizing, executing, delegating, and promoting academic and social-related events and activities.
- 6.5.10** The Vice-President of Student Engagement and Events shall devise a budget with the Vice-President of Finance, specifically concerning events, and present it to the Executive Council at an Annual Budget Meeting.
- 6.5.11** The Vice-President of Student Engagement and Events shall liaise with members of the HKSA to promote undergraduate student inclusion in certain HKGSA – AÉDSAP events and foster a working relationship with the HKSA.

### **Subsection 6 - Vice-President of Francophonie & Bilingualism**

- 6.6.1** The Vice-President of Francophonie and Bilingualism shall assume the responsibility of supporting the HKGSA-AÉDSAP's efforts to become a diverse and inclusive



environment, particularly representing the French language and Francophone community for all Active Members.

- 6.6.2** The Vice-President of Francophonie and Bilingualism shall be the liaison between the Executive Council and the School of Human Kinetics on matters regarding, but not limited to governance, transparency, and monitoring of its measures to address the representation of Francophone students and adherence to the bilingualism language requirements.
- 6.6.3** The Vice-President of Francophonie and Bilingualism shall serve as a resource and an initial point of contact for all Active Members who are interested in a student's perspective and/or are seeking advice from the Council, specifically related to matters of Francophonie and bilingualism.
- 6.6.4** The Vice-President of Francophonie and Bilingualism shall translate all communications and documents related to the internal and external operations of the HKGSA-AÉDSAP to French.
  - (a) These include but are not limited to: newsletters, emails, social media posts, website content, bylaws, meeting minutes, etc.
- 6.6.5** The Vice-President of Francophonie and Bilingualism shall serve as a member of the Committee of Student Engagement, assisting in organizing, executing, delegating, and promoting academic and social-related events and activities.
- 6.6.6** In the event that the President is unable to serve as representative on the Faculty of Health Sciences Council, the Vice-President of Francophonie and Bilingualism will be appointed to the council (see 6.2.2.a).
- 6.6.7** In the first year that this position operates on the Executive Council, the Vice-President of Francophonie and Bilingualism will be responsible for creating a French version of the HKGSA- AEDSAP website and bylaws, in consultation with the Vice-President of Communications.
- 6.6.8** In the first year that this position operates on the Executive Council, any member of the Executive or General Council may motion to amend the title of this position, which can be changed with a majority vote (50% +1).

### **Subsection 7 - Vice-President of Communications**

- 6.7.1** The Vice-President of Communications shall assume the responsibility of reporting all matters pertaining to the Executive and General Council to all Active Members including the holding of Executive and General Council meetings.
- 6.7.2** The Vice-President of Communications shall update and maintain an email list of all Active Members each semester.
- 6.7.3** The Vice-President of Communications shall manage and reply to emails of the official HKGSA- AEDSAP email account (hkgasa@uottawa.ca).
- 6.7.4** The Vice-President of Communications shall act as a liaison between the Executive Council, General Council members, and Active Members.



- 6.7.5** The Vice-President of Communications shall work closely with the Vice-President of Francophonie and Bilingualism to ensure communications are inclusive. This may include but is not limited to: the maintenance of an inclusive language document in English and French, etc.
- 6.7.6** The Vice-President of Communications shall consult and seek the approval of the Vice-President of Equity, Diversity, and Inclusivity to ensure inclusive language and content. This may include but is not limited to closed-captioned transcripts of virtual and/or recorded events/workshops, etc.
- 6.7.7** The Vice-President of Communications shall update the Executive and General Council member contact list, as well as contact the appropriate parties to ensure that the official School of Human Kinetics webpage is updated.
- 6.7.8** The Vice-President of Communications shall take charge of promoting events and activities in collaboration with the Vice-President of Student Engagement and Events and the Vice-President of Equity, Diversity, and Inclusivity through various forms of social media (i.e., Facebook, Instagram, Newsletter, etc.) as well as the HKGSA.ca in both official languages.
- 6.7.9** The Vice-President of Communication, in consultation with the Vice-President of Francophone and Bilingualism, shall support the translation of all newsletters, posts, and general emails to French (see 6.6.4).
- 6.7.10** The Vice-President of Communication shall serve as Chairperson of the Communications Committee, who shall lead in the organization and execution of event-related promotion and social media management.
- 6.7.11** The Vice-President of Communications shall communicate relevant information during class announcements and ensure that they or a designate have the materials necessary to present the announcement.
- 6.7.12** The Vice-President of Communications shall liaise with the HKSA President and their VP of Communications to promote undergraduate student inclusion in certain HKGSA – AÉDSAP events and foster a working relationship with the HKSA.

### **Subsection 8 - Vice-President of Equity, Diversity, and Inclusivity**

- 6.8.1** The Vice-President of Equity, Diversity, and Inclusivity shall assume the responsibility of supporting the HKGSA-AÉDSAP's efforts to become a more equitable, diverse, and inclusive environment for all Active Members.
- 6.8.2** The Vice-President of Equity, Diversity, and Inclusivity shall be the liaison between the Executive Council and the School of Human Kinetics on matters regarding, but not limited to governance, transparency, and monitoring of its measures to address its equity, diversity, and inclusion challenges.
- 6.8.3** The Vice-President of Equity, Diversity, and Inclusivity shall sit on the Faculty of Health Science Equity, Diversity, and Inclusion Committee
  - (a) In the case that the Vice-President of Equity, Diversity, and Inclusivity is



unable to sit on this committee, the responsibility shall be delegated to any available Executive by the President.

- 6.8.4** The Vice-President of Equity, Diversity, and Inclusivity shall take charge of improving the HKGSA- AÉDSAP's governance, transparency, and monitoring of its measures to address its equity, diversity, and inclusion challenges.
- 6.8.5** The Vice-President of Equity, Diversity, and Inclusivity shall serve as a resource and an initial point of contact for all Active Members who are interested in a student's perspective and/or are seeking advice from the Council on equity, diversity, and inclusivity.
- 6.8.6** The Vice-President of Equity, Diversity, and Inclusivity shall manage and reply to emails of the official equity, diversity, and inclusivity email account (edi.hkgsa@uottawa.ca).
  - (a) The Vice-President of Equity, Diversity, and Inclusivity is the only person with the right to access the official equity, diversity, and inclusivity email account; no other Councillors are permitted to access this account.
- 6.8.7** The Vice-President of Equity, Diversity, and Inclusivity shall bring major matters of concern and any grievances of Active Members regarding equity, diversity, and inclusivity to the Council while maintaining the confidentiality and privacy of Active Members who consult with them.
- 6.8.8** The Vice-President of Equity, Diversity, and Inclusivity shall be responsible for knowledge of resources offered by the School of Human Kinetics, the University of Ottawa, and the community at large, to provide a student's perspective for Active Members who are seeking advice from the Council in relation to equity, diversity, and inclusivity matters.
- 6.8.9** The Vice-President of Equity, Diversity, and Inclusivity shall serve as Chairperson of the Committee of Equity, Diversity, and Inclusivity, who shall lead in the organization and execution of initiatives, events, or activities to promote equity, diversity, and inclusivity (see 9.3.1 for an in-depth overview of requirements).
- 6.8.10** The Vice-President of Equity, Diversity, and Inclusivity shall assist the Vice-President of Student Engagement and Events, and the Vice-President of Communications in the organization and/or promotion of any social or academic events or activities.
- 6.8.11** The Vice-President of Equity, Diversity, and Inclusivity shall work with the Vice-President of Communications and the Vice-President of Francophonie & Bilingualism to consult and approve communications to ensure inclusive language and content.
- 6.8.12** The Vice-President of Equity, Diversity, and Inclusivity shall devise and present a budget to the Executive Council and the Vice-President of Finance at the Annual Budget Meeting.



## **ARTICLE VII - POSITIONS OF THE GENERAL COUNCIL**

- 7.0.1** There shall be eight (8) positions with the status of “General member”.
- 7.0.2** There must be a ninth (9) position with the status of GSAÉD Representative.
- 7.0.3** Each position of title shall have assigned duties to be carried out by the position elect as identified in sub-sections 7.1.2 to 7.1.9 or any other duties required by the president.
- 7.0.4** All General positions shall be elected by General Election, with the exception of the GSAÉD Representative. The GSAÉD Representative will be elected in March at the same time as the Executive Council.
- 7.0.5** The following duties shall be binding to the General members in their respective positions effective for the duration of their term of office.

### **Subsection 1 - Councillors**

- 7.1.1** General Councillors include the following positions:
  - (a) MHK Sports Management Councillor
  - (b) MHK Interventions and Consultation Councillor
  - (c) Two (2) MA Councillors
  - (d) Three (3) MSc Councillors
  - (e) Two (2) Ph.D. Councillors
  - (f) GSAÉD Representative
- 7.1.2** Councillors shall represent their programs at General Council Meetings.
- 7.1.3** Councillors shall advise and provide feedback to the Executive Council on matters raised at the General Council Meetings.
- 7.1.4** Councillors shall assist the Vice-President of Communications in the presentations of the class announcements and promotion of any HKGSA-AÉDSAP events and activities.
- 7.1.5** Councillors shall assist in the sales and distribution of HKGSA-AÉDSAP merchandise, event tickets, etc.
- 7.1.6** Councillors shall ensure the maintenance and upkeep of the Grounge, including but not limited to the proper cleaning of all HKGSA-AÉDSAP items (i.e., microwave, coffee pot, kettle, etc.).
- 7.1.7** Councillors will be required to assist in the responsibilities of at least one standing committee.
- 7.1.8** Councillors are able and may be asked, to serve as a representative on external committees and councils.
- 7.1.9** Councillors shall fulfill any responsibilities delegated by any member of the Executive Council pertaining to any HKGSA-AÉDSAP activity/event.





## **ARTICLE VIII - TERM OF OFFICE**

- 8.0.1** The term of office of the seven (7) Executive Council members of the HKGSA-AÉDSAP shall be the second Monday following the announcement of the election results. Their term will officially end after the transition period has been completed with the new council.
- 8.0.2** A 14-day transition period between the successive Executive Council and the incoming Executive Council shall exist between the announcement of successful candidates of the annual Executive elections and the last day of office of the outgoing Executive Council.
- (a) It is the responsibility of the outgoing Executive Council to adequately train and instruct members of the incoming Executive Council in this transition period.
  - (b) Previous Executive Council members shall be responsible for ensuring the newly elected members are fluent with HKGSA-AÉDSAP operations and all duties and responsibilities associated with the position (i.e. passwords, documents pertaining to the position).
- 8.0.3** The term of office of the General Council shall be from the day of ratification (i.e., the first assembly held to announce the General Council members) held by the Executive Council until the Sunday immediately following the last day of the winter term examination period according to the Faculty of Health Sciences' Graduate Calendar of the current year.
- 8.0.4** The term of office of the GSAÉD Representative of the HKGSA-AÉDSAP shall be the same as the Executive Council (see 8.0.1).
- (a) The GSAÉD representative must be elected through the GSAÉD election process unless otherwise notified by the council to GSAÉD.
  - (b) The GSAED representative must be elected at the same time as the Executive council (in March/April). It must be done through a separate election by the HKGSA-AÉDSAP CRO while adhering to the GSAÉD bylaws.



## **ARTICLE IX - STANDING COMMITTEES**

**9.0.1** The standing committees exist to assist the Executive Council in organizing and carrying out specific duties of the HKGSA-AÉDSAP, also allowing general councillors and other Active Members to participate in the affairs of the HKGSA-AÉDSAP.

### **Subsection 1 - Standing Committee Members**

**9.1.1** Each standing committee shall have a chairperson who manages the affairs of the governing body and who is responsible for all matters related to the conducting and administration of its meetings.

- (a) The chairperson of each committee is the Executive Councillor overseeing that specific domain of HKGSA-AÉDSAP activities.
- (b) In the case of a vacancy in the chairperson position, or if the chairperson cannot perform the requisite duties, the President or Vice-President of Student and Council Affairs may temporarily act as the chairperson.

**9.1.2** The duties of the committee Chairperson include the following:

- (a) Be responsible for advertising open positions on the Committee as necessary.
- (b) Call and give notice of meetings of the Committee.
- (c) Prepare an agenda and preside over meetings of the Committee.
- (d) Maintain brief written minutes of each meeting of the Committee.
- (e) Report on Committee activities to the Executive and General Councils.

**9.1.3** Standing Committees will be made up of the Committee Chairperson and any number of members appointed by the Committee Chairperson, pending approval from the Executive Council.

- (a) Standing Committees must be composed of Active Members. Members of any standing committee may include but are not limited to, any Executive or General Councillors.

### **Subsection 2 - Standing Committees**

**9.2.1** Committee of Student Engagement and Events.

- (a) This Committee will be chaired by the Vice-President of Student Engagement and Events.
- (b) The mandate of the Committee of Student Engagement and Events is to assist the Chairperson and any HKGSA-AÉDSAP event leads/coordinators in organizing, executing, and marketing the academic and social-related programming and activities. The Committee of Student Engagement and Events shall assist in the responsibilities of the HKGSA-AÉDSAP including, but not limited to, academic workshops, conferences, social events, etc.
- (c) The Vice-President of Francophone and Bilingualism will sit on this committee, directly assisting the Vice-President of Student Engagement



and Events with the planning and execution of all events.

**9.2.2** Communications Committee.

- (a) The Vice-President of Francophone and Bilingualism will sit on this committee, directly assisting the Vice-President of Student Engagement and Events with the planning and execution of all events.
- (b) This Committee will be chaired by the Vice-President of Communications.
- (c) The mandate of the Communications Committee is to assist the Chairperson in promoting the events and activities of the HKGSA-AÉDSAP. These duties may include, but are not limited to, contributing to the social media accounts and translating promotional material.

**9.2.3** Governance Review Committee.

- (a) This Committee will be chaired by the President or Vice-President of Student and Council Affairs.
- (b) The mandate of the Governance Review Committee is to review the HKGSA-AÉDSAP Bylaws and suggest and execute amendments.

**Subsection 3 - Equity, Diversity, and Inclusivity Committee**

**9.3.1** This Committee will be chaired by the Vice-President of Equity, Diversity, and Inclusivity.

**9.3.2** The mandate of the Equity, Diversity, and Inclusivity Committee is to assist the chairperson in the organization and execution of initiatives, events, or activities to promote equity, diversity, and inclusivity.

**9.3.3** The Vice-President of Equity, Diversity, and Inclusivity will generate and distribute the first call for committee applicants prior to September 30 of their elected term.

- (a) It is recommended that the call for applicants remain open until December of the Executive Council's elected term.

**9.3.4** The number of members that will sit on the Equity, Diversity, and Inclusivity Committee will be determined by the Executive Council, based on recommendations by the Vice-President of Equity, Diversity, and Inclusivity.

- (a) The number of members may fluctuate each year. To ensure inclusivity, it is recommended that no minimum or maximum numbers be enforced.

**9.3.5** It is at the discretion of the Vice-President of Equity, Diversity, and Inclusivity to determine who will sit on the Equity, Diversity, and Inclusivity Committee.

**9.3.6** In the case that any applicants are rejected, the Vice-President of Equity, Diversity, and Inclusivity must provide, in writing, a detailed report outlining the rationale for the applicant's rejection. This report will not include any identifying information. This report must be submitted to the Executive Council prior to the next scheduled meeting.

- (a) This report will be discussed at the Executive Council meeting. A vote will



be conducted to determine whether the rejection is upheld or overturned.

(b) A majority vote (50 % +1) is required to overturn a rejection.

**9.3.7** No members of the Equity, Diversity, and Inclusivity Committee, other than the Vice-President of Equity, Diversity, and Inclusivity shall have access to the official Equity, Diversity, and Inclusivity email account ([edi.hkgsa@uottawa.ca](mailto:edi.hkgsa@uottawa.ca)).

**9.3.8** Anonymity is the sole discretion of any active member who wishes to remain anonymous. Anonymity is protected and will be maintained for the duration of their committee member.

(a) This period of anonymity is pursuant to the period set out in (see 8.0.1).

(b) It is the responsibility of the VP EDI to maintain the anonymity of the committee member(s) to the best of their ability. Anonymity may be reduced at the consent of the active committee member who wishes to be anonymous.

(c) It is at the personal discretion of the EDI committee members to share their name and personal information (email addresses) to the Executive Council or General Council, HKGSA platforms (website, social media), or to students and/or faculty of the University of Ottawa.



## **ARTICLE X - MEETINGS OF GOVERNING BODIES**

- 10.0.1** The HKGSA-AÉDSAP's affairs shall be governed by a set of governing bodies ordered in hierarchy:
- (1) There shall be a governing body entitled the Executive Council.
  - (2) There shall be a governing body entitled the General Council.
  - (3) There shall be any number of governing bodies referred to as committees with titles set out in this Constitution.
- 10.0.2** Meetings of the HKGSA-AÉDSAP shall:
- (a) occur in plenary session at least once a month for the Executive Council and once every month between October through April excluding final examination periods for General Council;
  - (b) be called by the President and the availabilities of Voting Members; and
  - (c) be advertised (date, time, and location) no less than one day in advance.
- 10.0.3** The latest edition of Robert's Rules of Order shall be in effect for all General Council meetings. Any updates to Robert's Rules of Order shall be made known to the General Council members as soon as possible. See Appendix A for a summary of Robert's Rules of Order.
- 10.0.4** Unless stated otherwise exclusively in this by-law document, any matters considered by a governing body that has not been enacted, and any matters received for consideration by a governing body not already considered, shall expire at the end of the financial year in which the matter was considered or received, and shall require re-submission to that governing body for consideration in the following financial year.
- 10.0.5** Each governing body shall have a chairperson who manages the affairs of the governing body and who is responsible for all matters related to the conducting and administration of its meetings.
- (a) The chairperson of the Executive Council and General Council shall be the President.
  - (b) In the case of a vacancy in the chairperson position, or if the chairperson cannot perform the requisite duties, the Vice-President of Student and Council Affairs may temporarily act as the chairperson.

### **Subsection 1 - Executive Meetings**

- 10.1.1** A regular meeting of the Executive Council shall take place on the date and at the time established by the President.
- (a) Only Executive Council members are eligible to attend an Executive Council meeting unless invited by an Executive Council member.
- 10.1.2** All Executive Council members must attend each Executive and General Council meeting.
- 10.1.3** It is at the discretion of the President to run one meeting per month that includes both the Executive and the General Council.



- (a) If one meeting per month is conducted, the first half of the meeting shall consist of Executive Council members only. The second half will include both the Executive Council and General Council members.

### **Subsection 2 - General Council Meetings**

- 10.2.1** A regular meeting of the General Council shall take place on the date and at the time established by the President of the Executive Council, at least once a month, unless determined otherwise by the President (see 10.1.3).
- 10.2.2** All General Council members must attend each General Council meeting.
- 10.2.3** If a member is absent, they may proxy their vote to another General Council Member.

### **Subsection 3 - Standing Committee Meetings**

- 10.3.1** All Committee meetings shall follow a schedule made by the Committee's Chairperson.
- 10.3.2** All meetings of the Equity, Diversity, and Inclusivity committee will be scheduled and chaired by the Vice-President of Equity, Diversity, and Inclusivity (see 9.3.1).

### **Subsection 4 - Quorum**

- 10.4.1** Each governing body shall have a defined quorum. No decisions or actions of a governing body shall have any force or effect in the absence of a quorum.
  - (a) Quorum for the Executive Council shall be two-thirds (2/3) of elected voting seats rounded up, where two-thirds are physically or electronically present at the meeting.
  - (b) Quorum for the General Council shall be two-thirds (2/3) of elected voting seats rounded down, where two-thirds are physically or electronically present at the meeting.
- 10.4.2** If quorum is not present within thirty (30) minutes after a call to order without prior communications from Voting Members, the meeting shall be deemed as an unofficial; meeting with no motions voted upon. The meeting may still be used to communicate all messages between all Council members.
- 10.4.3** If quorum is lost during the meeting, Councils are no longer able to discuss motions and engage in a voting process.

### **Subsection 5 - Notice and Cancellation**

- 10.5.1** An Executive Council or General Council meeting can be called with 24 hours' notice by the Chairperson (see 10.0.2).
- 10.5.2** The Vice-President of Communications shall notify all members of the Executive and/or General Council, in addition to all Active Members via email at least three (3) days prior to the scheduled General Council meeting.
- 10.5.3** Notice of a meeting to be convened shall include at least:
  - (a) The date and time at which the meeting is to be brought to order.



- (b) The detailed location at which the meeting is scheduled to take place.
- (c) The meeting's agenda (see Subsection 6).

- 10.5.4** A meeting may only be cancelled by the chairperson of a governing body.
- 10.5.5** The chairperson must document the rationale for cancellation, which must be included in the agenda/meeting minutes of the next meeting of the governing body.

### **Subsection 6 - Agenda**

- 10.6.1** The agenda for a governing body meeting must include at least the following items:
  - (a) Call to order, introductions, and welcome (recording of attendance).
  - (b) Recognition of the meeting's recording secretary and chairperson.
  - (c) Resolution to approve previous meeting's minutes, and copies of those minutes to be considered.
  - (d) All motions carried forward from the previous meeting's agenda.
  - (e) All motions submitted to the chairperson for consideration at the present meeting with accompanying documents.
  - (f) Reports from the representatives of the Executive and/or General Council.
  - (g) Adjournment.
- 10.6.2** The President and Vice-President of Student and Council Affairs shall be responsible for the content and order of matters related to the agenda for a regular meeting of the General Council.
- 10.6.3** Members of the General Council may include a matter in the agenda for a regular meeting of the General Council by submitting the matter in writing to the President and the Vice-President of Student and Council Affairs at least (5) days in advance of the General Council meeting. All pertinent documents must accompany the motion.
- 10.6.4** A matter that is not included in the agenda may be added to the agenda at a regular meeting of the General Council if fifty percent plus one (50%+1) of the General Council agrees to do so unless otherwise prohibited by these Bylaws.
- 10.6.5** A motion to reconsider a decision of the General Council made at a previous meeting shall not be added to the agenda as new business. Decision reconsideration shall be added to the agenda only by process of writing five (5) days in advance of the General Council meeting. All pertinent documents must accompany the request to reconsider the decision.
- 10.6.6** The General Council shall consider matters in the order shown in the agenda unless the order of business is amended by fifty percent plus one (50% + 1) of Voting Members present at the meeting.

### **Subsection 7 - Meeting Minutes and Records**

- 10.7.1** The proceedings for each meeting must be documented, stored, and made available



to all Active Members. Items must (at least) include:

- (a) the time, location, and agenda of the meeting;
- (b) members present and regrets;
- (c) a record of all decisions taken at the meeting;
- (d) all materials presented or considered at the meeting not included in the meeting minutes package;
- (e) any motions and/or votes; and
- (f) action items or areas for follow-up (including tabled discussions).

**10.7.2** In the event that a confidential concern is discussed, the meeting minutes should indicate “confidential discussion.”

**10.7.3** The Vice-President of Student and Council Affairs is responsible for documenting, storing, and ensuring the availability of all meeting minutes.

- (a) In the event that the Vice-President of Student and Council Affairs is unable to fulfill this duty, this responsibility will be delegated at the discretion of the President.

### **Subsection 8 - Motions and Voting**

**10.8.1** Voting power during council meetings shall be restricted to Executive and General Council members only.

- (a) All other Active Members are welcome to attend and participate but will not have voting power.

**10.8.2** No Voting Member shall hold more than one proxy and two votes.

**10.8.3** Motions must be passed with at least fifty percent (50%) majority of officers in attendance, except where specified in Robert’s Rules of Order, in order for the HKGSA-AÉDSAP to adopt the motion.

**10.8.4** These motions are binding immediately after a passing vote has been carried.

### **Subsection 9 - Annual Budget Meeting**

**10.9.1** The Annual Budget Meeting must be held in the Spring/Summer semester before the first day of fall classes with all of the Executive Council members.

**10.9.2** The Annual Budget Meeting will be held to negotiate the distribution of finances according to proposed events and activities related to the HKGSA-AÉDSAP.

**10.9.3** The Vice-President of Finance is responsible for acting as the chairperson for the Annual Budget Meeting and must provide a basis from last year’s budget for the current year’s budget approval.

**10.9.4** The budget will be subject to a vote by all Executive Council members, with a majority (50% + 1) majority vote required to pass the budget.

### **Subsection 10 - Annual General Meeting**

**10.10.1** The HKGSA-AÉDSAP shall hold at least one AGM each year, occurring prior to the end





of the Executive Council's elected term.

- 10.10.2** Notice of the AGM must be distributed by the Vice-President of Communications at least seven (7) days prior to the AGM.
- 10.10.3** Items on the agenda for an AGM shall include, but are not limited to:
- (a) a report from each Executive Council Member including their objectives for the year and current accomplishments;
  - (b) a financial report by the Vice-President of Finance;
  - (c) an outline detailing the HKGSA-AÉDSAP's activities in the past and any other pertinent information to the current standings of the Council; and
  - (d) amendments to governing documents.
- 10.10.4** Quorum to vote on amendments to governing documents will be 5% of Active Members.
- (a) Active Members include the Executive and General Council.
  - (b) If quorum is not met, the motion put forward will not be approved and will be voted on again at the next AGM.



## **ARTICLE XI - ELECTIONS**

- 11.0.1** The President or their designate shall take on the responsibility of Chief Returning Officer (CRO) for any HKGSA-AÉDSAP election.
- (a) The CRO cannot be an Active Member running in the current election.
- 11.0.2** The CRO will determine the procedures, guidelines, violations, penalties, and dates of the election, which will be outlined in a separate Elections Policy document.
- 11.0.3** The CRO shall announce the upcoming elections and distribute an English and French elections package via the HKGSA-AÉDSAP monthly newsletter and/or a program-wide email to all registered full-time and part-time graduate students.
- 11.0.4** The elections package shall include:
- (a) an overview of the HKGSA-AÉDSAP;
- (b) an overview of the roles and responsibilities of each position;
- (c) important dates and deadlines; and
- (d) a candidate statement template.
- 11.0.5** Voting shall occur Monday until Thursday of that week after the distribution of the candidates' statements.
- 11.0.6** The candidate with the greatest number of votes shall be elected into the campaigned position.
- (a) In the event that only one candidate applies for a given position, the candidate will be elected to the position with a vote of confidence (Yes or No).
- (b) Only one (1) individual can occupy each of the positions available for election.
- 11.0.7** Appeals to election results or disqualifications may be heard by an appeal committee formed by the CRO, consisting of an Executive and General Council member not running in the election, and any executive member of another student society at the University of Ottawa.

### **Subsection 1 - Executive Council Elections**

- 11.1.1** The elections process for the Executive Council shall take place by the end of March using an online voting system.
- (a) The results of the election must be announced by the end of March.
- 11.1.2** In the event of an unelected Executive position, up to two by-elections may be held for the vacant position(s) one week following the distribution of election results.
- 11.1.3** In the event that an Executive Council position remains unelected after three consecutive elections/by-elections, then the position will remain vacant until the General Council elections process, during which time a new by-election will be hosted.
- (a) Until the position is filled, the duties of the unelected Executive Council position are to be shared among the elected members of the Executive Council.



- (b) In the event of a vacant Presidency, an elected HKGSA Executive or General Council member can run for the President position in a by-election. If the member is elected President, they must leave their former position. The responsibilities of their former position will then be distributed among Executive Council members (per section 11.1.3.a).

## **Subsection 2 - General Council Elections**

- 11.2.1** The elections process for the General Council shall take place during September using an online voting system.
- 11.2.2** In the event of an unelected General position, a by-election may be held for the vacant position up to eight weeks following the distribution of election results.
- 11.2.3** If an Active Member expresses interest in a vacant position after the by-election is run, they can go to the next General Council meeting and express said interest, where the Councillors will vote on the vacant position.



## **ARTICLE XII - EXTERNAL COMMUNICATION & PRIVACY POLICY**

- 12.0.1** All external communication regarding the General Council, the Executive Council, the standing committees, and any of its present, former, and future members, emanating from a member must be made in consultation with the Vice-President of Equity, Diversity, and Inclusivity and the Vice- President of Francophonie and Bilingualism and approved by the Executive Council prior to broadcast/publication.
- 12.0.2** All information communicated externally must be truthful and the member responsible for the given information must be held entirely accountable.
- 12.0.3** It is the responsibility of the member in communication with an external individual to ensure that their communication is not misused, and/or taken out of context in such a way that it comes into conflict with Article 1 of this section.
- 12.0.4** Members must be able to provide valid proof of all statements if requested by the Vice-President of Communication of his/her designate. Conflicts between the interpretation or validity may be appealed to the Executive Council.
- 12.0.5** Publications deemed to be non-compliant with the General Council governing documents shall be sent back to the author for amendments with recommendations from the Vice-President of Communications or his/her designate.
- (a) These recommendations will be addressed by another Executive Member if there is no elected Vice-President of Communications.
- 12.0.6** Slanderous and/or defamatory communication emanating from a General Council member is not permitted and is considered a violation of General Council governing documents.
- 12.0.7** Language within any communication emanating from a General Council member found to be offensive, obscene, derogatory, or discriminatory shall result in sanctions decided upon by the appeals committee.
- 12.0.8** The language used in communication emanating from a member must be coherent and express grammatical propriety in English and French.

### **Subsection 1 - Email Accounts**

- 12.1.1** Email accounts shall be transferred to the new operating Executive Council at the end of the operating year or throughout the operating year if a position is vacated and then filled during either of the academic terms.
- 12.1.2** Email accounts and the information contained within, remain the property of the University of Ottawa.
- 12.1.3** Email account passwords shall be changed immediately upon acquiring the account.
- 12.1.4** The creation of any additional email accounts, separate from the University of Ottawa, shall remain the property of the HKGSA-AÉDSAP.



## **Subsection 2 - Social Media**

- 12.2.1** All administrative responsibilities for social media outlets shall be transferred to the incoming Vice- President of Communications.
- 12.2.2** The Vice-President of Communications shall frequently monitor social media outlets.
- 12.2.3** The Vice-President of Communications can have a designate from the Executive Council or General Council that will update social media outlets under the Vice-President of Communication’s supervision.
- 12.2.4** The Vice-President of Communications shall consult and seek the approval of the Vice-President of Equity, Diversity, and Inclusivity and the Vice-President of Francophonie & Bilingualism to ensure inclusive language and content.
- 12.2.5** Violations of social media shall be treated with respect to one’s status within the General Council and shall be addressed in the penalties section of these Bylaws.

## **Subsection 3 - Privacy Policy**

- 12.3.1** In compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA), the General Council shall maintain all personal records in strict privacy and confidence.
- 12.3.2** The Executive Council shall provide all personal information obtained from students to the respective owner at their request.
- 12.3.3** The Executive Council shall shred all printed personal information and permanently delete all electronic personal information at the request of the owner.
- 12.3.4** All confidential information will be kept in a locked cabinet with access restricted only to Executive Members.
  - (a) Alternatively, any confidential information may be stored on a password-protected database. This information could be transferred to the new executive council or deleted at the end of the elected term.
  - (b) Only the President or their designate has the authority to collect and access personal information on behalf of the General Council.
- 12.3.5** Every effort shall be taken to ensure that the students’ privacy will be upheld.
- 12.3.6** If there is a breach of privacy (e.g., email accounts), the internal commissioner at GSAÉD will be contacted immediately by the President. An email will be sent out to all Active Members (and to previous Active Members if they are affected) by the HKGSA-AÉDSAP disclosing the breach of privacy, outlining remedial steps, and highlighting future preventative measures.



### **ARTICLE XIII - REPRESENTATION**

- 13.0.1** The General Council may direct appropriate representatives of HKGSA-AÉDSAP to express an opinion, position, or stance regarding a specific issue.
- 13.0.2** Only the President as directed by the Executive Council Members shall be empowered to represent the opinion, position, or stance of the HKGSA-AÉDSAP, except in cases that fall under the purview of the Vice-President of Equity, Diversity, and Inclusivity or the Vice-President of Francophonie and Bilingualism where officially designated.
- 13.0.3** The chairperson of a governing body, in the capacity as chairperson, may only express duly recorded decisions of that governing body. The chairperson must explicitly indicate the governing body on behalf of which the chairperson is expressing the decision.
- 13.0.4** A member to a position of title or seat of a governing body is not precluded from stating a personal opinion, position, or stance that conflicts with that of the HKGSA-AÉDSAP or the decision of a governing body, so long as the member makes it explicitly clear that the statement is not the official statement, position, or stance of the HKGSA-AÉDSAP or the governing body, but that of the individual member.

### **ARTICLE XIV - GRIEVANCES**

- 14.0.1** Any grievances filed with any function of the HKGSA-AÉDSAP shall be given in writing to the President or Vice-President of Student and Council Affairs at the earliest convenience of the grieving party.
- 14.0.2** The President or Vice-President of Student and Council Affairs will seek written responses from the appropriate parties within a week (7 calendar days).
- 14.0.3** Should any individual or group file a formal written grievance with the HKGSA-AÉDSAP or any of its Voting Members, the privacy of grievors shall be respected at all times (if requested).



## **ARTICLE XV - VACANCIES, RESIGNATIONS, AND REMOVALS**

- 15.0.1** In the event that a position of the Executive Council becomes vacant, it is at the discretion of the Executive Council to elect an interim representative or run a by-election.
- (a) In the event that the Executive Council decides to elect an interim representative, the interim representative can only be another Executive Council member, and they will only hold one (1) vote.
  - (b) If the Executive Council decides to run a by-election, it shall be run based on Article 11 Subsection 1.
- 15.0.2** In the event that a position of the General Council becomes vacant, the position will be filled via a by-election.
- 15.0.3** A Voting Member currently on the Executive Council or General Council can run for the vacated position, however, they must resign their previous seat if elected to the vacated position.
- 15.0.4** By-election procedures shall be outlined in the Elections Policy.

### **Subsection 1 - Removal of Executive Council Members**

- 15.1.1** If an Executive Council member is perceived to not be adequately fulfilling their duties, other members of the Executive Council may submit a formal complaint to the President.
- 15.1.2** If a formal complaint is received, the President must separately meet with each of the complainant(s) and the addressed Executive Council member(s).
- (a) If a complaint is directed at the President, the Vice-President of Student and Council Affairs will assume the responsibility of receiving the formal complaint and conducting the meetings.
- 15.1.3** Following the process in 15.1.2, if a second formal complaint is submitted regarding any one member of the Executive Council the President (or Vice-President of Student and Council Affairs if the complaint is directed at the President), may choose to follow either option (a) or (b):
- (a) Repeat the disciplinary meeting process from 15.1.2. If this event is chosen, then a third formal complaint against the same Executive Council member will automatically trigger 15.1.3b.
  - (b) Hold a vote at an Executive Council meeting, where a majority vote (50% +1) in favour removes the addressed Executive Council member from their position.



## **ARTICLE XVI - TRANSPARENCY AND CONFIDENTIALITY**

- 16.0.1** The HKGSA-AÉDSAP shall make public all meeting proceedings including supporting documents or a governing body that are not related to in-camera (or close, or confidential) sessions as set out by the applicable rules or order.
- 16.0.2** The HKGSA-AÉDSAP shall make public the current versions of all its governing documents.
- 16.0.3** The HKGSA-AÉDSAP shall not share any personal information with any third party without the explicit, written consent of the individual, subject to legal requirements.
- 16.0.4** An annual budget proposal shall be made available to the students (via the HKGSA-AÉDSAP website) prior to the start of academic classes and a final budget shall be made available prior to the start of the fall term.

## **ARTICLE XVII - AMENDMENTS**

- 17.0.1** Amendments to governing documents shall be tabled at a General Council meeting and shall be approved by a majority (50% + 1) vote.
- 17.0.2** Amendments to governing documents must be submitted to the Vice-President of Student and Council Affairs no less than one week (7 calendar days) prior to the General Council meeting, to allow for reasonable and widespread notice.
  - (a) It shall be the duty of the Vice-President of Communications to ensure widespread electronic notice to each Voting Member of the HKGSA-AÉDSAP.
- 17.0.3** Amendments brought forward at the General Council meeting must be within the spirit of the motion. If the change is significant, the amendment will restart the process.
- 17.0.4** Any amendments approved by the General Council will be reflected in the governing documents immediately.
  - (a) These documents will be tabled at the next Annual General Meeting and shall be approved by at least 5% of Active members.
  - (b) Once the governing documents have been approved, they shall be approved by GSAÉD.

## **ARTICLE XVIII - HARASSMENT, DISCRIMINATION, AND VIOLENCE**

- 18.0.1** The HKGSA – AÉDSAP Executive and General Council will not tolerate any harassment, discrimination, and/or violence (henceforth referred to as maltreatment) towards its councillors/members nor towards any graduate students in the School of Human Kinetics.
  - (a) Maltreatment constitutes any form of psychological, physical, sexual, or emotional harm, actions, intended actions, or threats as outlined by the University of Ottawa’s Human Rights Office (HRO) policies.





- 18.0.2** In the event that an incident of maltreatment is disclosed to any members of the Executive or General Council, the council member will refer them to the HRO for support and resources.
- 18.0.3** If an Executive or General Council member is disclosed as a respondent to a maltreatment incident, the President will consult with an HRO staff member on how to proceed on a case-by-case basis.
- (a) If the President is disclosed as the respondent, the Vice-President of Student and Academic Affairs will consult with an HRO staff member.

### **ARTICLE XIX - GRADUATE STUDENT LOUNGE/HKGSA - AÉDSAP OFFICE**

- 19.0.1** The Graduate Student Lounge/HKGSA – AÉDSAP Office (Grounge), located in MNT 206, will be used as both an office for the HKGSA – AÉDSAP and a space where graduate students can study and socialize.
- 19.0.2** All members of the Executive and General Councils will be responsible for the upkeep and maintenance of the Grounge.
- 19.0.3** The HKGSA – AÉDSAP may host meetings, office hours, and workshops in the Grounge.
- 19.0.4** All HK graduate students may use and access the Grounge.
- (a) All HK graduate students must be sent a communication (email and/or newsletter) at the beginning of each semester reminding them of:
    - I. the location and use of the Grounge;
    - II. the code for the Grounge door; and
    - III. how to share the Grounge.

### **ARTICLE XX - ENABLING CLAUSE**

These Bylaw Articles shall be the supreme ruling articles of the HKGSA-AÉDSAP effective after ratification in the first Executive Council meeting.



## APPENDIX A - ROBERT'S RULE OF ORDER

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority