

KINESIOLOGY GRADUATE STUDENT ORGANIZATION CONSTITUTION



- Article I: NAME AND PURPOSE
- Section 1: The name of this organization shall be: Kinesiology Graduate Student Organization (KGSO).
- Section 2a: The purpose of the organization is to provide a forum for interaction amongst graduate students and faculty members between and within the Department of Kinesiology.
- Section 2b: Objectives
1. To recommend graduate students as representatives to departmental and college governance committees.
 2. To discuss scholarly endeavors related to Kinesiology through seminars, workshops and presentations.
 3. To provide information to graduate students on matters pertaining to university, college, department, and COGS policies and business.
 4. To provide opportunities for social interaction among graduate students.
 5. To provide opportunities for community involvement as it relates to Kinesiology departmental goals.
- Article II: MEMBERSHIP
- Section 1: Membership shall be open to any currently enrolled MSU graduate student. Membership shall not be discriminated on the basis of race, ethnic origin, sex, age, political persuasion, sexual orientation, disability status, religious beliefs, or marital status.
- Section 2: Acquiring Membership
1. An active member shall be in the Department of Kinesiology currently enrolled as an MSU graduate student and shall abide by the constitution, enroll in the organization, pay dues, and will have voting and other member privileges.
 2. An inactive member shall be in the Department of Kinesiology currently enrolled as an MSU graduate student and shall abide by the constitution, but does not need to enroll or pay dues, and does not have voting privileges.
- Article III: OFFICERS
- Section 1: Officers
1. Two active KGSO representatives shall be selected or elected for co-chairs; each serving for one academic year.
 2. A secretary shall be selected or elected from the active KGSO membership, serving for one academic year.
 3. A treasurer shall be selected or elected from the active KGSO membership, serving for one academic year.
- Section 2: Nominations
- Any member, a currently enrolled MSU graduate student in the Department of Kinesiology, may nominate and vote for officers for the KGSO.

Section 3:

Election Procedures

Election shall be by secret ballots and take place during the last six weeks of the spring semester, with officers to take office beginning fall semester. Officers shall be elected by simple majority. The elections will follow the procedure outlined below.

First and Second Week: Co-chairs shall announce, using email or other reasonable medium, the offices available and duties associated with each. During these two weeks, any active KGSO member may submit a short personal statement describing his/her credentials for the desired office(s). It will be the member's responsibility to confirm with the treasurer that he/she is currently considered active and has paid dues for the current academic year.

- If no one is nominated for a particular position, it is up to the executive board to seek out qualified a candidate(s) to run for the position.

Third Week: A listing of available offices and personal statements of known candidates shall be placed on public display for all members to view. At this time, if an individual requested to be placed in the running for a position and is not represented on the public display, it is the responsibility of the individual to contact a member of the executive board for clarification. Active current members shall be given an official name card and election ballot. Both cards must be submitted at time of voting for vote to be valid.

Fourth Week: A secret ballot box is to be placed in an accessible location for all active members to submit votes. Both name cards and election cards must be submitted. If name cards and election card numbers do not match, the executive board has the discretion to determine if the election results are still valid. At 5pm on Friday of the week, the ballot box will be closed and collected by a member of the executive board to tally the results. Simple majority will win each election.

- In the result of a tie, a revote will be announced and take place the immediately following week.
- If another tie occurs in the revote, the winning candidate will be selected based upon the amount of past service to KGSO.

Multiple Nominations: If a member is nominated for more than one executive position, the member will be placed in the highest ranking election (as ordered below) desired and if not elected, their name will be placed in the running for the following position. If member is voted into an executive position, their name will be removed from further elections. Members may serve on multiple committee if there are no other members interested in the positions.

Section 4:

Duties

1. CO-CHAIRS

The duties of the co-chairs shall be those prescribed in Robert's Rules of Order.

- a. Call meetings to order.
- b. Preside at all the meetings.
- c. Announce business before the general membership.
- d. Provide and agenda prior to the scheduled meeting.
- e. State and put to vote all issues that are properly brought before the attending members.

2. TREASURER

The duties of the treasurer shall be those prescribed in Robert's Rules of Order.

- a. Handle financial transactions and records.
- b. Maintain a list of active members.
- c. Maintain and report all financial transactions.

3. SECRETARY

The duties of the Secretary shall be those prescribed in Robert's Rules of Order.

- a. Keep a written record of the meeting proceedings.
- b. Post a copy of the minutes from each meeting.

Article IV: COMMITTEES

The KGSO recognizes three categories of committees. All committee members must be active members of KGSO.

Section 1: University Committee (1 member) These committee members will be elected in the fall by a simple show of hands at the first meeting of the school year

1. Council of Graduate Student Organization (COGS) department representative.
2. Graduate Employee Union (GEU) steward. This department is allowed up to 2 stewards.

Section 2: Department Committees

KGSO will forward elected representatives to the following department committees. If no KGSO elections have taken place, the Department of Kinesiology shall elect representatives per departmental bylaws. These positions will be elected at the end of spring semester by secret ballot procedures outlined above.

1. Faculty Advisory Committee (FAC) - 1 voting member (vote may be shared by two graduate students at the discretion of the committee chairperson)
 - a. The committee member will represent graduate students with respect to departmental issues and advise the department chairperson on these issues.
2. Graduate Program Committee - 1 voting member (vote may be shared by two graduate students at the discretion of the committee chairperson)
 - a. The committee member will represent graduate students on issues such as policy involving graduate affairs, admissions, teaching and research assignments, comprehensive examinations, working environment and thesis/dissertation issues.
3. Curriculum Committee - 1 voting member (vote may be shared by two graduate students at the discretion of the committee chairperson)
 - a. The committee member will be responsible for assisting with tasks such as assessing current curriculum, evaluating new course ideas and reviewing potential changes in course or course status.
4. Special Events Committee
 - a. The committee member will be responsible for assisting in the planning of departmental social events and functions.

Section 3: Kinesiology Graduate Student Organization Committees

1. Executive Committee – will be elected at the end of spring semester by the secret ballot procedure outlined above.
 - a. The executive committee shall consist of co-chairs, a secretary, a treasurer.
 - b. The committee will plan and oversee all events of the organization.
2. Social Chair – will be elected in the fall by a simple show of hands at the first meeting of the year.
 - a. The committee will be responsible for planning social events for the members.
3. Concentration Committee – will be elected in the fall by a simple show of hands at the first meeting of the year.
 - a. The committee will be made up of one elected representative from each of the current concentrations.
 - b. The committee members are responsible for keeping others informed of what is happening in their own concentration.

Article IV: OPERATING PROCEDURES

Section 1: Meetings will be held monthly or at the discretion of the executive committee.

Section 2: Robert's Rules of Order shall be the official guide for conducting meetings.

Section 3: Quorum necessary for conducting business, elections, or changing the constitution shall be at the discretion of the executive board.

Section 4: Last update of this document was August 20, 2007, by Jennifer Stiller and Marty Douglas.