

# Graduate Students of Kinesiology And Recreation Management Association (GSKARMA): Terms of Reference (2022)

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## **1. ESTABLISHMENT**

The association was established by the sitting UMGSA representatives for the Department of Kinesiology and Recreation Management, Olivia Tefft and Ganesh Tailor, with approval from the Graduate Program Chair in June of 2021. The association will provide a year-end budget report to the UMGSA regarding all funds received from the UMGSA.

## **2. PURPOSE**

The purpose of the GSKARMA is to;

- Promote open communication and collaboration between graduate students from FKRM programs, as well as with FKRM undergraduate student associations (PERKS, ATSA)
- Facilitate and promote graduate student academic and social events
- Advocate on behalf of graduate students to FKRM faculty and administration
- Promote department through community outreach
- Approach these responsibilities with a focus on equity, diversity, inclusion, transparency and accountability in all matters

The primary methods for achieving this purpose are:

- Being contactable by student members at [gskarma@umanitoba.ca](mailto:gskarma@umanitoba.ca) to respond to queries, requests, etc.
- Engaging with the student body by way of social media, forum polls and feedback opportunities, etc.
- Working collaboratively with student committees and organizations within the department to achieve our collective goals
- Organizing and promoting events to the graduate student body

## **3. MEMBERSHIP**

Membership shall consist of the following positions, where a representative has been nominated:

a) Sitting KRM UMGSA representatives (1 vote):

- UMGSA representatives will serve as council treasurer(s), including applying for UMGSA departmental grants, preparing financial statements and ensuring the timely transfer of funds for GSKARMA projects
- Attend UMGSA general council and subcommittee meetings as assigned by UMGSA executives

b) At least one graduate student serving on the Graduate Program Committee (1 vote):

- Advocate on behalf of KRM graduate students and GSKARMA to the Graduate Program Committee
- Ensure that GSKARMA is kept informed of decisions made by the Graduate Program Committee which directly impact the graduate student body

c) One Communications representative (1 vote):

- Create social media content to inform students about GSKARMA initiatives and engage with the graduate student body
- Facilitate communications between GSKARMA and students, faculty and administration
- Schedule and reserve space for GSKARMA and subcommittee meetings

d) Two Events organizers (1 vote):

- Responsible for managing established GSC events such as Journal Club and Office Hour
- Propose new events to council and organize ad hoc volunteer committees
- Whenever possible these positions should be filled by one MA and one MSc student

e) One International student representative (1 vote):

- This position must be held by a current international Master's student within the department  
Welcome students to University of Manitoba and to Canada
  - Obtain a list from administration of incoming international and out-of-province students and their student emails
  - Provide international and out-of-province students with resources such as maps of the university and KRM labs, and information about how to access healthcare, housing and other relevant services
- Outreach
  - Provide opportunities (in collaboration with the GSKARMA events organizers) to introduce incoming KRM international graduate and out-of-province students to other students, faculty and community members
  - Liaison with the International Student Centre as needed
  - Represent international student interests to the GSKARMA

f) One KRM first year student representative (1 vote):

- This position must be held by a current 1<sup>st</sup> year Master's student within the department
- Represent first year interests to the GSKARMA

g) One KRM-based AHS student representative

- This position may be filled by a AHS UMGSA representative, though this is not a requirement to be nominated.
- Represent KRM-based AHS students (those whose supervisor is in the FCRM)
- Ensure the GSKARMA is kept informed of AHS events, decisions, and other news
- Advocate for mentorship opportunities between AHS PhD students and KRM Master's students

## **External Sitting Members (Non-Voting Members)**

These members will not be assigned any additional duties other than to attend monthly GSKARMA meetings when invited and to report to GSKARMA relevant activities within their respective department, committee or council. Non-voting members may participate in other GSKARMA meetings, initiatives and events if they choose.

External members may include, but are not limited to;

- EDI graduate student representative
- Indigenous engagement council student representative
- Risk management student representative
- Ethics board graduate student representative
- Student endowment fund graduate student representative

## **4. MEETINGS**

- a) GSKARMA will meet in the first instance each year within two weeks of the members' appointment.
- b) GSKARMA will meet each month following the first instance within the first week of each month, at a regular day and time of the members choosing.
- c) GSKARMA will meet a minimum of 8 times between September 1<sup>st</sup> and June 30<sup>th</sup>.
- d) Any student may attend GSKARMA meetings as audience members without contributing to discussion. If the student wishes to present an idea, they must be added to the agenda prior to its approval by the members.
- e) A minimum of 60% of the voting membership or 4 voting members (whichever is higher) are required to reach quorum. When 60% of members is not a whole number, the next highest number shall form quorum. Where attention is drawn to a loss of quorum, the meeting shall be adjourned.
- f) Meetings may be held in-person, by telecommunication or electronic video conferencing.

## **5. NOMINATIONS AND ELECTION**

### **a) Nomination of voting members**

- All Voting Member positions must require at least 10 signatures from KRM-affiliated graduate students to be nominated. No signatures will be required for nomination of the 1<sup>st</sup> year representative. If there is more than one nomination submitted for a position then elections will be held for the contested seats.
- Positions will run from September (following elections or nomination period if no elections are held) to July 31 of the following year
- The nomination will begin two weeks before the 1<sup>st</sup> of September.
- If a position is vacated earlier than June 31<sup>st</sup>, snap elections/nominations may be held at any time

- The nomination period may be extended until end of September for seats for which there are no nominees.

b) Election of voting members

- The election period will immediately follow the end of the nomination period.
- The voting period shall be one week to allow for sufficient time for voting
- During voting period, every effort will be made to display candidate profiles on the department website (100 word limit per candidate)
- All graduate students whose primary advisor is based in the Department of Kinesiology and Recreation Management shall be entitled to one vote each.
- Email communication with instructions on how to vote and view candidate profiles will be sent to all KRM-affiliated Master's and PhD students on the first and last day of voting
- Candidates are forbidden from soliciting students or advertising their candidacy either in-person or online during the voting period.

c) External member positions will be filled on a volunteer basis according to the procedures set out in the existing committee/council guidelines.

## 6. CHAIR

a) The Chair shall be elected from within the membership of the GSKARMA by way of a preferential or ranked ballot voting system and will be elected by GSKARMA members. The Chair shall serve for a term of office of one year, ending on July 31<sup>st</sup>.

b) The elected Chair shall be the official spokesperson for the GSKARMA, in collaboration with the Communications Representative. The chair shall be responsible for the call to order and adjournment of the meeting and managing the formal business of the meeting, such as recognizing speakers and handling motions. The chair shall also assist in the preparation of the agenda.

c) In the absence of the Chair, the Chair may appoint a temporary Deputy Chair to oversee the Chair duties.

## 7. SECRETARY

a) The Secretary shall be elected from within the membership of the GSKARMA by way of a preferential or ranked ballot voting system and will be elected by GSKARMA members. The Secretary shall serve for a term of office of one year, ending on July 31<sup>st</sup>.

b) The secretary shall be responsible for leading preparation of the meeting agenda, including ensuring that the business of the meeting is not overloaded, as well as distributing and leading the approval of meeting minutes. During the meeting, the secretary shall record the minutes of the meeting, including time of call to order and adjournment, member attendance, member reports and member comments.

c) No one member may hold the roles of Secretary and Chair in the same term of office.

## **8. CONDUCT OF A MEMBER**

Members of the GSKARMA must:

- Act honestly and with integrity
- Maintain the confidentiality of information obtained in the course of their duties as a member. Members are to use such information only for the purposes for which it was provided
- Attend GSKARMA meetings
- Conscientiously seek to understand enough about the role and function of the GSKARMA and the role for which they were elected to carry out their duties in an appropriate way
- Conscientiously seek to sufficiently understand the proposals before the GSKARMA to be able to make appropriately informed decisions
- Participate, as far as they reasonably find themselves able to do so, in functions of the GSKARMA which are held from time-to-time
- Contribute to and assist with GSKARMA initiatives in addition to those duties specified within their role on the council whenever possible

## **9. CASUAL VACANCIES**

A casual vacancy on the GSKARMA shall occur if a member is deemed to have vacated his/her position. A position of the GSKARMA shall be deemed to have been vacated if the member:

a) Dies

b) Resigns from the office in writing. Such resignation will take effect on the date stated in the resignation, or in the case of no stipulated date on the date the resignation letter was received, i.e. effective immediately

c) Is absent from two consecutive meetings of the GSKARMA without accepted apology or leave of the GSKARMA

d) Ceases to be a current enrolled graduate student of the University or retain enrolment in the membership category that was the basis for membership to the GSKARMA.

The term of office for any member to fill a casual vacancy for an elected position shall be for the remaining duration of the vacated position's term of office.

## **10. REMOVAL OF A MEMBER**

An elected member shall be removed from office if a majority of GSKARMA members are satisfied the member fails to comply with the provisions of these Terms of Reference.

If the GSKARMA resolves to recommend that a member is to be removed from office under this section, the council must as soon as possible:

- Give the member notice and the reasons for it

- Inform the member of their right to call a meeting of the GSKARMA to allow the member the opportunity to present fully their case and the council shall have the opportunity of presenting its case. The resolution to remove the elected member shall be determined by the vote of the members present.

#### **11. CONFLICT OF INTEREST**

- Members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the agenda and the council membership shall determine if a conflict exists.
- If a member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, they will be excused from discussions and deliberations on the issue where a conflict of interest exists.

#### **12. AGENDAS AND MINUTES**

- Agendas and associated documentation will be distributed to all GSKARMA members three working days prior to the meeting, via email.
- Members are encouraged to view the agenda electronically during the meeting.
- Minutes are to be prepared from each meeting. The Secretary will distribute the minutes to all members and include them in the agenda papers for the next meeting.