

Constitution of
The Health and Kinesiology Graduate Student Organization

PREAMBLE. The Health and Kinesiology Graduate Student Organization believes that a graduate education in health and kinesiology serves an important role in society. Through their work in public health and movement and sport sciences, students acquire knowledge and skills which assist them in producing new knowledge and promoting the adoption of healthy, active lifestyles, as well as improved performance, among people of all ages and skill levels.

ARTICLE I. **Name:** This organization shall be known as the Health and Kinesiology Graduate Student Organization (HK-GSO) of Purdue University

ARTICLE II. **Objectives:** The HK-GSO serves graduate students in the department in several ways. First, the organization promotes interactions among students so that relationships are fostered with peers. Second, the elected representatives of the organization serve as a link for communication among graduate students, the director of graduate studies, the department head, and faculty members. Third, the HK-GSO is charged with promoting professional development and philanthropic activities among HK graduate students. Finally, the representatives serve as a sounding board for graduate students' concerns and suggestions for improvement in the department and the Purdue Graduate Student Government (PGSG).

ARTICLE III. **Membership:** All Health & Kinesiology graduate students are considered members in the organization. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran.

The faculty advisor of the Health & Kinesiology Graduate Student Organization is a non-student member of the organization, with all rights and privileges therein, except for the right to vote or hold office.

Only Purdue University graduate students in the Department of Health and Kinesiology are eligible for regular or active membership in the HK-GSO. Purdue University staff and faculty are eligible for adjunct membership, but are not allowed to vote or hold office.

ARTICLE IV. **Officers:**
Section 1. The elected officers of the organization shall serve for a term of one academic year, at the completion of which they may run for reelection for one (1) additional term. Collectively, the elected officers shall be referred to as the Executive Committee and shall convene when necessary to enact and carry out business on behalf of the HK-GSO. The officers shall include:

1. President
2. Vice President
3. Secretary/Treasurer

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4. Graduate Student Faculty Representative
5. Purdue Graduate Student Government Representative

Section 2. In addition to the elected officials, the HK-GSO president may choose to appoint additional officers to serve as *ex-officio*, non-voting members of the executive committee. These appointments may include, but are not limited to:

1. Social Media and Marketing Chair
2. HK-GSO 5K Co-Chair(s)
3. Public Health Student Association (PHSA) Liaison

Section 3. Duties of the officers shall be:

A. President

- a. The President shall initiate and conduct all Executive Committee meetings and all club meetings.
- b. The President shall delegate responsibilities for all activities and to committees responsible for specific purposes.
- c. The President shall oversee the election of new officers unless he/she will be running for a second term or other elected position on the Executive Committee. In this case, the President will appoint a member of the HK-GSO who is not running for office to oversee the election process. The results of the election must be shared with the Executive Committee prior to their announcement.
- d. In the case of an electronic vote, the President will develop an anonymous survey and send a link to it to all the members of the HK-GSO. The President will then present the results of the electronic vote to the Executive Committee prior to their announcement.
- e. With the approval of the Executive Committee, the President shall appoint *ex-officio*, non-voting members of the Executive Committee.
- f. The president shall serve as the chair of the Professional Development Committee.

B. Vice President

- a. The Vice President shall assume the duties of the President in his/her absence and shall assist the President.
- b. The Vice President shall oversee the standing committees and report to the Executive Committee on their progress.
- c. The Vice President shall be responsible for oversight of the facilitation of communication between the Executive Committee and the HK-GSO membership.

C. Secretary/Treasurer

- a. The Secretary/Treasurer keeps accounts, deposits the organization's funds, and makes expenditures in a

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- manner approved by the Business Office for Student Organizations.
- b. The Secretary/Treasurer shall be responsible for communicating the financial state of the organization to the membership at the first and last meeting of every academic year and is to provide additional information as necessary.
 - c. The Secretary/Treasurer shall be responsible for keeping an accurate record of all general and Executive Committee meetings.
 - d. The Secretary/Treasurer shall disperse a copy of the minutes of each meeting to the Executive Committee and any requesting member of the HK-GSO.
 - e. If the Secretary/Treasurer is unable to make a meeting, the president will appoint someone to take minutes in his/her absence.
- D. Graduate Student Faculty Representative
- a. The Graduate Student Faculty Representative will serve as a liaison between the graduate faculty and the HK-GSO.
 - b. The Graduate Faculty Representative will keep the Graduate Program Coordinator up-to-date and informed of all HK-GSO events and happenings.
 - c. The Graduate Student Faculty Representative will present a report of each graduate faculty meeting at the next meeting of the HK-GSO when the information discussed at the faculty meeting is reportable.
 - d. The Graduate Student Faculty Representative will relay information from Health and Kinesiology graduate students to the graduate faculty.
- E. Purdue Graduate Student Government Representative
- a. The Purdue Graduate Student Government Representative will serve as a liaison between the Purdue Graduate Student Government and the HK-GSO.
 - b. The Purdue Graduate Student Government Representative will serve as the Health and Kinesiology Senator appointed to the Purdue Graduate Student senate and will fulfill the obligations implied therein.
 - c. The Purdue Graduate Student Government Representative will provide a report of each Purdue Graduate Student Government meeting at the next meeting of the HK-GSO.
 - d. The Purdue Graduate Student Government Representative will relay information from the Health and Kinesiology graduate students to the Purdue Graduate Student Government.

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- F. Social Media and Marketing Chair
 - a. The Social Media and Marketing Chair will assist the Vice President in communicating with the HK-GSO membership about upcoming events and meetings via email, social media, print, or any other media deemed appropriate.
 - b. The Social Media and Marketing Chair will oversee the maintenance of the HK-GSO social media sources.
 - c. The Social Media and Marketing Chair is charged with the inception and organization of HK-GSO-sponsored social events.
 - d. The Social Media and Marketing Chair will promote membership in the HK-GSO and will give an annual report on the current status of the HK-GSO membership during the last all club meeting in the spring semester.
 - e. The Social Media and Marketing Chair will attend all Executive Committee Meetings as an *ex-officio*, non-voting member.
- G. HK-GSO 5K Co-Chair(s)
 - a. The HK-GSO 5K Co-Chair(s) will be one or two members of the HK-GSO not already serving in an elected or appointed position.
 - b. If no members of the HK-GSO volunteer to fill the role of the HK-GSO 5K Co-Chair(s), then the HK-GSO President and Vice President shall co-chair the committee.
 - c. The HK-GSO 5K Co-Chair(s) will be responsible for organizing, coordinating, and conducting the HK-GSO 5K.
 - d. The HK-GSO 5K Co-Chair(s) will solicit assistance from the HK-GSO membership in coordinating the HK-GSO 5K and may develop ad-hoc committees as necessary.
 - e. The HK-GSO 5K Co-Chair(s) will organize volunteers to solicit donations from individuals and local businesses to aid in the production of the HK-GSO 5K.
 - f. HK-GSO 5K Co-Chair(s) will attend all Executive Committee meetings as *ex-officio*, non-voting members and update the Executive Committee on the progress of the HK-GSO 5K.
- H. Public Health Student Association Liaison
 - a. The Public Health Student Association Liaison shall be appointed by PSHA.
 - b. The Public Health Student Association Liaison shall communicate information related to HK-GSO functions to PSHA and communicate PSHA functions to the HK-GSO.

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- c. The Public Health Student Association Liaison shall be charged with helping facilitate the relationship between PHSA and the HK-GSO.
 - d. The Public Health Student Association Liaison will attend all Executive Committee meetings as an *ex-officio*, non-voting member.
- Section 4. The HK-GSO faculty advisor shall serve as an *ex-officio*, non-voting member of the Executive Committee.
- Section 5. During the February meeting, the President will announce the call for nominations for elected positions and will accept nominations until they are closed by way of a vote of the HK-GSO membership during the March meeting. Nominations may come from the floor during the March meeting prior to the vote to close nominations.
- Section 6. Once nominations have been closed, the candidates will be given five minutes each to discuss their views for the future of the HK-GSO and the reasons why they are viable candidates for their respective positions.
- Section 7. Elections shall be conducted via an electronic survey vote that will be emailed to all members of the HK-GSO the week after the March meeting.
- Section 8. The new Executive Committee will be announced at the next meeting of the HK-GSO, which should be no later than the second week of April.
- Section 9. Prior to the end of the spring semester, the outgoing Executive Committee shall have a meeting with the incoming Executive Committee to facilitate the transition between administrations.
- Section 10. Newly elected officers will officially assume their position on the HK-GSO Executive Committee at the end of the spring semester.
- Section 11. No individual may serve in more than one elected or appointed position in the HK-GSO during the same term.
- Section 12. Vacancies of any of the elected offices shall be filled by appointment by the president with the support of an Executive Committee majority affirmative vote.

ARTICLE V.

The HK-GSO Advisor

- Section 1. The Director of Graduate Studies is an *ex officio*, non-voting member of the HK-GSO Executive Committee.
- Section 2. The HK-GSO Advisor must be a member of the graduate faculty of the Department of Health and Kinesiology and is considered an *ex-officio*, non-voting member of the HK-GSO Executive Committee.
- Section 3. The HK-GSO Executive Committee may choose to appoint the Director of Graduate studies as the HK-GSO Advisor, or they may appoint any other member of the HK graduate faculty. If

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someone other than the Director of Graduate Studies is appointed to the position of HK-GSO Advisor, then both the Advisor and the Director of Graduate Studies will serve as *ex-officio*, non-voting members of the Executive Committee.

Section 4. The HK-GSO Advisor shall be appointed by a vote of the Executive Committee.

Section 5. The HK-GSO Advisor shall serve for one academic year, and at the completion of the term may be asked to serve again by the Executive Committee. There is no term limit for the position of HK-GSO Advisor.

Section 6. If the HK-GSO Advisor is unable to complete the appointed term, the position will be filled with an interim advisor who shall fulfill the duration of the term. At the end of the term, the Executive Committee may choose to appoint the interim advisor to the position of HK-GSO Advisor.

ARTICLE VI.

Standing Committees and Ad-Hoc Committees:

Section 1. The standing committees will be: Professional Development, HK-GSO 5K, Social, and Philanthropy

A. Standing committees will be recognized as ancillary arms of the HK-GSO. That said, it is the responsibility of the committees to make recommendations to the Executive Committee. After hearing committee recommendations, the Executive Committee will vote on all relevant issues.

Section 2. Definitions of Standing Committees

A. Professional Development Committee

- a. The Professional Development Committee will be comprised of the HK-GSO president (chair), and two additional members of the HK-GSO. When possible, one of the members should be a past winner of the HK-GSO Professional Development Grant.
- b. The Professional Development Committee will be organized by the President no later than September 30th.
- c. The Professional Development Committee will be responsible for awarding the HK-GSO Professional Development Grant each spring semester.
- d. The Professional Development Committee will be charged with the inception and development of at least one professional development activity in each of the academic semesters that is open to participation of the entire membership of the HK-GSO.

B. HK-GSO 5K Committee

- a. The HK-GSO 5K Committee will be chaired by the HK-GSO 5K Co-Chairs and open to the participation of general membership of the HK-GSO.

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- b. The HK-GSO 5K Committee will be organized by the President and Vice President no later than December 1st.
- c. The HK-GSO 5K Committee will be responsible for overseeing the 5K event, which will take place during the spring semester.
- C. Social Committee
 - a. The Social Committee will be chaired by the HK-GSO Social Media and Marketing Chair and is open to participation of the general membership of the HK-GSO.
 - b. The Social Committee will be responsible for planning and developing social events for members of the Health and Kinesiology graduate student community.
 - c. At least one social event per academic year must extend beyond the HK-GSO and involve the greater Health and Kinesiology community.
 - d. At least one social event per year must be coordinated in conjunction with the PHSA.
- D. Philanthropy Committee
 - a. The Philanthropy Committee shall be chaired by the Vice-President and will be open to participation of the general membership of the HK-GSO.
 - b. The Philanthropy Committee will be responsible for planning at least one philanthropic endeavor in each of the fall and spring semesters. The spring philanthropic endeavor may be conducted in conjunction with the HK-GSO 5K event.

Section 3. In addition to the aforementioned standing committees, additional standing committees and ad-hoc committees and their chairpersons may be appointed by the President with the support of a majority affirmative Executive Committee vote.

ARTICLE VII.

Meetings: All meetings of the HK-GSO and the Executive Committee shall be called by the President.

Section 1. The HK-GSO shall meet at least once per month at a time and location determined by the President in consultation with the Executive Committee.

- A. HK-GSO Meetings must be made available to all eligible members of the general membership and must be announced at least one week prior to the scheduled meeting time via email, print, and other forms of social media deemed appropriate by the President in consultation with the Executive Committee
- B. All HK-GSO meetings shall operate under Robert's Rules of Order (Newly Revised).

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- Section 2. The Executive Committee shall meet one week prior to each scheduled meeting of the HK-GSO.
- A. All *ex-officio*, non-voting members are encouraged to attend and participate in Executive Committee meetings.
 - B. At any time during an Executive Committee meeting, the president, with support of an Executive Committee majority vote, may call for an executive session during which all *ex-officio*, non-voting members will be asked to leave the room. They may return at the close of the executive session.
 - C. In order to enact business on behalf of the HK-GSO, 3/5 of the voting members of the Executive Committee must be present in an Executive Committee meeting.
 - D. All HK-GSO Executive Committee meetings shall operate under Robert's Rules of Order (Newly Revised).
- Section 3. Standing committees can and are encouraged to meet as they deem necessary outside of scheduled meetings.

ARTICLE VIII. **Amending the Constitution:**

- Section 1. Proposed amendments shall be submitted in writing to or by the Executive Committee. The proposition shall be announced at the following HK-GSO meeting and emailed to the membership of the HK-GSO. The proposed amendment shall be voted on at the next meeting following the announcement, to allow discussion.
- Section 2. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

BYLAWS. **The Following are Bylaws of the HK-GSO:**

- Bylaw 1. A quorum consists of 10 eligible, general members of the HK-GSO (in addition to the Executive Committee) present at a regular meeting of the HK-GSO. In the event that 10 members of the general HK-GSO membership are not present at a meeting in which a vote is called, that vote must be tabled and then conducted via an anonymous survey vote that will be emailed out to all eligible, voting members of the HK-GSO. Members will be given 72 hours to respond by email vote. If less than 10 members of the general HK-GSO membership respond to the email vote then the vote must be rescinded and retaken at the next announced meeting of the HK-GSO.
- Bylaw 2. Any member of the HK-GSO may request that any vote taken at a meeting of the organization be taken as a closed ballot. This requires only a motion from the floor and no vote or discussion is necessary.
- Bylaw 3. Minutes from the preceding meeting will be submitted at all regularly scheduled meetings. Minutes will be emailed to all HK graduate students within one week of the meeting date.

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Following approval at the next regularly scheduled meeting, a hard copy of the minutes with any corrections will be distributed to each Executive Committee member, the HK Director of Graduate Studies, the HK Graduate Program Coordinator, and the HK Department Chair following approval. Revised minutes will also be emailed to the membership of the HK-GSO and posted on the HK Website.

Bylaw 4. Because the HK-GSO is self-sustaining, diverse and creative methods for raising funds that are consistent with the mission of the organization must be devised throughout the academic year.

Date of Adoption

Date of Recognition

President

Office of the Dean of Students

Faculty Advisor

Revised: