



CONSTITUTION

SECTION I - THE SOCIETY

Article 1 - Definition

- 1.1. The students of the Department of Kinesiology and Physical Education herein create and define the society for their governance, hereafter to be called the McGill Student Association of Physical Education and Kinesiology or L'Association Étudiante de Kinésiologie et d'Éducation Physique de l'Université McGill (S.A.P.E.K.).
- 1.2. The society can be referred to as the McGill Student Association of Physical and Health Education and Kinesiology, the Student Association of Physical and Health Education and Kinesiology, the McGill Student Association of Physical Education and Kinesiology, the Student Association of Physical Education and Kinesiology, S.A.P.E.K. or SAPEK in official documents.
- 1.3. SAPEK is a sub-council of the McGill Education Undergraduate Society that represents the undergraduate student population of the Department of Physical and Health Education and Kinesiology (D.P.E.K.).
- 1.4. All undergraduate students registered in the Department of Physical and Health Education and Kinesiology, as well as those who are registered with a minor in Kinesiology, are represented by S.A.P.E.K.

Article 2 - Purpose

- 2.1. SAPEK shall provide activities and services to enhance the educational, professional, cultural, environmental, and social conditions of its members and its community in the best interest of all the students it represents.
- 2.2. SAPEK will support initiatives geared towards undergraduate students in the Department of Physical and Health Education and Kinesiology, including, but not limited to, the Motionball Marathon of Sport Annual Fundraiser for Special Olympics Canada and the McGill KIN Games Team.

Article 3 - The Constitution

- 3.1. This constitution supersedes and repeals all previous constitutions of SAPEK.
- 3.2. This Constitution, once ratified, may not be amended except as hereinafter provided.
- 3.3 Any member of Council can make amendment proposals regarding the constitution that are in the best interest of all students in the department. These proposals must then be approved by 2/3 of the present voting members of Council in order to be made official into the working document (constitution).
- 3.3. Quorum for vote on a motion to amend the Constitution shall be two-thirds (2/3) of the elected Members of the Council.

SECTION II - THE COUNCIL

Article 4 - The Council

- 4.1. The governing body of SAPEK shall be known as the SAPEK Council, hereinafter called the Council, and shall be empowered to make all decisions and take all actions on behalf of SAPEK.
- 4.2. Meetings of the Council shall be according to SAPEK meeting Guidelines.

4.3. The Council shall be composed of:

- The Executive Committee which includes:
 - The President (1-2)
 - Vice-President Internal Affairs (1)
 - Vice-President External Affairs (1)
 - Vice-President of Finance (1)
 - Vice-President of Communications (1)
 - Vice-President of Academics (1-2)
 - Vice-President Student Wellness (1-2)
 - Social Coordinators (1-2)
- Representatives for:
 - Year Representatives (U1 KIN, U2 KIN, KIN Grad Rep, U1 PE, U2 PE, U3 PE & PE Grad Rep)

4.4. New positions may be added to Council for a trial period of 2 semesters without being ratified into the constitution. If the position is deemed beneficial and the Council desires to make it permanent, the constitution must be amended with all necessary sections updated with the new position for the upcoming year according to the Constitution.

4.5. The Executive Committee is responsible for creating committees as they see fit for the efficient functioning of the Council.

4.6. The Executive Committee shall govern the Council between meetings of the Council in a manner consistent with the policies set out from/by the Council.

4.7. Decisions amounting to under 200\$ after taxation can be made by the executive committee without consultation of the rest of council.

4.8. All members of council must be full-time students in satisfactory academic standing.

4.9. Council's terms of office will be May 1 to April 30. April 1 through April 30 will be a transition period of Council where the newly elected council will be briefed on their positions for the forthcoming year.

4.10. The positions of Social Coordinator, Vice-President Academic, and Vice-President Wellness are encouraged to be held by 2 people who ran in the elections as a pair.

4.11. If two individuals are running against one another for a position which can be run for as a pair, they will be asked by the President if they would like to run together rather than running against one another.

Article 5 - Powers and Responsibilities of the Council

5.1. The President is responsible for:

- Establishing the council's vision and mission statement of SAPEK
- Advocating the interests and rights of the students SAPEK represents
- Mentoring Council members and the incoming President
- Creating sub-committees as they see fit
- Assuring the efficient running of the Council and preventing stagnation
- Overseeing SAPEK operations in the academic, professional, social, well-being, and community domains



- Acting as a chairperson of the Council at information sessions, orientation week, and on boards and committees such as ISA, and at all SAPEK-associated events including KPE department meetings
- Running elections and outlining the roles of new positions if necessary
- Enforcing constitution and by-laws of SAPEK
- Acting as a co-signing officer for SAPEK finances
- Conducting assessment surveys to identify current needs and interests of DPEK undergraduate students
- Organizing meetings that meet the SAPEK meeting guidelines
- Writing agendas for Council meetings and making them available to council at least 12 hours prior
- Scheduling office hours
- Writing an Exit Report which includes suggestions to improve performance
- Outlining requirements for exit reports for all members of council
- Applying and reporting to the CCR about council member involvement

5.2. The Vice-President External Affairs is responsible for:

- Representing SAPEK by sitting on various Boards and Committees, including the following:
 - ☐ Department Meetings (when neither the president or Internal cannot attend)
 - ☐ Education Undergraduate Society (EdUS)
 - ☐ Other meetings that may have information pertinent to SAPEK or the population SAPEK represents
- Reporting to SAPEK pertinent information from above mentioned councils in a timely manner
- Running/ organizing meetings in the absence of the President with the help of Vice-President Internal Affairs
- Providing an Exit Report

5.3. The Vice-President Internal Affairs is responsible for:

- Organizing Fall and Winter Clothing orders
- Responsible for organizing in collaboration with the Grad Representatives, the graduating merchandise order
- Assuring the efficient running of the Council and preventing stagnation
- Running/ organizing meetings in the absence of the President with the help of Vice-President External Affairs
- Fulfilling any duty the President is unable to complete due to extenuating circumstances
- Recording meeting minutes, including votes and motions passed or denied
- Attending department meetings
- Reporting to SAPEK pertinent information from the above mentioned council in a timely manner
- Providing an Exit Report

5.4. The Vice-President Academics is responsible for:

- Oversee and recruit KPE undergraduates for the SAPEK peer tutoring program
- Recruit KPE undergraduates for the EduBuddies mentoring program lead by EdUS
- Coordinate and guide lab tours with the Department of Kinesiology and Physical Education
- Promote student resources for academic support on campus
- Collaborate with the career advisor to plan and advertise events related to professional development for KPE students
- Manage SAPEK Student Life Scholarship with the Faculty of Education
- Manage SAPEK Professional Development and Research Student Fund



- Organizing and managing the SAPEK Research Case Competition
- Be responsible for encouraging and organizing initiatives relevant to academics of SAPEK members
- Provide an exit report

5.5. The Vice-President of Finance is responsible for:

- The formulation and administration of a budget for SAPEK
- Maintaining written records of finances
- Ensuring both themselves and the President sign for the opening and closing bank balance at the beginning and end of the academic year
- Presenting monthly reports on status of account with bank receipts being presented
- Act as co-signing officer for all SAPEK accounts with the President
- Obtaining all receipts from council committee budget expenditures
- Approving/denying financial support requested by council members in the best interest of SAPEK
- Writing an exit report on the state of SAPEK's finances

5.6. The Vice-President of Communications is responsible for:

- Maintaining SAPEK's social media presence
- Creating and circulation of SAPEK promotional material and information/events that may be of interest to undergraduate students in D.P.E.K.
- Updating the monthly events calendar
- Maintaining and updating all SAPEK advertisement boards
- Maintaining and updating of the official SAPEK website
- Overseeing SAPEK's official email account (including replying, forwarding to people of interest within council, and organizing messages)
- Writing an Exit Report

5.7. Vice-President of Wellness is responsible for:

- Be responsible for encouraging and organizing initiatives relevant to the well-being of SAPEK members
- Promote student resources for support on campus
- Provide an exit report

5.8. The Social Coordinator is responsible for:

- Organizing and promoting social events.
- Attending and ensuring that events run accordingly.
- Advertising social events on social media
- Maintaining a written record of the outcome of events to present to Council.
- Recruiting volunteers for events if needed
- Organizing the end of the year formal/ grad event
- Writing an Exit Report

5.9. The Year Representatives are responsible for:

- Acting as a liaison between the Council and their respective Year/Program
- Creating their year's slideshow for formal



- Submitting a verbal report at meetings to the Council on the various activities occurring within the students of their year/program, which includes keeping council up to date on comments, questions and concerns of students
- U3 Kinesiology Representative and U4 Physical Education Representative may gauge interest in a grad trip and help with the planning if interest is shown
- For the 2025-2026 academic year, U3 Kinesiology Representative and U4 Physical and Health Education Representative will act as Kinesiology Representative and Physical and Health Education Representative in the EdUS, respectively. The Representatives will be subject to responsibilities of the EdUS Council in addition to the SAPEK Council. This clause is to be reassessed in April 2026.

5.10. All members of Council shall be actively involved in all aspects of Council, including meetings, academic and social events.

5.11. Council members who are varsity athletes may be excused from meetings and SAPEK functions when necessary due to team commitments.

5.12. Committees may request financial support from SAPEK. To do so, they must submit a budget that must then be approved by a majority vote, including the support of the Vice-President of Finance.

5.13. Elected members must remain part of SAPEK through the Academic year. If a member cannot continue with their position, they must submit a written resignation to the acting President(s). They will be replaced according to the Constitution.

5.13.1. If the member who cannot continue with their position in the acting President, they must submit a formal written resignation to the council. If they were in Co-Presidency, the other elected President would become the official President of SAPEK. If they were the only President, the acting Vice-President Internal Affairs would become the acting President.

SECTION III - MEETINGS

Article 6- Decorum

6.1. Quorum for a meeting shall be 2/3rds (66%) of its members.

6.2. If quorum for a meeting is not met, the meeting can not be deemed official.

6.3. The Council shall hold official meetings at least twice a month, while classes are in session during the Fall and Winter semesters.

6.4. Notice for meetings shall be given to all members of Council at least three (3) days in advance.

6.5. In extenuating circumstances, the President may call an emergency meeting within less than 3 days notice.

6.6. All members should be prepared to give updates relevant to the Council and their position.

6.7. All members should review the agenda before coming to a meeting.

SECTION IV - ELECTIONS

Article 7 - Candidates

7.1. Any undergraduate student registered in the Department of Physical and Health Education and Kinesiology may become a candidate during an election if they meet the requirements for the position they are running for.



- 7.2. Year representatives must be full time students in the academic year they represent or the majority of their classes over the academic term must be in the year they represent.
- 7.3. Graduating Class Representative must be a member of the graduating class.
- 7.4. The position of President must be filled by members who have served on council for at least a year.
- 7.5. Kinesiology and Physical and Health Education minors are not eligible to run for a position on SAPEK.

Article 8- Voting

- 8.1. Any undergraduate student registered in the Department of Physical and Health Education and Kinesiology is eligible to vote in an election.
- 8.2. Elections shall be done through the SSMU online voting system.
 - 8.2.1 Process will not take place on SSMU online voting systems if there is only 1 candidate running, process will therefore be streamlined
- 8.3. To win, a candidate must receive a simple majority. If a candidate runs for a position unopposed, a simple majority of vote of confidence is required from the constituency.
- 8.4. A quorum of 20 percent is required for the results to be binding.
- 8.5. Elections for council (Except for U1 year rep positions) will be conducted within a 4 day duration voting period done no later than the first week of April.
- 8.6. Elections must be advertised 1 week prior to the nomination period
- 8.7. Nomination period must be at least 5 days long.
- 8.8. Campaign period must be at least 2 days long.
- 8.9. Voting period must be at least 4 days long.

Article 9 - Results

- 9.1. If quorum is not met in the Winter Elections, the positions will be up for another vote in the following Fall election period.
- 9.2. If Quorum is not met during the fall voting period, another election must take place. If Quorum is not met a second time, the executive committee, if complete, may hold interviews and appoint candidates for the missing positions with a simple majority vote by council.
- 9.3. Unfilled council positions from the Winter elections will be included in the Fall elections of the following academic year.
- 9.4. If, during the term of office, a position is not filled, the Executive Committee may appoint an individual to fill that position.
If there is more than one individual who applies for the position, interviews will be held to assess qualifications of the applicants. The position must be advertised to all members of the Department of Physical and Health Education and Kinesiology that are eligible to apply (requirements for President must be maintained). All applications will be reviewed by the Executive Committee and a decision shall be made by a simple majority vote at a council meeting.

SECTION V - REFERENDUM

Article 10 - Referenda

- 10.1. A referendum is defined as a general vote by the electorate on a single political question/issue.



- 10.2.** A referendum has the purpose of allowing any undergraduate student registered in the Department of Physical and Health Education and Kinesiology, through the petition process, to contest articles, article propositions, actions conducted by the Council or the appointment of members of Council.
- 10.2.** Any undergraduate student registered in the Department of Physical and Health Education and Kinesiology is eligible to vote in a SAPEK Referendum.
- 10.3.** Referenda may only be held during the Months of November and March, unless the contention is of urgent matter.
- 10.4.** Any undergraduate student registered in the Department of Physical and Health Education and Kinesiology may initiate a referendum.
- 10.5.** Referenda initiation requires that each question or proposed change is substantiated by at least 75 signatures of support by current undergraduate members of the Department of Physical and Health Education and Kinesiology.
- 10.6.** When a referendum is initiated by the Executive Committee, the wording of a question must be made available to all members of SAPEK 14 days before the polling period.
- 10.7.** When a referendum is initiated by SAPEK members, all signatures must be submitted to the president at least 28 days before the polling period.
- 10.8.** The President is responsible for making the question available to all eligible voters.
- 10.9.** Referenda shall be passed by a simple majority using an online voting system.

Article 11 - Removal from Office

- 11.1.** Any Member of the Council may be removed from office for impropriety, violation of the provisions of this Constitution, delinquency of duties, or misappropriation of funds.
- 11.2.** A motion to remove a member from office must be presented in writing, signed by at least three members of the Council and distributed to all members of the Council at a regular meeting of the Council.
- 11.3.** Members of Council may be removed from office upon receipt of a petition signed by at least 51% of their constituency.
- 11.4.** Quorum for a motion to remove someone from office shall be two-thirds (2/3) of the Members of the Council. Council may not vote against a petition signed by at least fifty-one percent of the Members constituency.
- 11.5.** If a member is removed from their position on council, an email is sent out to the Department of Physical and Health Education and Kinesiology explaining the causes of the removal and the replacement process.

SECTION VI - ADDITIONAL PROVISIONS

Article 12- Language of SAPEK

- 12.1.** English is the official language of SAPEK.
- 12.2.** Members of the Council must use the official language at meetings and in all documentation of the Council.
- 12.3.** Members of SAPEK have the right to submit documentation, applications and questions in either English or French.

Article 13 - Freedom of information

- 13.1.** Freedom of information is an absolute right, and as such all minutes and documents attached thereto, of the Council, shall be public documents.



13.2. Requests to see minutes, and documents attached thereto, of any topic discussed by any committee of the Council shall be addressed to the President.

13.3. The President is obliged to release any pertinent information, including documents or minutes concerning ideas, actions, motions not acted upon by the Executive or Council.

Article 14 - SAPEK Office

14.1 The SAPEK office is a privilege for SAPEK members and must be respected.

14.2. Access to the SAPEK office may only be obtained by signing the key out at the front desk in exchange for the ID of a council member.

14.3. The person who has signed out the key is responsible for the key, the office, and all contents of the office until the key is returned.

14.4. Non-SAPEK members can enter the office but only in the presence of a SAPEK member.

14.5. It is the responsibility of SAPEK members to keep the office clean and organized.

As motioned by: Isabelle Workman, President 2025-2026

Seconded by: Amber Ross, Vice-President External 2025-2026

Ratified: October 2 2025