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1. Name and Purpose

1.1. Name
The name of the organization shall be the University of Alberta Physical Education and Recreation Council of Students, hereinafter referred to as PERCS.

1.2. Compliance
The student group operates at the University of Alberta, subject to:

a) University of Alberta,
b) Recreation Services,
c) Students’ Union,
d) And Graduate Students’ Association

policies and procedures. This group will also comply with all local, provincial, and federal laws and procedures.

1.3. Vision Statement
Through dedication, hard work, and enthusiasm, PERCS will be recognized University wide as one of the most cohesive and outstanding student groups on campus based on the strong leadership of the members, and the successful social, physical, academic, and charitable events held by this group. PERCS will create a sense of pride amongst the Faculty and respect that echoes campus wide through their continual commitment to enriching the student experience and inspiring all members of the Faculty of Physical Education and Recreation in their quest for success and achievement.

1.4. Objectives and Goals
The objectives of PERCS are:

a) To provide opportunity for students to participate, organize, and promote professional academic and social activities.
b) To create an optimal student experience, especially extracurricular, for all students in the faculty, and help all students create long lasting friendships and memories.
c) To foster and promote the positive image of students in the Faculty of Physical Education and Recreation campus-wide.
d) To promote and develop communication of career opportunities.
e) To foster friendships and mutual understanding among its members.
f) To act as a student voice with the Faculty.
2. Membership and Eligibility

2.1. Eligibility
   Membership in the group is open to students enrolled in the Faculty of Physical Education and Recreation at the University of Alberta, subject to membership requirements outlined at the University of Alberta’s student group procedures.

2.2. Group Membership
   This group will be registered with the University of Alberta Students’ Union

2.3. Student Membership
   The classes of membership that exist in the group are as follows:
   a) General Members: All undergraduate students registered in the Faculty of Physical Education and Recreation are granted Membership in PERCS
   b) Executive Members: An Executive Member is defined as any student member who is elected to an executive position or who is appointed to temporarily assume duties of a vacant executive position, while that individual is in that role. Executive members are able to vote in all group matters.
   c) Committee Members: A Committee Member is defined as any student who is appointed to a PERCS committee by Executive Members. Committee Members are not eligible to vote, but do comprise the PERCS Council.
   d) Honorary Members: Individuals who are not undergraduate students registered in the Faculty of Physical Education and Recreation may be granted Honorary Membership by the PERCS Executive in recognition of their significant value and contributions to PERCS. Honorary Members may hold the positions regularly filled by Committee Members, but are not permitted to hold Executive Positions.
3. Organization

3.1. The PERCS Council

3.1.1. Membership
The PERCS Council is comprised of the following members:

a) The President
b) The Vice President Finance
c) The Vice President Academic
d) The Vice President External
e) The Vice President Internal
f) The Vice President Social & Community Development
g) The two (2) Intramural Representatives
h) The two (2) Grad Representatives
i) The four (4) Program Representatives
j) The Events Promotion Representative
k) The Past Executive Member Representative

3.1.2. Meetings

3.1.2.1. Council will meet a minimum of once (1) per month
3.1.2.2. Full Council Meetings must have a minimum of two days notice, giving all members an opportunity to add to the agenda
3.1.2.3. Only executives are entitled to vote at meetings. Committee Members may advise Executives, but can not vote.
3.1.2.4. Only Executives can propose motions
3.1.2.5. Sub committees must share their projects at Executive Meetings.
3.1.2.6. Meetings will be held minimum once monthly
3.1.2.7. At least two (2) days notice will be given prior to each meeting
3.1.2.8. The President will chair the meeting. If the president is absent, the Vice President Academic will Chair the meeting.
3.1.2.9. Quorum is defined as (2/3) majority vote of the Executive Board

3.2. Sub Committees

3.2.1. Academic Committee
The Academic Council will be chaired by the Vice President Academic, and will consist of four (4) appointed degree representatives from each other following disciplines: BPE/Bed, BScKin, BARST, and BKin. Each member will be responsible for:

a) Promote all relevant academic information to students within their respective degrees/discipline
b) Maintaining and updating their respective section of the academic bulletin board
c) Act as a liaison between the students, Executive Board, and Faculty
d) Organize study groups for their corresponding classes.

3.2.2. Intramural Committee
The Intramural Committee is responsible for the promotion and communication of all Campus Recreation Intramural information to
Physical Education and Recreation Students. This committee is chaired by the Vice President Internal, and will consist of the two (2) Intramural Representatives. Specific tasks include:

a) The coordination and sign-up of PERCS intramural teams in Campus Recreation intramurals
b) Coordination and promotions of PERCS-driven intramural events, such as Faculty Undergraduate Graduate (FUGG) Night
c) Attending monthly unit manager meetings
d) Aiding students who are interested in intramural activities
e) Providing strong encouragement for all students to participate in intramurals.

3.2.3. Communications and Events Promotion Committee

3.2.4. Graduation Committee

The Graduation Committee will be chaired by The President, and will consist of the Vice President Finance, and one representative for the upcoming year of graduation, and one for the following year. The Graduation representatives will be responsible for:

a) Coordinate Graduation pictures
b) Coordinate Graduation rings
c) Create a composite for the graduating year
d) Organize the Graduation Banquet and any required fundraising

3.2.5. Sub Committee Members

3.2.5.1. Sub committee members are appointed by the Executive Board in January.

3.2.5.2. Members seeking to become a committee member must apply to the Executive Board by filling out an application and handing it in before the end of the fall semester.

3.2.5.3. Applications document requirements will be created by the Executive Board.

3.2.5.4. Sub committee members can be dismissed based on a two/thirds (2/3) majority vote of the Executive Board.

3.2.5.5. Any student enrolled in the Faculty of Physical Education and Recreation may apply to join PERCS
4. The PERCS Executive Board

4.1. Composition
The Executive Board will be comprised of the following Executive Positions:
   a) The President
   b) The Vice President Finance
   c) The Vice President Academic
   d) The Vice President External
   e) The Vice President Internal
   f) The Vice President Social & Community Development

4.2. Mandate of the Executive
The Mandate of the Executive Board will be to:
   a) Uphold the vision, values, and objectives of PERCS
   b) Select, appoint, and oversee all PERCS Committee Members
   c) Have the power to remove appointed members of the PERCS Council by a two thirds (2/3) majority vote of the Executive
   d) All Executives must lead and assist with the planning and coordination of PERCS activities as identified by the Executive Board
   e) Each Executive Board Member will produce two typed term reports. One by the December 20th and another by May 20th. All reports will be filed appropriately in the PERCS office and used as a reference for future council.
   f) Each Executive Board Member must also commit to at least one Faculty Council or committee
   g) Dedicate a minimum of one hour per week to office hours.
   h) Attend Council meetings.
   i) Chair designated committee meetings.

4.3. Responsibilities of the Executive

4.3.1. The President
The President acts as a general liaison between students, professors, and practitioners in the field of Physical Education and Recreation, and will lead the following tasks:
   a) Develop an annual master plan.
   b) Ensure PERCS is registered as a student group.
   c) Coordinate, delegate, and oversee all functions of PERCS.
   d) Initiate the planning of Rookie Camp (first year orientation).
   e) Chair, set time/date/location, and create agendas for all Executive Board and PERCS Council Meetings.
   f) Make yearly reports to the Students’ Union VP Academic and Student Governance advisor on budget and goals for the upcoming year.
   g) Ensure PERCS has proper representation on Faculty committees and councils.
   h) Signing authority on the accounts of PERCS with the Vice President Finance
   i) Key Holder
j) If the president is unable to fulfill his/her duties throughout the year, then there shall be an immediate Executive Board vote on which Executive Council member shall take the position.

4.3.2. The Vice President Finance
The Vice President Finance is primarily responsible for finances during the term of office, and will lead the following tasks:
a) Preparation of proposed general budget for the term of office based on calendar of events and past year’s records.
b) Maintaining up to date financial records, reporting financial situations to the Executive Board, and ensuring upkeep and visibility of the financial binder.
c) Working closely with other Executive Members to create financial reports for every event and final budget reports at the end of every term.
d) Signing authority of PERCS accounts with the President.
e) Ensure appropriate float, upkeep, and safety of the cash box located in the PERCS office.

4.3.3. The Vice President Academic
The Vice President Academic is responsible for the academic operations of PERCS. This includes:
a) Acting as a liaison between students, professors, and practitioners in the field of Physical Education and Recreation
b) Broadcast and maximize awareness within the student body of faculty academic programs, information, and scholarships
c) Ensure awareness of conferences, conference funding, and professional development opportunities within the student body.
d) Responsible for the structuring and chairing the Academic Committee
e) Maintenance of the PERCS academic bulletin board
f) Sit on the Faculty Undergraduate Programs Committee
g) Oversee the creation of study groups
h) Be the COFA Advocacy representative and shall maintain close liaison with the Vice President Academic of the Students’ Union
i) Shall work with the faculty concerning academic events and affairs.

4.3.4. The Vice President External
The Vice President External is responsible for the following duties:
a) Oversee all external matters of PERCS
b) Shall promote PERCS externally
c) Shall be a part of the Health Science Students’ Association (HSSA)

4.3.5. The Vice President Internal
The Vice President Internal is responsible for the following duties:
a) Taking minutes at all council meetings and producing copies available to the public within three (3) days of each meeting.
b) Responsible for creating PERCS phone and email list and distributing it to the appropriate Faculty members and equipment room.
c) Oversee collection and filing of all Executive members’ term reports and event reports.
d) Manage all risk management documentation, and participant waivers (e.g. Rookie Camp)
e) Ensure the office is adequately stocked with necessary supplies.
f) Ensure the photocopier in the PERCS office is well maintained (toner, paper, updated) and can educate others on photocopier protocol.
g) Organizing and distribution of lists for students in the Faculty of Physical Education and Recreation.
h) Ensure all formal outgoing letters and documentation is professionally constructed.
i) Work closely and promotions to students using tools such as emails, posters, website, letters, and strategic class announcements.
j) Keep monthly calendars posted and visible to all students, updating any PERCS events, conferences, etc.
k) Maintenance of PERCS bulletin boards.

4.3.6. The Vice President Social & Community Development
The Vice President Social & Community Development is responsible for:

a) Initiate and coordinate all social and charitable activities of PERCS
b) Oversee committee formation and activity for every major PERCS event, and reporting back to Council in committee work and progress.
c) Identify and coordinate sponsorship opportunities with local and provincial businesses.
d) Secure formal Event Organizer Training and Proserve Training, and inform council of mandatory training dates.

4.4. Meetings

4.4.1. The Executive board shall meet monthly during Fall and Winter Semesters, and once a semester in Spring and Summer Semesters.
4.4.2. The Chair of the Executive Board will be the President. If the Chair is absent, VP Academic shall be the chair.
4.4.3. The President will call Executive Board Meetings.
4.4.4. Quorum shall be two-thirds of the Executive Board. If quorum is not met, discussions may be had, but no motions passed.
4.4.5. Only the Executive Board is allowed to vote, and each Executive is only entitled to one vote.
4.4.6. All motions require a four/sixths majority vote
4.4.7. At least two days notice must be given to Committee and Executive members before a meeting.
4.4.8. Only Executives may propose motions.

4.5. Elections

4.5.1. The positions to be contested include:
4.5.2. Elections shall be conducted in November at the Annual General Meeting (AGM). The PERCS Executive Board will set the date of this meeting.
4.5.3. An Election Committee will be struck in two weeks before the Annual General Meeting. The Election Committee will be comprised of all outgoing Executive Members, and two non-partisan students or Faculty members of the Faculty of Physical Education and Recreation.

4.5.4. Campaigning is only allowed at the Annual General Meeting. Candidates will be given two (2) minutes to campaign for themselves.

4.5.5. Voting shall be conducted at the Annual General Meeting. Only students registered in the Faculty of Physical Education and Recreation are entitled to vote, and are entitled to only one vote.

4.5.6. Nominations of candidates for these positions shall be in writing and contain:

a) The signature of the candidate
b) The position sought
c) The year of the candidate
d) The program of the candidate
e) The names and ID numbers of 10 nominators who are members of PERCS