



Kinesiology Students' Association

Student Opportunity Fund

A. Mandate

- To assume the responsibility for appropriate distribution of finances from the Kinesiology Student Opportunity Fund (SOF).
- To review all applications to this fund annually and submit approvals to the respective administrators in the School of Kinesiology.
- To ensure that the SOF maintains its intention of providing students with opportunities that are otherwise not covered by tuition.

B. Membership

- Director, School of Kinesiology (Advisory, Non-Voting)
- Manager of Finance and Administration, School of Kinesiology (Financial Advisor, Non-Voting)
- President, Kinesiology Students' Council (Voting)
- VP Academic, Kinesiology Students' Council (Voting)
- VP Finance, Kinesiology Students' Council (Voting)
- Year Representatives, Kinesiology Students' Council (Voting)
 - First Year Representative
 - Second Year Representative
 - Third Year Representative
 - Fourth Year Representative

C. Term of Office

- The Director of the School of Kinesiology, the Administrative Assistant of the School of Kinesiology, the President of the Kinesiology Students' Council, and the VP Academic and VP Finance of the Kinesiology Students' Council all serve by virtue of their position.
- The year representatives are appointed annually by the executive committee within the Kinesiology Students' Council.
- Committee members are required to disclose any conflict of interest that may relate to an application or applications received for Student Opportunity Fund support. Where a conflict occurs, the committee member or members involved will be required to remove themselves from the application review and decision-making process.

D. Procedures

- The Kinesiology Students' Council President will chair the meetings.
- Applications will be accepted until November 1st.
- The Committee will hold a meeting once completion of opt out requests have been processed and the amount of funding available is known.
- Decisions on the applications will be made by majority vote; quorum is 80% of voting members.
- All decisions made by this committee for approval of applications should be made in the best interest of the majority of students.
- Replacement and/or upgrade of computers and printers will be done every 3rd or 4th year in order to keep equipment and programs current. This proposal will take precedence over other proposals in that year.
- The Committee must review each long-term proposal annually; therefore, continuing financial commitments must be reconsidered and updated each year. It is important to state, however, that ongoing commitments are in some cases integral to the upkeep and consistency of the Kinesiology program. The Committee should carefully consider all

repercussions should it decide to discontinue financial support of a specific project.

- Money should not be designated for course instruction within the School of Kinesiology, with the exception of guest lecturers or a lecture series.
- All full-time undergraduate students, staff, and faculty members in the School of Kinesiology students may apply for the SOF.
- Opt out deadline is September 30th.
- The committee may approve less than the amount requested by the applicant.
- Successful applicants must use their fund by October 1st of the next academic year.

E. Communication Strategy

- Transparency is a guiding principle of this committee
- SOF applications are to be available via:
 - o School of Kinesiology website
 - o Faculty of Health Sciences Students Council website
 - o Attached to an email to all eligible students
- The result of all applications, whether successful or not, will be send in an e-newsletter to all full-time kinesiology students.
 - o Names will be anonymous
- An email to all kinesiology students outlining the benefits of the SOF should be sent soon after the opt-out email is sent from the Office of the Registrar for marketing purposes.

F. Contingency

- Unsuccessful applicants from the November 1st deadline will be pushed to the Winter deadline if funds are still available and the application still qualifies for funds.