

2022-2023

# STUDENTS' ASSOCIATION

GENERAL ELECTIONS  
NOMINATION PACKAGE



NOMINATIONS OPEN JANUARY 10 @ 9AM  
AND CLOSE MARCH 15 @ 4PM

# Contents

Notice of Election.....	2
Questions about Elections? .....	2
Preamble .....	3
Eligibility.....	4
<i>Running for a Students' Association Council position?</i> .....	4
<i>Running for an Executive Council position?</i> .....	4
What does a Councillor really do? .....	5
How about the Executive Council? What do they do? .....	5
Mandatory Candidates Meeting.....	6
Campaign Guidelines .....	6
Signage .....	6
Candidate profile .....	6
Removal of Campaign Materials.....	7
Election Events .....	7
Voting.....	7
Election Results.....	7
Calendar.....	8
Checklist .....	9
Nomination Forms.....	10-11

## Notice of Election

As per the Students' Association Elections Policy, a notice of election is hereby given to fill the following positions within the Students' Association Council:

**COUNCILLORS (12)**

**PRESIDENT (1)**

**VICE PRESIDENT ACADEMIC (1)**

**VICE PRESIDENT EXTERNAL (1)**

Voting will take place from March 22<sup>nd</sup> to 24<sup>th</sup>, 2022. Online ballots will be accessible through the RDC Loop account beginning at 9 a.m. on Tuesday, March 22<sup>nd</sup> and shall close by 4 p.m. on Thursday, March 24<sup>th</sup>. Polling stations may be available during the voting period. In the event polling stations will be set up, the Chief Returning Officer will announce locations and times.

## Questions about Elections?

Please contact Brittany Lausen, Governance and Student Services Coordinator, with inquiries regarding the positions and general election questions. Contact Martin Cruz, Chief Returning Officer, if you have any questions regarding election regulations or inquiries during the week of elections.

**Brittany Lausen**  
**Governance and Student Support Coordinator**

Email: [sagov@rdpolytech.ca](mailto:sagov@rdpolytech.ca)  
Office: 403-356-4964  
Office Hours: Monday – Friday, 9am – 4pm

**Martin Cruz**  
**Chief Returning Officer**

Email: [cruz-martin@outlook.com](mailto:cruz-martin@outlook.com)  
Office: 403-342-3200  
Office Hours: By appointment only

## Preamble

The **mission** of the Students' Association is to enrich and enhance the quality of student life at Red Deer College by providing affordable and quality services, effective political representation, and exciting opportunities for its members.

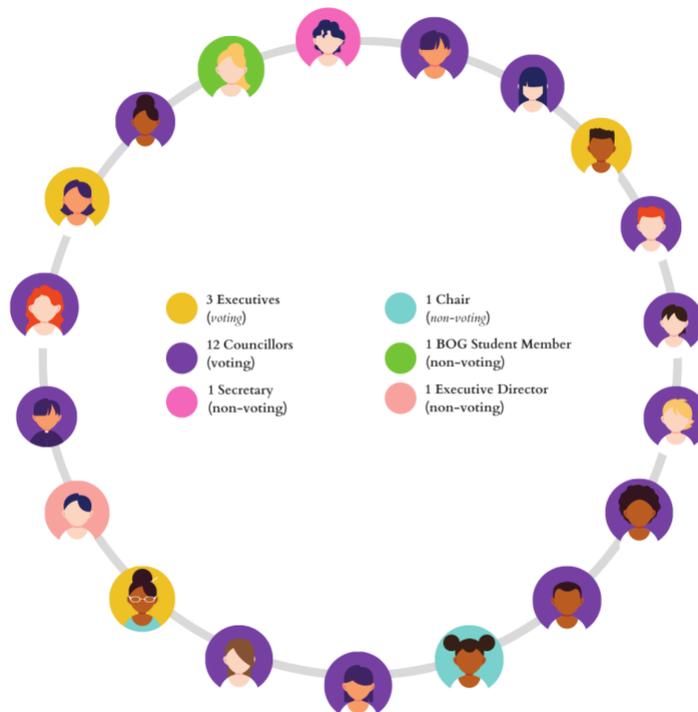
The SA **strives** to ensure that all students have a positive experience in all aspects of their student experience here at Red Deer Polytechnic.

In short, the Students' Association exists to serve our Members! We are a not-for-profit organization that is mandated to exist under the Post-Secondary Learning Act (PSLA). Elected students who sit as members of the Students' Association Council or the Executive Council lead your Students' Association.

The **Students' Association Council** is the highest governing body – they make decisions with the best interest of the Membership in mind regarding the vision, policies, and finances of the Students' Association.

On the other hand, the **Executive Council** is the representing body – they represent the students on College Committees and advocate and lobby on behalf of students to College Administrations, the City of Red Deer, and the provincial government.

All credit, collaborative, and apprenticeship students are Members of the Students' Association. Please visit the SA website for more info at [www.sardp.ca](http://www.sardp.ca).



## Eligibility

All members of the Students' Association are eligible to run for a Council seat or an Executive position unless otherwise stated in the Students' Association Bylaws.

### *Running for a Students' Association Council position?*

Before the closing of nominations, students wanting to become candidates for a position on **Council** must complete and submit the necessary documentation as per the following list **and** the Elections Policy.

- Completed **Nomination Forms:**
  - Self-Nomination and Declaration forms.
  - The candidate's name, student ID number, contact information, and signature.
  - Date of the nomination.
  - If applicable, the Campaign Manager's name, student ID number, and contact information (your campaign manager will be your official agent).
- **Proof of Enrolment** at the time of nomination that is dated between **January 1, 2022, and March 15, 2022.**
- **A professional photo** to be used as part of Election marketing materials submitted to the Chief Returning Officer via email.
- **A profile** of no more than 150 words for social media purposes AND **a profile** of no more than 500 word for use on the Association website submitted to the Chief Returning Officer via email.

### *Running for an Executive Council position?*

Those wanting to become candidates for an Executive Council position must complete and submit the necessary documentation as per the following list **and** the Elections Policy.

- Completed **Nomination Form:**
  - Self-Nomination and Declaration forms.
  - The candidate's name, student ID number, contact information, and signature.
  - Date of the nomination.
  - If using, the Campaign Manager's name, student ID number, and contact information (your campaign manager will be your official agent).
- **Unofficial Transcript** from the Fall 2021 term – **candidates must have a Fall term GPA of at least 2.0 to be eligible to run.**
- **Proof of Enrolment** at the time of nomination that is dated between **January 1, 2022, and March 15, 2022.**
- **A professional photo** to be used as part of the Election marketing materials submitted to the Elections Officer via email.
- **A profile** of no more than 150 words for social media purposes AND **a profile** of no more than 500 word for use on the Association website submitted to the Chief Returning Officer via email.

## **What does a Councillor really do?**

As a Councillor, attending meetings is the norm. The Students' Association Council is expected to meet at least twice during the summer months and bi-weekly between September and April. Councillors are also required to sit on at least one Council Committees of the Students' Association. But, don't worry! The Chairperson for the committees will try to schedule the meetings to accommodate everyone's schedule.

No experience is required. Joining Council is a great opportunity for those looking to learn about governance, finances, and how a non-profit organization operates. Council is also great for those interested in meeting new people, networking, and enhancing the student experience on campus!

There will be training, teambuilding, and most importantly, an opportunity for newly elected Councillors to ask questions.

## **How about the Executive Council? What do they do?**

Each office has different responsibilities, and it varies from year to year depending on the on-going changes within the political and social landscape of post-secondary institutions. As the official representatives of the students at Red Deer Polytechnic, all members of the Executive Council (President, Vice President Academic, and Vice President External) are the official lobbyists of the Students' Association. They must also perform other duties as outlined in the Bylaws and Policies to the best of their abilities, with the interest of all Association Members in mind.

For more info on the specific job descriptions, please visit the SA Website, refer to the SA Bylaws, or meet with the Governance and Student Services Coordinator.

## Mandatory Candidates' Meeting

As soon as all forms and documents have been submitted to the Governance and Student Services Coordinator and eligibility has been confirmed, all candidates are required to attend a mandatory meeting set by the Elections Officer. Failure to attend without written notice to the Chief Returning Officer at least 24-hour notice prior to the meeting shall result in **immediate disqualification**. This year's All Candidates' Meeting will be held in **The Loft** on **March 15, 2022, at 5 p.m.**

## Campaign Guidelines

The Students' Association is an organization that focuses on the well-being of all its members. As such, we expect all candidates, their supporters, and Elections Staff to conduct themselves appropriately and in the spirit of fair competition.

### **WE STRONGLY RECOMMEND THAT CANDIDATES AND CAMPAIGN TEAMS READ THE BYLAWS AND POLICIES PERTAINING TO ELECTIONS.**

We encourage all candidates to work hard and respect each other while campaigning. The Students' Association has **zero** tolerance for any conduct or activities promoting violence, bullying, or harassment.

- ❑ Full-time staff and current Executive Council Members are not permitted to be a Campaign Manager or a member of any campaign team and are also prohibited from endorsing a candidate.
- ❑ Any part-time staff members who are candidates, campaign managers, or a member of a campaign team are prohibited from campaigning or endorsing while on shift.

Campaign Week begins after the All Candidates' Meeting on March 15, 2022 and will conclude at 4:00 p.m. on Thursday, March 24, 2022.

- ❑ ALL campaign materials **MUST** be approved by the Chief Returning Officer or designate.
- ❑ ALL Association offices, services, and businesses are off limits. This includes the SA bulletin boards, the Lift, The Loft, the Far Side Bar & Grill, and the SA Office.

## Signage

All campaign materials must be presentable and tasteful and should not present a hazard.

- Candidates are allowed two (2) banners with a maximum size of 4 feet by 5 feet.
- Candidates are allowed thirty (30) posters with a maximum size of 11 inches by 17 inches (tabloid).
- Candidates are **NOT** permitted to use the Students' Association logo, RDP logo, and any campaign materials created by the SA for their own advantage.
- Any signage used by the candidate **MUST** be numbered and signed by the Chief Returning Officer.

## Candidate's profile

Each candidate is asked to submit two personal profiles that will be used for elections marketing materials. **A profile** of no more than 150 words for use on Association social media accounts and **a profile** no more than 500 words for use on the Association website needs to be submitted to the CRO no later than 4:00 p.m. on March 15, 2022. Theses profiles will be published as submitted.

## Removal of Campaign Materials

Candidates **are required** to remove all campaign materials by 4:00 P.M. on the last day of voting. Failure to remove campaign materials may result in disqualification.

Acceptable Practices	Unacceptable Practices
<ul style="list-style-type: none"> <li>√ Low tack adhesive such as clear or brown masking tape or putty tack placed behind posters</li> <li>√ All adhesives must be completely removed along all campaign materials at the end of the campaign period</li> <li><b>**Damage to any surface due to the use of inappropriate adhesives will be charged to the candidate</b></li> <li>√ Brick walls</li> <li>√ Cinder block walls</li> <li>√ End of tables</li> <li>√ Lockers (with owner approval)</li> <li>√ Signage placed outside</li> <li>√ Social Media</li> <li>√ Networking, talking to students on campus</li> <li>√ Classroom visits with instructor approval</li> <li>√ Election events set by the Elections staff.</li> </ul>	<ul style="list-style-type: none"> <li>× Paints and/or chalk on any surface other than your own posters, spray paint on snow</li> <li>× Glue on any surface other than your own poster</li> <li>× Clear packing tape or any other high tack adhesive</li> <li>× Students' Association buildings, office, bulletin boards, and other SA signage</li> <li>× RDP Library (excluding the outside entrance)</li> <li>× Floors, round/oval columns, painted columns in the Forum, painted drywall, hallways leading to the Library, bulkheads (wooden boards on the roof) in the Main Hallway, walls/ceiling areas above stairwells</li> <li>× Glass surfaces</li> <li>× Areas that obstruct exits, institution signage, or artwork. Traffic and way finding signage and vehicles in the parking lots</li> <li>× Front entrance of the RDP</li> <li>× Electronic boards</li> </ul>

## Election Events

The election staff members have organized events for voters to hear their candidates and meet them. Please refer to the attached schedule to determine the date and time of the events.

We encourage all candidates to attend and invite their campaign teams for support!

## Voting

Students will have an opportunity to vote from **9 am Tuesday, March 22, 2022, to 4 pm Thursday, March 24, 2022.**

All Members of the Association (Credit, Collaborative, and Apprenticeship students) are eligible to vote. Ballots are accessed through the Red Deer Polytechnic Loop accounts with the subject line **“VOTE NOW: 2022 Students’ Association General Elections.”**

## Results Announcements

Election Results will be announced in The Loft (unless otherwise stated) on Thursday, March 24, 2022. We encourage all candidates and their supporters to join us in the celebration!



## MARK YOUR CALENDARS!

Nominations close **March 15, 2022**, at 4pm!

All Candidates' Meeting is **mandatory!** March 15 at 5pm. Held in The Loft.

Polls open at 9 am, March 22 and close at 4 pm March 24.

Election Results will be announced in The Loft at **5 pm, March 24.**

# March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Nominations Close, 4 pm All Candidates' Meeting, 5 pm	15	17 Candidate Speeches, 7pm	18 Last Day to Withdraw from the Race (4 pm)	19
20	21 Candidates Meet & Greet 7 pm	22 Polls Open 9 am, RDP Loop Accounts	23	24 Polls Close (4 pm) Results Announcement (5 pm)	25	26
27	28	29	30	31		

The following pages should be completed, detached, and submitted to the Governance and Student Support in person – room 2010.

**You may keep the remainder of the package for reference, as well as the following checklist. It is the responsibility of the candidate to submit required documentation by the set deadline AND attend mandatory election events.**

## Checklist

By the close of nominations:

	<b>Self-Nomination</b> and <b>Self-Declaration Forms completed.</b>
	150-word <b>Campaign Profile completed.</b> For SA use on Social Media
	500-word <b>Campaign Profile completed.</b> For SA use on the Association website.
	Nomination Package and <b>documentation submitted electronically</b> to Chief Returning Officer by deadline.
	<b>Read the Bylaws and Election Policies.</b>

Campaigning:

	<b>Attend the Candidates Meeting.</b>
	<b>ALL marketing materials approved</b> by the Chief Returning Officer or designate.

After Campaigning:

	<b>Removed</b> all campaign materials by deadline.
	<b>Attend</b> the Results Announcement.

# Nomination Form

CANDIDATE INFORMATION – please print clearly	
<b>NAME:</b>	<b>Phone #:</b>
<b>EMAIL:</b>	<b>Student ID #:</b>

OFFICE SOUGHT – please check one position	
<input type="checkbox"/>	Councillor (12)
<input type="checkbox"/>	President
<input type="checkbox"/>	Vice President Academic
<input type="checkbox"/>	Vice President External

CAMPAIGN MANAGER – please print clearly	
<b>NAME:</b>	<b>Phone #:</b>
<b>EMAIL:</b>	<b>Student ID #:</b>

I have read and will abide by the bylaws and policies set forth by the Students' Association. I also understand that I am responsible for ensuring that my Campaign Manager and Agents are aware of the bylaws and regulations.

I will conduct my campaign with integrity, fairness, and respect for others and property.

\_\_\_\_\_  
**Signature of Candidate**

\_\_\_\_\_  
**Date**

Acknowledgement of Receipt *FOR SA ELECTIONS STAFF USE*	
Received by:	
Date:	

## Self-Declaration

I, \_\_\_\_\_ (print name) put my name forward to run for the position of \_\_\_\_\_ (insert sought after position) in the 2022/2023 Students' Association General Election.

If elected, I will act to the best of my abilities and will fulfill the roles and responsibilities awarded to me by virtue of my position.

I recognize that the Students' Association of Red Deer Polytechnic values diversity and inclusion and serves its members of all race, nationality, colour, religion, age, sex, sexual orientation, gender identity and/or expression, marital and family status, and disability. I agree to conduct myself in a professional, inclusive manner.

I declare that I will abide by the Students' Association of Red Deer Polytechnic's bylaw and policies, which includes but is not limited to the campaign material rules set out in this nomination package.

By signing below, I acknowledge that I have read and understand the campaign requirements and commit to upholding the integrity of the 2022-2023 General Election.

Declared by: \_\_\_\_\_ (print name)

\_\_\_\_\_  
**Signature of Candidate**

\_\_\_\_\_  
**Date**

## **Article 5: Elections**

- 5.1 The General Election shall be held no later than March 30 for Councillor and Executive Council positions.
  - 5.1.1 Nominations for the General Election shall open no later than February 1.
- 5.2 If necessary, a By-Election may be held no later than November 30 for vacant the following Executive Council positions:  
Vice President Academic  
Vice President External
  - 5.2.2 Nominations for the By-Election shall open on no later than November 15.
- 5.3 Insufficient nominations and vacancies for either Executive Council or Council shall be filled as per policy.

## **Article 6: Students' Association Council**

- 6.1 Governance of the Association  
Council shall be the governing body of the Association. Council shall govern from May 1 to April 30.
- 6.2 Governing Structure:

Board of Directors:	Students' Association Council
Officers:	President, Vice President Academic, Vice President External, Executive Director
Executive Council:	President, Vice President Academic, Vice President External, Executive Director
- 6.3 Powers and Duties of Council:
  - 1. Council shall be responsible for the advancement of the Association's objectives.
  - 2. Council shall have vested in all of the necessary legislative, administrative and executive power for the proper management of the affairs of the Association.
  - 3. Council shall have the power to conduct all actions necessary and expedient in carrying out the objectives and affairs of the Association.
  - 4. Council shall have the power to control, deal with, and expend all monies collected through fees levied against the Membership of the Association.
  - 5. Council shall be under no obligation to refund fees collected from Members that are withdrawing from the College if withdrawal does not conform to College policy respecting withdrawal dates.
  - 6. Council shall have the power to expel any Member of the Association who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
  - 7. Council shall approve an annual budget for the Association.
  - 8. Council shall approve the audited financial statements of the Association.

9. Council shall make policies, rules, and regulations for operating the Association and using its facilities and assets.
10. Council shall, when deemed necessary, sell, dispose of, or mortgage any or all of the property of the Association.
11. Council shall, without limiting the general responsibility of Council, delegate its powers and duties to the Executive Council or the Executive Director.

#### 6.4 Composition of Council

Twelve (12) Councillors (voting)  
President (voting)  
Vice President Academic (voting)  
Vice President External (voting)  
BOG Student Member at Large (non-voting)  
Chairperson (ex-officio)  
Executive Director (ex-officio)  
Council Secretary (ex-officio)

#### 6.5 Eligibility:

- 6.5.1 Any Member of the Association may let their name stand for a Councillor position unless they are a full-time employee of the Association.
- 6.5.2 Any member of the Association may let their name stand for nomination by Council and appointment by the Minister as the Board of Governors student member at large if they are:
  1. Enrolled in a minimum of one (1) credit course at either the Institution of a collaborative institution during the fall and winter terms,
  2. In good academic standing,
  3. Not an employee of the Association,
  4. Not an employee of the Institution, and
  5. Not a Community BOG Member.
- 6.5.3 Eligibility for the position of Chairperson shall not be restricted to members of the Association.

#### 6.6 Duties and Responsibilities of Council Members

##### 6.6.1 Councillors

Councillors shall:

1. Ensure that the opinions and concerns of their student constituents are represented in the decision making of the Council.
2. Promote the interests of the Membership and put the interests of Membership above their own interests.
3. Maintain confidentiality.
4. Perform other duties as provided for in the Bylaws or the Policies and/or as assigned by action of the Council, including but not limited to:
  - (a) Sitting on at least one (1) Council Committee
  - (b) Attending meetings prescribed by the Executive Council.
  - (c) Assisting Executive Council in their duties.
  - (d) Attending Council meetings.
  - (e) Submitting reports to Council each meeting.
  - (f) Submitting an end-of-term report as per Policy.

- (g) Attending and participating in at least two Association sponsored events per month.

6.6.2 Council Chairperson

The Council Chairperson shall:

- 1. Chair all Council and General meetings,
- 2. Chair JRC, and
- 3. Remain neutral.

The Council Chairperson shall NOT:

- 1. Hold any other Council position within the Association.
- 2. Sit on any committee of the Council (other than JRC).
- 3. Be a part of the Executive of any Student Group.
- 4. Act as a spokesperson for either the Association or Council.
- 5. Have a vote on any matter coming before Council.

6.6.3 Council Secretary

The Council Secretary shall:

- 1. Record accurate minutes of the meetings.

6.6.4 Board of Governors Student Members

- 1. By virtue of their position, the President of the Association shall be a student member on the institution's Board of Governors.
- 2. The Board of Governors Student Member at Large shall:
  - (a) Meet with the Association President prior to each BOG Meeting
  - (b) Be invited to attend Council meetings as a non-voting member and may actively participate in Council discussions
  - (c) Be enrolled in at least one (1) credit course at either the institution or collaborative institution during Fall and Winter terms

6.7 Resignation or Removal of a Council Member

- 6.7.1. Council shall have the power, on a motion passed by a two-thirds (2/3) majority, to remove any Councillor from office:
  - 1. Who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
  - 2. Who is incapable of maintaining their position.
- 6.7.2 Any Councillor who has not achieved a GPA of at least 2.0 during the Fall term shall be given a period of no more than one month to resolve their academic situation. If one is not able to resolve this by February 1, they shall immediately resign, relinquish and vacate their Council position, and vacancy procedures shall take effect.
- 6.7.3 Any Councillor who is found guilty of academic dishonesty shall immediately be removed from their position.
- 6.7.4 Any Councillor who breaches confidentiality shall immediately be removed from their position.

- 6.7.5 Any Councillor who is convicted of an indictable criminal offense shall immediately be removed from their position.
- 6.7.6 Any Councillor who ceases to be a Member of the Association shall immediately resign, relinquish, and vacate the Council position held.
- 6.7.7 Any Councillor who becomes a full-time employee of the Association shall immediately resign, relinquish, and vacate the Council position held.
- 6.7.8 The Council Chairperson shall relinquish their position whenever requested by a two-thirds (2/3) majority vote of Council.

## 6.8 Vacancies

- 6.8.1 Council vacancies shall be filled as per Councillor Vacancy Policy.

## 6.9 Council Meetings

### 6.9.1 Meetings

1. Council must hold their first meeting no later than June 30 each year.
2. Meetings will be scheduled every two weeks during Fall and Winter terms with the exception of designated College holidays.
3. The Council Chairperson will chair meetings.
4. Robert's Rules of Order shall govern all meetings so far as those rules may be applicable without coming into conflict with the Bylaws of the Association.
5. Each voting Council Member has one vote. In the event of a tie, the motion is defeated.
6. Meetings are open to the Membership; however, individuals other than Council Members are not allowed to address the meeting unless they have been invited to do so by the President and/or the Chairperson. A majority of the Council Members present may ask persons who are not Association Members to leave.

### 6.9.2 Agendas

1. It is the responsibility of the President to ensure that the agenda is prepared.
2. The President shall ensure that the agenda is available to all Councillors at least 3 working days prior to the next Council meeting.
3. With Council's approval, agenda items may be added or deleted during the meeting.

### 6.9.3 Quorum

1. Council quorum shall be 2/3 of current voting Council members.
2. Between May 1 and September 30, quorum shall consist of at least four (4) Councillors in addition to Executive Council.

### 6.9.4 Meeting Attendance

1. Two consecutive regularly scheduled Council meetings missed, or four total meetings missed, may constitute removal of a Council member.
2. Advance notice of absence must be given to the Council Secretary and/or President.

3. A Council Member is said to have been in attendance if they are present for at least three-quarters of the Council meeting.
4. Honoraria is to be paid to all Council Members based on meeting attendance and reporting, and as per Policy (with the exception of the Council Secretary and the Executive Director), the amount to be approved by the most previous Council.

## **Article 7: Executive Council**

### 7.1 Executive Council Composition

Executive Council shall consist of:

President (Voting)  
Vice President Academic (Voting)  
Vice President External (Voting)  
Executive Director (Ex-Officio)

### 7.2 Term of Office

7.2.1 The President, Vice President Academic and Vice President External are elected for a one-year term beginning May 1 of each year.

7.2.2 The Executive Director is a full-time employee of the Association and shall remain an officer of the Association for the duration of their employment.

### 7.3 Executive Transfer of Power

7.3.1 At the last Executive meeting of the fiscal year, Executive Council shall appoint the incoming Executives as the Officers of the Association effective May 1 by virtue of the Executive election results.

7.3.2 The Executive Director shall remain an ex-officio member of Executive Council and an Officer of the Association for the term of their employment.

### 7.4 Eligibility

7.4.1 General Elections (President, the Vice President Academic, and Vice President External)

Any member of the Association may let their name stand as a candidate for these positions if:

1. They have achieved a GPA of at least 2.0 during the most previous Fall term.
2. They have not previously served three (3) elected terms as an Association Executive. However, one may let their name stand as a candidate if four years have elapsed since serving their third elected term.

7.4.2 By-election (Vice President Academic and Vice President External)

Any member of the Association may let their name stand as a candidate for these positions if:

1. They have achieved a GPA of at least 2.0 during the College's most recent Winter term.
  2. They have not previously served three (3) elected terms as an Association Executive. However, one may let their name stand as a candidate if four years have elapsed since serving their third elected term.
- 7.4.3 The Executive Director is eligible for membership on Executive Council by virtue of their employment with the Association as ex-officio.

## 7.5 Executive Job Descriptions

### 7.5.1 The Executive Council shall:

1. Be responsible for upholding and maintaining the Bylaws and Policies of the Association for the effective and efficient administration of the Association.
2. At all times hold their responsibilities to the Association and its Members in highest priority
3. Perform, to the best of their abilities, all duties necessary or as provided for in these Bylaws and Policies, or as may be assigned by Council for the effective administration of the Association and the betterment of its Members.
4. Maintain confidentiality.
5. With the exception of the Executive Director,
  - (a) Be the official lobbyists of the Association.
  - (b) Be responsible for hiring, dismissal, performance evaluations, and salary reviews relating to the employment of the Executive Director.
  - (c) Be a member of the College's consultation committee responsible for tuition fees as per the PSLA.
  - (d) Perform their duties as outlined in the Executive Job Description Policy.
6. Not be an officer or executive of any student group during their term in office.

### 7.5.2 The President shall:

1. Be responsible for the administration of the Association according to the Bylaws and Policies of the Association by:
  - (a) Ensuring the implementation of any revisions to Bylaws and Policies of the Association.
  - (b) Ensuring the due observation of the Bylaws and the Policies.
  - (c) Interpreting the Bylaws and Policies of the Association.
  - (d) Be responsible for calling all General, Special General, Council, and Executive Council Meetings and presiding over Executive Council Meetings.
  - (e) Be responsible for preparing agendas for all General, Special General, Council, and Executive Council Meetings.
  - (f) Ensuring that all motions passed at General, Special General, Council, and Executive Council Meetings are carried out in a timely manner.
2. Be a signing authority on all Association bank accounts and official documents.

3. Be the official spokesperson for the Association.
4. Chair Executive Council meetings.
5. Chair the Bylaw Amendment Review Committee.
6. Be a student member on the institution's Board of Governors.
7. Facilitate and promote participation of the Association with faculty, administration, government, and other organizations deemed beneficial to the Association.
8. Serve on College Committees that pertain to:
  - (a) Hiring
  - (b) Government issues
  - (c) Cost of education
  - (d) Recipient selection for Senior Awards (i.e.: GH Dawe Memorial)
  - (e) Diversity & inclusion
9. In consultation with the Executive Council, ensure the annual performance review of the Executive Director.
10. Perform any other duties as directed by Council and as outlined in Policy.

7.5.3 The Vice President Academic shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts.
3. Assist the President in the duties of their office and assume the responsibilities of the President in their absence, as per Vacancy Bylaw.
4. Be a member of Academic Council.
5. Chair the Academic Council Student Caucus.
6. Guide students through the academic appeals process.
7. Serve on College Committees that pertain to:
  - (a) Hiring
  - (b) Academic policy development & review
  - (c) Academic curriculum development & review
  - (d) Teaching & learning
  - (e) Admissions, enrolment, & retention
  - (f) Academic misconduct
  - (g) Research
8. Perform any other duties as directed by Council and as outlined in Policy.

7.5.4 The Vice President External shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts.
3. Chair the Mental Health Initiatives Committee
4. Be the Association's official representative for all external advocacy organizations of which the Association is a member.
5. Be the line of communication between Council and Executive Council.
6. Serve on College Committees that pertain to:
  - (a) Hiring
  - (b) Ancillary services
  - (c) Sustainability
  - (d) Facilities management
  - (e) Campus planning
  - (f) Alumni relations

- (g) Student safety
  - (h) Mental Health & Wellness
7. Perform any other duties as directed by Council and as outlined in Policy.

7.5.5 The Executive Director shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts, agreements, and all official documents.
3. Act as the Harassment and Privacy Officer for the Association.
4. In accordance with the objectives of the Association, be responsible for directing the business affairs of the Association and reviewing programs and services to ensure their relevance in meeting the needs of the Membership.
5. Manage the hiring, performance evaluations, salary reviews, and release of all Association staff.
6. Interpret Council directives to staff.
7. Provide support to Council, Executive Council, and Council Committees in fulfilling their mandates through orientation, mentorship, and participating in the development of the Association's strategic plan.
8. Participate in the review and development of Association Bylaws and Policies.
9. Implement Association Policies for the allocation and distribution of resources, administer the funds of the organization according to the budget approved by Council, and ensure that the audit is conducted annually.
10. Evaluate and identify the risks and opportunities associated with operations, proposals, projects, and decisions.
11. Perform such other duties as directed by Executive Council related to the affairs of the Association and as outlined in the Executive Director's employment contract.

7.6 Resignation or Removal of Elected Executive Council Members

- 7.6.1 Council shall have the power, on a motion passed by a two-thirds (2/3) majority, to remove from office any member of Executive Council:
1. Who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
  2. Who is incapable of maintaining their position.
- 7.6.2 Executive Council shall have the power, on a motion passed by majority, to suspend any member of Executive Council for reasons itemized in Article 7.6.1. If an Executive Council Member is suspended, they shall immediately surrender keys, relinquish all duties, and vacate office without remuneration until such matter is resolved or brought forward to Council for a decision.
- 7.6.3 Any incoming member of Executive Council, who has not achieved a GPA of at least 2.0 during the Winter term, shall not assume office on May 1. They shall be given a period of not more than one month to resolve their academic situation. If one is not able to resolve their academic situation by June 1, their office shall be deemed vacant and vacancy procedures shall take effect.

- 7.6.4 Any member of Executive Council who has not achieved a GPA of at least 2.0 during the Fall Term shall be given a period of not more than one month to resolve their academic situation. They shall immediately relinquish their position and take a leave of absence without pay. If one is unable to resolve their academic situation by February 1, they shall immediately resign, relinquish, and vacate their Executive position and vacancy procedures shall take effect.
- 7.6.5 Any member of Executive Council, who ceases to be enrolled in the required number of academic credits and/or courses at any time during the Fall and Winter terms, shall immediately resign, relinquish and vacate the position held.
1. The President must be enrolled as a College student during the Fall and Winter terms. The President must be enrolled in no more and no less than 3 College credits during Fall and Winter terms.
  2. The Vice President Academic and the Vice President External must be enrolled as College students during the Fall and Winter terms. The Vice President Academic and the Vice President External must be enrolled in a minimum of 3 College credits, to a maximum of 9 College credits, during Fall and Winter terms.
- 7.6.6 Any member of Executive Council who is found guilty of academic dishonesty shall immediately be removed from their position.
- 7.6.7 Any member of Executive Council who breaches confidentiality shall immediately be removed from their position.
- 7.6.8 Any member of Executive Council who is convicted of an indictable criminal offense shall immediately be removed from their position.
- 7.6.9 Any member of Executive Council who has been removed from office, shall not let their name stand as a candidate for any Executive Council or Council position until a period of at least 4 years has elapsed.
- 7.6.10 The Executive Director will cease to be a member of Executive Council upon leaving their employment with the Association.

## 7.7 Vacancies

- 7.7.1 The Association shall make all possible attempts to fill vacant Executive Council positions in a timely and efficient manner. Notices of the following vacancies shall be posted for at least one week.
- 7.7.2 In the event that any Executive Council position becomes vacant, the remaining Executive Council members shall make a decision on the division and/or delegation of duties.
- 7.7.3 In the event that the President's office is deemed vacant:
1. On or before October 31, the Vice President External shall assume the position of President. A by-election shall be held for the office of the Vice President External.

2. On or before October 31, AND if the Vice President External office is also vacant, the Vice President Academic shall assume the position of President. A by-election shall be held to fill both Vice President positions.
3. After October 31, the Vice President External shall assume the position of President. If the Vice President External has not been in office since May 1, the Vice President Academic shall assume the position of the President.

7.7.4 In the event that the Office of Vice President Academic or Vice President External becomes vacant on or before October 31, the position shall be filled through a by-election.

7.7.5 In the event that the Office of Vice President Academic or Vice President External become vacant after October 31, Executive Council shall decide on the division and/or delegation of duties.

7.7.6 Any Executive Council vacancy that has not been referenced in this Bylaw, shall be decided by a three-quarter (3/4) majority vote in Council.

#### 7.8 Executive Council Meetings

7.8.1 The Executive Council meetings shall be scheduled at least once a week with the exception of designated College holidays (Christmas and Reading Breaks).

7.8.2 The quorum of Executive Council shall consist of at least three (3) of the voting members of Executive Council.

7.8.3 Minutes for each Executive Council meeting will be recorded and be approved by Council.

#### 7.9 Payment to Officers

7.9.1 The President, Vice President Academic, and Vice President External will be paid a monthly honorarium, the amount to be determined by Council in the year prior to their terms in office.

Executives leaving or beginning office part way through a term shall have their honoraria pro-rated to the date of their leaving or beginning.

7.9.2 Tuition, Service Fees, and SA fees shall be paid for each SA Executive, to a maximum of nine (9) College credits per Fall/Winter terms.

In order to receive tuition and fees reimbursement, Executive Council Members must achieve at least a 2.0 GPA during the Fall and Winter terms and submit term reports as per policy.

If an Executive Council Member receives an F (fail) or a WD (withdraw), reimbursement shall not be paid for that course.

If an Executive is elected after May 1, their tuition, Service Fees and SA fees will be pro-rated.

**POLICY****ELECTIONS**

Amended February 22, 2021  
Council  
Motion #: 20-21-137-C

**ELIGIBILITY:**

For eligibility requirements for Council and Executive Council positions, please refer to the Association Bylaws.

**POLICY:**

1. As per the PSLA and Association Bylaws, an election shall be held to elect Councillors and members of Executive Council.
2. Elections shall be conducted in a timely, efficient, and legitimate manner. Council and Executive elections are conducted on-line; if necessary, a paper ballot process may be utilized.

**PROCEDURE:**

1. Nomination Process
  - 1.1 General Election: Nominations shall open no later than February 1 and remain open for at least seven (7) days.
  - 1.2 By-election: Nominations shall open no later than November 15 and remain open for at least seven (7) days.
  - 1.3 Nomination Forms shall be available at the Association office. Each nomination package shall include:
    - 1) Chief Returning Officer (CRO) contact information and office hours
    - 2) Election Calendar
    - 3) Nomination Forms
    - 4) Election Regulations/Guidelines
    - 5) Election Bylaws & Policy
    - 6) Council/Executive Job Descriptions
    - 7) Other materials deemed necessary by the CRO
  - 1.4 Nomination Forms must be submitted to either the CRO or their designate. Nominations Forms shall be considered complete and valid if they contain the following and have been validated by the CRO:
    - 1) The signatures and corresponding valid student ID numbers of exactly twenty (20) Association members, excluding the candidate
    - 2) Name, signature and student ID number of the candidate
    - 3) Date of nomination

- 4) Campaign Manager's name, student ID number (must be a member of the Association) and contact information, if applicable
- 5) Candidate's phone number and email address
- 6) Required academic documentation
  - a. For Councillor positions, proof of enrolment at the College or a Collaborative Institution
  - b. For Executive Council positions, a copy of the candidate's transcript for the applicable academic term at the College

1.5 All nominated candidates are required to attend the mandatory All Candidates Meeting. Failure to attend, without written notice to the CRO at least 24 hours prior to the meeting, shall result in immediate disqualification.

## 2. Insufficient Nominations

2.1 In the event that there are twelve (12) or fewer nominations for Councillor positions, those candidates shall each be put to a "Yes/No" vote on the ballot. The candidate must attain more Yes votes than No votes in order to be acclaimed to the position. In the event that there are insufficient acclamations to fill all Council positions, said position(s) shall be filled as per Vacancy Policy.

2.2 In the event that there is only one nomination for an Executive Council position, the said candidate shall be put to a "Yes/No" vote on the ballot. The candidate must attain more Yes votes than No votes in order to be acclaimed to the position. In the event that the said candidate fails to garnish sufficient support, said position shall be filled as per Vacancy Policy.

## 3. Chief Returning Officer (CRO)

3.1 The Executive Director or their designate is responsible for ensuring a CRO is in place for all Association Elections and Referenda. The Executive Director or their designate shall determine the length of the CRO's term, which shall last until at least one day after the close of voting.

3.2 The CRO shall be responsible for upholding all of the election regulations to the best of their ability.

3.3 The CRO must be neutral and does not need to be a Member of the organization.

3.4 The CRO shall:

- 1) appoint at least one (1) non-partisan Deputy Returning Officer (DRO), at least one week prior to the close of nominations.
- 2) Prior to the opening of nominations, review and/or create nomination packages for all elections
- 3) be responsible for scrutinizing and approving nominations
- 4) confirm eligibility for all candidates
- 5) Create online ballots and ensure the online voting system is available to all eligible voters
- 6) Delete all voting data and the DRO ballot once the contestation period has passed.

- 3.5 The CRO, with the support of the Deputy Returning Officer, shall:
- 1) Plan and lead the mandatory All Candidates' Meeting for candidates
  - 2) Oversee candidate conduct and be the point of contact for candidate issues
  - 3) Meet with nominees/candidates regarding any and all outstanding matters of contention and working to efficiently and effectively resolve these matters in accordance with Association Bylaws and Policies
  - 4) Be responsible for decisions regarding candidate penalization or disqualification.
  - 5) Approve and monitor election activity, such as posted materials and campaigning
  - 6) Approve and monitor all campaign-associated online and social media accounts and/or activities.

4. Deputy Returning Officer (DRO)

- 4.1 The DRO must be an eligible voting Member of the Association. Current Councillors, Executive Council members, and full-time Association employees are not permitted to be the DRO.
- 4.2 The Executive Director or designate shall determine the length of the DRO's term; however, it must last until at least one (1) day after the close of voting.
- 4.3 If needed and in conjunction with the CRO, the DRO shall arbitrate candidate and/or procedural issues:
- 1) Not already defined in election Policies and procedures
  - 2) No resolved by the CRO
- 4.4 Monitor election activity, such as posted materials and campaigning. Any issues shall be reported to the CRO.
- 4.5 The DRO shall cast the tie-breaking vote for all positions in order of preference.

5. Campaigning

Campaigning shall be defined as working in an organized and active way to influence persons to vote for and/or against a particular candidate and/or platform.

The Association has zero tolerance regarding messages or activities of violence, bullying, obscenity, defamation, slander, discrimination, and prejudice.

- 5.1 Association full time employees and members of the Executive Council – including those seeking re-election – are not permitted to be a Campaign Manager or a member of any campaign team for any candidate.
- 5.2 Current Association part time employees are prohibited from endorsing any candidates or their campaign(s) while on shift. Current Association part time employees who are candidates are prohibited from campaigning while on shift.

- 5.3 Candidates with pre-existing social media relationships with Association full and part time employees, Councillors, Executive Council Members, and other candidates are permitted to retain these relationships during campaigning -- provided Association full time employees, Councillors and Executive Council Members do not publicly endorse or promote the candidate's campaign.
- 5.4 The candidate and their Campaign Manager shall be the only official representatives for the candidate's campaign for the purposes of administration and regulation.
- 5.5 The Association does not recognize campaign slates.
- 5.6 Official campaigning shall begin once nominations close, the CRO has confirmed the eligibility of all candidates, and after the CRO or designate has held the mandatory All Candidates Meeting. Official campaigning shall last for a period of eight (8) days.
  - 5.6.1 Candidates are prohibited from posting and distributing campaign materials and messages (including online), holding organized campaign events, and booking space for campaign activity before the start of official campaigning.
  - 5.6.2 For the purpose of organizing a campaign team and soliciting signatures for nomination requirements, candidates are permitted to announce their intentions for running and engage in personal conversations concerning their platform before the start of official campaigning.
  - 5.6.3 For the purpose of campaign preparation, candidates may consult with the CRO concerning published and created campaign materials. Candidates are permitted to create online campaign platforms in advance of the start of official campaigning. However, these materials and messages must not be posted or made public until the start of official campaigning.
- 5.7 All campaign materials shall be approved and monitored by the CRO or their designate.
  - 5.7.1 Candidates shall only post materials in approved areas and according to regulations and guidelines as listed in the Nomination Package.
  - 5.7.2 Posted materials on campus must be signed and numbered by the CRO or designate.
  - 5.7.3 Candidates shall be responsible for maintaining and monitoring their posted materials and, when capable, must make the CRO or designate aware of any relocation or removal of materials by the candidate, their campaign team, or a third party.
  - 5.7.4 The use of social media and any online presence is considered campaign material, and must be submitted to the CRO for approval.
  - 5.7.5 Candidates are not permitted to use the Association or institution's logo on campaign materials. Additionally, candidates are not permitted to use SA created campaign materials for their campaign. Doing so will result in disqualification.
- 5.8 Candidates may book spaces for independent campaign events and activities as long as they adhere to the following:
  - 1) Activities and events held in bookable spaces adhere to College and Association Bylaws and Policies
  - 2) No distributable campaign materials are left unattended at a bookable space
  - 3) If a candidate books a space for the entirety of the official campaign period they may leave displays at a bookable space for the duration of campaigning. However, candidates are at all times responsible for displayed materials

- 5.9 The candidates are responsible for ensuring all campaign materials in control of the candidates are removed from public view no later than 4:00 p.m. on the final voting day. Failure to do so may result in disqualification.
  - 5.9.1 Official online and social media campaign platforms and/or pages controlled by the candidate and/or agent(s) must post a final notice indicating the conclusion of campaigning by this deadline.
- 5.10 Excluding officially sanctioned events and spaces, there shall be no campaigning in the Association building, which includes the Lift, the Far Side, the Loft, and Association Office. There shall be no campaigning on Association bulletin boards.
- 5.11 Candidates and their agent(s) are prohibited from loitering at voting stations.
- 5.12 The CRO or designate shall have discretion on all campaign issues not specifically referenced in the Association Bylaws, Policies and regulations.

## 6. Ballots

- 6.1 The CRO shall construct ballots through the online platform.
- 6.2 A single paper ballot shall be constructed for the purpose of the DRO's tie breaking vote.
- 6.3 Each ballot shall:
  - 1) Contain the names of all candidates as submitted in the Nomination Package, corresponding with the position sought.
  - 2) Be arranged alphabetically in order of surnames for each respective position. If two (2) or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in order of their given names.
- 6.4 The withdrawal deadline for all elected positions is 4:00 p.m. on the last Friday preceding the start of polling. Withdrawals must be in writing and addressed to the CRO. Candidates who withdraw after this deadline may appear on the ballot; votes for said candidate shall not be valid. Only valid ballots shall be acknowledged in the official results.
- 6.5 Once the contestation period has passed without incident, the election shall be considered ended.

## 7. Voting

- 7.1 Voting shall be done through the online voting platform in form of a secret ballot.
- 7.2 Only current, verified Members of the Association shall be eligible to vote in the General and By-elections.
  - 7.2.1 In the event that a student is not on the eligible voters list, is unable to access the online voting platform, and believes themselves to be eligible, the student must provide proof of registration directly to the CRO or their designate. The

CRO shall then register the student to vote and provide instruction for accessing the ballot.

- 7.3 Eligible voters may vote for up to twelve (12) Councillors.  
Eligible voters may vote for one (1) candidate for each Executive Council position.
  - 7.4 Access to the voter's list shall be restricted to the CRO and the Association Executive Director.
  - 7.5 The voting period shall be determined by the CRO but must last no fewer than 48 hours. The voting period shall be published by the first day of nominations.
  - 7.6 Voting by proxy is prohibited.
  - 7.7 Voter intimidation, voter suppression, voter impersonation, and vote buying is strictly prohibited.
  - 7.8 Candidates and their Campaign Managers are prohibited from providing devices to voters for the purpose (either directly or indirectly) of accessing the ballot and voting.
  - 7.9 The CRO may make arrangements for dedicated voting stations on campus during the voting period.
    - 7.9.1 Candidates and their Agent(s) are prohibited from loitering at voting stations.
    - 7.9.2 Only the CRO, the DRO, station clerks, and verified volunteers may remain at voting stations.
8. Ballot Counting and Results
- 8.1 Ballots shall be collected and counted by and according to the online voting platform at the close of voting.
  - 8.2 The Official Results document shall be accessed and downloaded from the online voting platform by the CRO and witnessed by the Association Executive Director. A copy of the official results shall be submitted to the Association's third-party auditing firm for reporting purposes.
  - 8.3 Election results shall remain confidential until announced to the Membership by the CRO or designate.
  - 8.4 Any Member of the Association may request to view the Official Results document once the contestation period has passed.
9. Tied Vote
- 9.1 The Deputy Returning Officer shall cast votes for candidates prior to the opening of voting. The Executive Director shall be the custodian of the DRO's ballot.
  - 9.2 In the event of a tie vote, the Executive Director shall retrieve said vote.
  - 9.3 In the event of a tie vote, and subsequent counts of the voting data confirm the tie to be legitimate, the DRO's vote shall be considered the deciding vote.

- 9.4 In the event that the DRO's vote is not required, it shall be destroyed, but not until the contestation deadline has passed.

## 10. Penalization and/or Disqualification

- 10.1 Any candidate in contravention of election regulations as set by the Association Bylaws and Policies, or by the CRO, may be penalized and/or disqualified by the CRO or designate.
- 10.2 Any activities or actions deemed inappropriate by the CRO may result in penalization or disqualification.
- 10.3 Other reasons for disqualification may include but shall not be limited to the following:
- 1) Bribery – a person commits the offence of bribery who directly or indirectly by lend or offers or promises money or valuable consideration or gives or procures or agrees to give or procure or offers or promises an office, place of employment to or for an elector or any person, in order to induce an elector or a person to vote or refrain from voting at an election.
  - 2) Undue Influence – a person commits the offence of undue influence who directly or indirectly by oneself or by any other person on their behalf makes use of or threatens to make use of any force, violence, or restraint; inflicts or threatens the infliction by oneself or by or through any other person of any injury, harm or loss, or in any manner practices intimidation.
  - 3) Defamation – a person commits the offence of defamation who directly by oneself makes a statement that causes unjustified injury to private, professional, or business reputation of another person either through libel statements (written defamation) or slanderous statements (spoken defamation).
- 10.4 Penalties for contravention of Association Bylaws and Policies and/or election regulations shall include, but not be limited to:
- 1) Suspension from official campaign events
  - 2) Disqualification

## 11. Contested Elections

- 11.1 Only candidates may contest an election, and they may only contest for the position in which they were a candidate.
- 11.2 Contestations must be submitted in writing to the CRO by 4:00 p.m. one (1) day after the close of voting. Contestations must include the following information:
- 1) The name and student identification number of the candidate
  - 2) The specific Bylaw and/or Policy (with section reference) or regulation alleged to be in contravention
  - 3) The specific individual and/or group alleged in contravention
  - 4) The specific details and facts which constitute the alleged contravention
  - 5) The evidence supporting these details and facts
- 11.3 The CRO shall meet with the contestator and discuss the contestation.

- 11.4 Any contestation that cannot be resolved by either the CRO or DRO shall be taken to the Judicial Review Committee (JRC).
- 11.5 JRC shall convene with the candidate, CRO, and DRO. JRC's decision shall be binding. The JRC Chairperson shall forward and present JRC's decision to Council.
  - 11.5.1 In the event that JRC determines the contestation invalid, the contestee has no further recourse.
  - 11.5.2 If JRC determines any contestation of any election to be valid, the election for that position shall be deemed null and void. Council shall then initiate vacancy procedures.
- 11.6 Every effort shall be made to resolve contested elections in a timely manner.
  - 11.6.1 In the case of a General Election, a resolution shall be in place no later than April 15.
  - 11.6.2 In the case of a By-election, a resolution shall be in place no later than December 31.

## 12. Deletion of Voting Data

- 12.1 Once the contestation period has passed without incident, the CRO shall delete the election data from the on-line voting platform database, including the removal of Membership information (names, usernames, email addresses), ballots, results, and activity logs.
- 12.2 Once the contestation period has passed without incident, the CRO shall destroy the DRO's paper ballot.
- 12.3 Once the election data has been deleted and the DRO's ballot destroyed, the Executive Director shall inform Council of such actions at the next Council meeting.

**POLICY**

**EXECUTIVE JOB DESCRIPTIONS**

Council  
Amended March 8, 2021  
Motion #: 20-21-161-C

**Policy:**

The Executive Council shall perform, to the best of their abilities, all duties necessary for effective administration of the Association and the betterment of its Members

**PRESIDENT:**

In addition to Article 7 of the Association Bylaw, the President is expected to:

1. Guide Executive Council and Council towards establishing long and short-term goals.
2. In conjunction with the Executive Director, monitor the academic status of all Executive Council and Council Members by reviewing the transcripts of said Members.
3. Discuss all communication, written or verbal, representing the opinion or political position of the Association with Executive Council.
4. Be the primary signing authority on statements or letters representing the opinion and political position of the Association.
5. Be the official representative of the Association at formal and ceremonial functions. In the event the President is unable to attend, Executive Council shall attempt to find an alternate.
6. Be a student member on the College's Board of Governors.
7. Meet with the BOG student member at large prior to each BOG meeting.
8. Provide a verbal and written report to Council after each public meeting of the BOG.
9. Have regular meetings with the College President.
10. Along with the Executive Director, oversee major business expansion and renovation projects.
11. Communicate regularly with the Membership via the Association's communication channels and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
12. Participate in activities involving engagement with the Membership.
13. Be enrolled as a credit student at the college during the Fall and Winter terms. The President must be enrolled in no more and no less than 3 Academic credits to a during the Fall and Winter terms.
14. Maintain a GPA of 2.0.
15. Ensure that all new members of Executive Council and Students' Association Council sign a confidentiality agreement (appendix item).

**VICE PRESIDENT ACADEMIC:**

In addition to Article 7 of the Association Bylaw, the Vice President Academic is expected to:

1. Be responsible for recruiting non-collaborative students to serve on Academic Council, as well as committees pertaining to academic policy and curriculum development and review.
2. Chair Academic Council Student Caucus and be responsible for holding caucus meetings for student Academic Council members prior to Academic Council meetings.

3. Be responsible for assisting members with both academic and non-academic appeals and grievances.
4. Be responsible for assisting Members who are enrolled in Collaborative institutions with both academic and non-academic appeals and grievances by being a liaison with the student organization at the Collaborative institution.
5. Be a member of the College Awards Advisory Committee.
6. Have regular meetings with the College Vice President Academic.
7. Submit reports to Council regarding Academic Council and other academic-related committees.
8. Communicate regularly with the Membership via the Association's communication channels and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
9. Participate in activities involving engagement with the Membership.
10. Be enrolled as a credit student at the college during the Fall and Winter terms. The Vice President Academic must be enrolled in a minimum of 3 Academic credits to a maximum of 9 Academic credits per Fall and Winter term.
11. Maintain a GPA of 2.0.

VICE PRESIDENT EXTERNAL
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In addition to Article 7 of the Association Bylaw, the Vice President External is expected to:

1. Organize at least two Council team-bonding activities throughout the year.
2. Make arrangements for Executive Council to meet with the local Member of Parliament and Members of the Legislative Assembly. Make arrangements to meet with appropriate Municipal politicians and community leaders as needed.
3. With the President, be responsible for developing the external advocacy priorities for the Association and engage with relevant external stakeholders on matters concerning the Association and its members (including elected government and municipal officials, as well as the College).
4. Be the official representative of the Association with any lobby group of which the Association is a member.
5. Maintain an effective line of communication between the Association and any lobby group of which the Association is a member.
6. Ensure Council is consulted regarding lobby membership with appropriate lobby groups.
7. Organize events and activities of a political nature, with the understanding that the Association is a non-partisan organization (i.e. Get Out the Vote, provincial and federal candidates' forums).
8. Relay pertinent and current information to Executive Council, Council, and the Membership regarding political decisions and/or issues relevant to the Association and its Members.
9. Be responsible for communication and coordination between the Association and the College regarding international student supports.
10. Lead the Association's sustainability and environmental initiatives, including involvement with appropriate campus and community groups.
11. Communicate regularly with the Membership via the Association's communication channels and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
12. Participate in activities involving engagement with the Membership.
13. Be enrolled as a credit student at the college during the Fall and Winter terms. The Vice President External must be enrolled in a minimum of 3 Academic credits to a maximum of 9 Academic credits during the Fall and Winter terms.
15. Maintain a GPA of 2.0.

**POLICY**

**EXECUTIVE COUNCIL WORK HOURS**

Amended January 11 2021  
Council  
Motion #: 20-21-91-C

**Policy**

Executive Council members shall maintain regular work hours as per Association Bylaws and Policy.

**Procedure**

1. Council approves Executive Council salaries and hours while considering Executive Council Compensation.
2. Executive Council shall have posted work hours during the Association's regular business hours.
3. As per Executive Job Descriptions, meetings outside of Association regular business hours are an expectation of the position and are not considered when posting office hours.
4. Executive Council members shall maintain their Association Outlook calendars, and keep calendars up to date. Executive Council members shall share their calendars with each other, the Executive Director, and other Association employees as deemed necessary.
5. It shall be the responsibility of the President to ensure posted hours are maintained and honoured. The remaining members of Executive Council shall be responsible for ensuring the President's hours are maintained and honoured.

**POLICY**

**EXECUTIVE COUNCIL COMPENSATION**

Amended January 11 2021  
Council  
Motion #: 20-21-92-C

**Policy**

Council shall consider and approve Executive Council Compensation for the next fiscal year.

**Procedure**

1. The Executive Director shall submit an Executive Council Compensation proposal to Council during the Winter Academic term, no later than March 15.
2. The proposal shall contain the following for the President and the Vice Presidents:
  - 2.1 Hours of work for Summer (May to August) and Winter (September to April)
  - 2.2 Summer and Winter salary amounts (increase not to exceed 3%)
  - 2.3 Vacation entitlements
3. The proposal shall also include a benefit package including, but not limited to:
  - 3.1 Tuition fees (max 9 RDC credits per Fall & Winter terms)
  - 3.2 SA memberships (max 9 RDC credits per Fall & Winter terms)
  - 3.3 College service fees (max 9 RDC credits per Fall & Winter terms)
  - 3.4 Parking/transportation
  - 3.5 Student Health & Dental
  - 3.6 SA jacket (max \$250)
  - 3.7 Gym Membership
  - 3.8 Cell phone allowance
  - 3.9 RRSP (5% of salary)
4. All salaries and benefits are pro-rated if an Executive Council member begins their term of office later than May 1, or leaves their term in office before April 30.
5. Tuition and other fees shall be paid at the end of the Fall and Winter terms, once transcripts have been submitted to the President and Executive Director, and upon receipt of Executive Term Reports, as per Council Term Reports Policy. Tuition and other fees shall not be paid for courses yielding a WD or Fail.

**POLICY**

**HONORARIA**

Amended April 7, 2020  
Council  
Motion #: 19-20-170-C

**Policy**

The Association shall pay an honorarium to individuals who serve on Council and Academic Council. Honoraria shall be paid based on meeting attendance, report submissions and/or adherence to Association Bylaws and Policies.

**Procedure**

1. Honoraria amounts shall be determined through the annual budgeting process.
2. The following members are eligible to receive an honorarium:
  - i. Councillors
  - ii. Council Chairperson
  - iii. BOG Student Member at Large
  - iv. Academic Council Student Members
3. Council term reports must be submitted as per Policy on or before the due date. Failure to do so will result in loss of honoraria.
4. From May to August, a Councillor will receive their full honorarium for meeting attendance. From September to April, a Councillor will receive half of their honorarium for meeting attendance and the other half for submitting a Council meeting report.
5. A Councillor is said to have been in attendance if present for at least  $\frac{3}{4}$  of the Council meeting.
6. Council Chairperson and BOG Student Member at Large honoraria are based on meeting attendance.
7. Academic Council Student Members shall receive half of their honoraria if in attendance at a Student Caucus Meeting held by the Vice President Academic; the other half payable if in attendance at an Academic Council meeting. An Academic Council Student Member is said to have been in attendance if present for at least  $\frac{3}{4}$  of a Student Caucus or an Academic Council meeting.
8. An honorarium is payable three times a year: August 31, December 31, and April 30.