

**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**

**COUNCIL TERM REPORTS**

Amended January 21, 2020  
Council  
Motion #: 19-20-95-C

**Policy**

For the purpose of continuity and information sharing, each Councillor and member of Executive Council shall submit a written report to reflect their term in office.

**Procedure**

1. Each Councillor shall be responsible for submitting a report by December 31 for the fall term and by April 30 for the winter term.
2. Councillor reports shall reflect:
  - i. An overview of their term as a Councillor
  - ii. Recommendations for future Councillors
  - iii. Committee work summary and recommendations
  - iv. Information for future Councillors, including contact persons, pending issues, and any
3. Failure to submit a Councillor term report by the December 31 and April 30 deadlines will result in loss of honoraria.
  
4. Each Executive Council Member shall be responsible for submitting a fall term report by December 31 and a winter term report by April 30.
5. Executive Council Member reports shall reflect:
  - i. An overview of their term
  - ii. Committee work summary and recommendations
  - iii. Any other information, pending projects and/or issues deemed relevant
7. Failure to submit an Executive Council term report by the December 31 and April 30 deadlines will result in loss of tuition and fees for the term.
  
8. All Council term reports will be included in the next Council orientation package.

**POLICY**

**COUNCILLOR VACANCIES**

Amended March 8, 2021  
Council  
Motion #: 20-21-149-C

**Policy:**

The Association shall make all possible attempts to fill any Councillor vacancies in a timely and efficient manner.

**Procedure**

1. Notice of all vacancies shall be published for at least one week.

Regarding Insufficient Nominations during the General Election:

2. A General Election shall be held for twelve (12) Councillor positions no later than March 30.
3. In the event there are less than four (4) Councillors elected through the General Elections: No later than April 30, the Executive Council shall elect enough Councillors to meet quorum requirements between May 1 and September 30.

Regarding Vacancies:

4. In the event that Councillor positions become vacant after the General Election but before August 31, nominations shall open and remain open until such time quorum requirements are met. Once eligibility has been confirmed, Executive Council shall interview and elect enough Councillors to meet quorum requirements between May 1 and September 30.
5. In the event that Councillor positions become vacant after August 31, nominations shall open and remain open until such time quorum requirements are met. Once eligibility has been confirmed, Executive Council shall interview and elect enough Councillors to meet quorum requirements between October 1 and April 30.

**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
-------------------------

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**

**ACADEMIC COUNCIL STUDENT MEMBERS**

Council  
Amended March 8, 2021  
Motion #: 20-21-147-C

**Policy:**

As per the PSLA, the Association must elect no more than ten (10) students to the College's Academic Council.

The Association is committed to conducting these elections in a timely, efficient, and legitimate manner.

**Eligibility:**

Any member of the Association may let their name stand for a position on Academic Council, providing they are not a collaborative student.

By virtue of their office, the Vice President Academic must be a student member on Academic Council.

**Procedure:**

1. Elected members shall be appointed to Academic Council for a one-year term that runs from October 1 to September 30.
2. Nominations for Academic Council Student Member positions shall open on the first day of classes for the Fall semester and remain open until all positions are filled.
3. Nomination forms for Academic Council shall be available at the Association office.
4. The Vice President Academic and at least one other member of the Executive Council shall interview all eligible nominees for the student positions immediately after the close of nominations. Academic Council Student Members shall be elected by Executive Council during an Executive Council meeting, and their names forwarded to Academic Council for appointment.

Regarding vacancies

5. Should a student position on Academic Council (other than Vice President Academic) become vacant, such vacancy shall be published for at least one week.
6. The Vice President Academic and at least one other member of Executive Council shall interview all eligible nominees. Academic Council Student Members shall be elected by Executive Council during an Executive Council meeting, and their names forward to Academic Council for appointment.

**POLICY**

**BOARD OF GOVERNORS STUDENT MEMBER AT LARGE  
APPOINTMENT**

Council  
Amended March 8, 2021  
Motion #: 20-21-148-C

**Policy:**

As per the PSLA, the Association shall nominate two students to be members on the College's Board of Governors for a two (2) year term.

By virtue of their position, the Association President shall be automatically nominated as one of the student members. The President's term on the BOG takes effect May 1.

The Association is committed to conducting the BOG student member at large nomination in a timely, efficient, and legitimate manner.

**Procedure:**

1. Nominations for the student member at large BOG position shall open as needed and remain open for at least seven (7) days. Nomination forms shall be available at the Students' Association office. Nominations shall be open to all Members of the Association.
2. Completed nomination packages must contain the following:
  - 1 Signatures & corresponding valid ID numbers of twenty (20) Association members
  - 2 Name, signature, and ID number of nominee
  - 3 Date of nomination
  - 4 A copy of the nominee's official or unofficial transcript for the applicable academic terms from Red Deer College
  - 5 Candidate's contact information (phone, email)
  - 6 Dated signature of the President
  - 7 Cover letter, resume and biography
3. Executive Council shall prepare a series of interview questions that will be asked of each candidate. During the interview process, Councillors will have the opportunity to submit a written question to the Chairperson for approval. If approved, the member can then ask the question.
4. The President shall make arrangements for Council to conduct interviews with all BOG Student Member at Large candidates. The candidates will be interviewed one at a time during an in-camera proceeding. Each nominee shall demonstrate a brief familiarity with the Association and BOG structure and policies.
5. Council shall decide which nominee is recommended to the Minister for appointment. The specifics of the vote will be held in-camera while the name of the successful candidate will be public record. The President shall notify the successful candidate no later than April 30.
6. The President shall notify the Minister, via the Board of Governors, no later than April 30. The president shall also forward a copy of the successful candidate's resume and biography to the Minister, via the Board of Governors.



**POLICY**

**CHAIRPERSON APPOINTMENT**

Amended August 23, 2018  
Council  
Motion #: 18-19-36-C

**Policy**

Council shall appoint a neutral Chairperson to preside over Council Meetings, General Meetings and the Judicial Review Committee (JRC).

**Procedure**

1. As required, Executive Council shall open the competition for the position of Chairperson.
2. The position shall remain open for a period of at least two (2) weeks. Eligibility shall not be limited to members of the Association.
3. Executive Council shall interview all eligible applicants and forward their recommendation to Council for appointment.
4. In the event that the appointed Chairperson is unable to attend a meeting, Executive Council shall appoint an alternate.

**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.

**POLICY**

**REFERENDA**

Council  
Amended March 8, 2021  
Motion #: 20-21-150-C

**Policy:**

A referendum vote may be held as a method to submit a question to the Membership.

**Procedure**

1. As with other Association Elections, all Referenda shall be held online.
2. Referenda shall be held during the Winter academic term only (January-April).
3. If Council deems it appropriate, the referendum may be held at the same time as the General Elections.
4. A Referendum may only be held on the same issue once per academic year.
5. **If the Referendum originates with Council**, two readings of the proposed question shall occur in Council before proceeding with the Referendum.
6. **If the Referendum originates with a petitioner/s**, it is advisable that the petitioner consults with the Executive Council or Council in advance of initiating the petition as Council has the power to turn back a petition that is not appropriately worded.
  - 1 Each page of the petition must have the Referendum question clearly stated at the top of the page and include the date the petition was initiated. The signers must include their signature, student ID numbers and print their name legibly for verification of Association membership.
  - 2 Petitioners must complete their collection of signatures within a one month period of when the petition was initiated. At least 10% of the current members of the Association must sign the petition in order for Council to consider the petition.
  - 3 When presenting a petition to the Association, the petitioners must provide the names and student IDs of those responsible for initiating the petition. Only current members of the Association will be allowed to present a petition.
  - 4 The Association shall take reasonable and timely steps to verify the authenticity of the signatures on the petition and having done so, the President will place the item on the agenda for the next regularly scheduled Council meeting.
  - 5 The petition will receive one reading at Council. Council may accept the petition and proceed to Referendum or, if the Referendum brought forward by petition does not meet the following requirements, Council will reject it.
    - The question must be clear and unambiguous,
    - The question must be capable of being answered “yes” or “no” where “yes” is the desired outcome
    - The outcome must be within the Association’s jurisdiction.
7. The Executive Director shall ensure a Chief Returning Officer (CRO) is in place to oversee all referenda.

8. Chief Returning Officer (CRO)
  - 1 The CRO will ensure that notification to the Membership of a Referendum is published at least 21 days prior to the Referendum.
  - 2 The CRO will be responsible for overseeing all aspects of the Referendum including providing appropriate venues for both sides to present their views, advertising the Referendum and supervising the vote and the ballot count.
  - 3 The CRO shall publish the results of the Referendum including the numbers of those voting either to support or reject the Referendum.
  - 4 The CRO shall submit a final report to Council including recommendations for future Referenda.
  
9. If the Referendum is successful, the Association shall defer to the Association Bylaws to determine a course of action. The Association shall take action as soon as practically possible.

**POLICY**

**LOBBY EFFORTS**

Council  
Adopted March 8, 2021  
Motion #: 20-21-156-C

**Policy:**

By virtue of the Association's existence under the Post Secondary Learning Act, all voting members of Executive Council Students' Association Council are deemed lobbyists in the Province of Alberta. Additionally, the Association shall be a member of ASEC (Alberta Student Executive Council), a provincial lobby organization for post secondary students in the Province of Alberta.

**LOBBYIST REGISTRATION:**

1. The President and the Executive Director are responsible for maintaining the Association's registration as lobbyists with the Province of Alberta.
2. The Association shall adhere to all guidelines and deadlines set out by the Alberta Lobbyist Registry.
3. The Association's lobbyist registration allows the Association to lobby the College, local municipalities, and provincial government officials on behalf of the Membership.

**ASEC MEMBERSHIP:**

1. The Vice President External shall be the Association's voting delegate with ASEC.
2. Other members of Executive Council and/or Council are encouraged to participate on ASEC committees.
3. Upon approval from Executive Council, members of Executive Council or Association staff members may put their names forth for a seat on ASEC's Board of Directors.
4. Before December 31 each year, the Vice President External shall ask Council to formally confirm the Association's continued membership with ASEC.
5. Should Council decide to discontinue the Association's membership with ASEC, the Association must notify ASEC of said decision as per ASEC's bylaws.

**POLICY**

**STUDENT GROUPS - GENERAL**

Council  
Amended March 8, 2021  
Motion #: 20-21-162-C

**Policy:**

As per Bylaw, Executive Council has the authority to recognize Student Groups that meet the requirements set out in Association Policies. All Student Groups recognized by the Association must comply with Association Policies.

**Procedure:**

1. The Executive Director or designate is responsible for overseeing all Student Groups.
2. Recognized Student Groups are considered active from September 1 to April 30 each year.
3. Each year, all existing and new Student Groups must provide the Association with the following:
  - 1 A list of elected and/or appointed Executives
  - 2 Proof of enrollment for Executives at the College or a collaborative institution, due within seven (7) days of the add/drop dates each semester
  - 3 A list of Executives who have been appointed as signing authority
  - 4 The name of their faculty advisor, if applicable
  - 5 Contact information of all Executives and Faculty Advisors
  - 6 A copy of the meeting minutes at which the Student Group's election results are ratified and Executives are appointed as signing authority
  - 7 An electronic copy of their current constitution, which must be submitted to the Association's Executive Council for approval
  - 8 A signed copy of the Student Group agreement form
  - 9 A membership list including names and student ID numbers
4. Any amendments to Student Group constitutions must be submitted to the Executive Director or designate and approved by the Association's Executive Council.
5. Voting members of Student Groups must be Members of the Association. Non-voting members may come from the community at large.
6. Executives for each Student Group must be Members of the Association and such persons shall be elected in accordance with the Constitution of said Student Group.
  - 1 Student Groups may appoint a Returning Officer to oversee their election.
  - 2 Detailed minutes shall be submitted to the Association following each Student Group election and/or change in signing authority. These minutes must be signed by Student Group Executives and, if applicable, the Returning Officer.
  - 3 Members of the Association's Executive Council shall NOT be Executives of any Association Student Group.
7. Student Group membership shall be open to all Members of the Association.

8. Each Student Group has an obligation to its membership to manage the financial affairs of said Student Group effectively. Each Student Group must comply with the Association's Financial Accountability Policy, and all other Association and College financial Policies.
9. Each Student Group must maintain an accurate account of all meeting proceedings and keep all meeting minutes.
10. Each Student Group must inform the Association of all group-associated online and social media accounts and/or activity.
  - 1 Actions when using online and social media platforms are considered public. Student Groups are held responsible for any and all related activities.
  - 2 Student Groups' online and social media conduct is subject to all Association and College policies.
11. Student Groups are prohibited from fundraising or soliciting donations through online applications, including, but not limited to, social media and/or crowd funding platforms.
12. As per the *Alberta Human Rights Guidelines*, Student Groups shall not discriminate against any person or class of persons because of their race, religious beliefs, colour, gender, gender identity, gender expression, physical abilities, cognitive abilities, age, ancestry, place of origin, relationship status, source of income, socio-economic family status, or sexual orientation.
13. Student Groups shall not engage in any activities that are not covered by the Association's liability insurance policy.
14. Student Groups shall be permitted to book spaces, including rooms and tables, through the Association office. Only students registered in the current semester shall have booking privileges.
  - 1 Table booking requests must be submitted by Thursdays at 4:00 p.m. for table bookings the following week.
  - 2 Room booking requests require at least one (1) week notice.
15. Each Student Group shall be responsible for maintaining an awareness and understanding of Association and College policies and must comply with said policies.
16. At the discretion of the Association's Executive Council, failure to comply with the above conditions may result in:
  - 16.1 The revocation or removal of the following privileges
    - a. The right to apply for an operating grant
    - b. Rent-free use of College rooms as per College booking policy
    - d. Right to establish dues and sponsor fundraising projects
    - e. Right to book Association space (the Far Side Bar and Grill or the Loft) for events
  - 16.2 The Students Group being dissolved.

Dormant Student Groups:

17. If a Student Group has been inactive for a period of at least two (2) years, the Student Group will be dissolved and any funds held on their behalf will be used to support student initiatives as determined by the Students' Association Executive Council. A copy of the dormant student group constitution will be kept at the Association office for at least 5 years to be used as reference if students have interest in reviving the group.

**POLICY**

**STUDENT GROUPS – FINANCIAL ACCOUNTABILITY**

Council  
Amended March 8, 2021  
Motion #: 20-21-152-C

**Policy:**

Student Groups shall be accountable and transparent to their membership regarding all matters of finance.

**Procedure:**

1. Each Treasurer may make an appointment with the Association's finance office to discuss financial accountability.
2. Each Student Group must maintain an accurate account of all financial activity and keep all financial records. All Student Group expenditures must be recorded in the group's meeting minutes.
3. Each Student Group must maintain an accurate account of all meeting proceedings and keep all meeting minutes.
4. Treasurers must submit a statement of Revenues/Expenses to their membership 4 times per year (October 31, December 31, February 28, and April 20).
5. Each Student Group must submit at least two (2) financial statements to the Association each year – the first by December 20<sup>th</sup> of each year, the second by April 30<sup>th</sup> of each year.
6. The Association reserves the right to examine the books, records, and meeting minutes of all Student Groups at any time deemed necessary by the Association's Executive Council and/or Executive Director.



**POLICY**

**STUDENT HEALTH AND DENTAL PLAN**

Amended January 11, 2021  
Council  
Motion #: 20-21-95-C

**Policy**

The Association shall provide a Health and Dental Plan for the benefit of its members.

February 1999: The membership supported, through a referendum, the implementation of a mandatory Health and Dental Plan for Association members.

February 13, 2002: the membership supported, through a referendum, a 4% per annum increase to cover premium and administrative cost adjustments.

**Procedure**

1. The President and the Executive Director are responsible for the continuance and administration of the Health and Dental Plan.
2. A broker chosen by the Association will manage the Health and Dental Plan.
3. The Association and the broker will abide by the provisions of the contract as established between the two.
4. The plan will be mandatory to Fall and Winter term credit students who are enrolled in 9 credits or more. Students with alternate extended health coverage can opt out of the health portion of the plan. Students with alternate extended dental coverage can opt out of the dental portion of the plan.
5. Health and Dental Plan fees will be collected at the same time as the Association Membership fees, as per FEE COLLECTION AGREEMENT with the College.
6. By March 15 each year, the Executive Director shall consult Council regarding any changes in the Health and Dental fees structure for the upcoming fiscal year. Annual increases shall not exceed four percent (4%).
7. Any net revenue realized from the Health and Dental plan in any year shall be directed to a Health and Dental Reserve Fund for the future benefit of those participating in the Health and Dental plan.
8. If necessary, at fiscal year-end, any Health and Dental reserve funds in excess of \$200,000 may be transferred into the Association's General Revenue.

**POLICY**

**ANNUAL BUDGET**

Amended January 11 2021  
Council  
Motion #: 20-21-96-C

**Policy**

Association funds shall be administered and distributed as per the annual budget.

**Procedure**

1. It is the responsibility of the Executive Director to develop the annual budget for submission to Council.
2. The Executive Director shall seek input from Executive Council and Association staff members responsible for budget items when developing the annual budget.
3. Between January 1 and March 15, the Executive Director shall submit the following items to Council for approval:
  - 3.1 Executive Council Compensation budget for the next fiscal year
  - 3.2 Council Honorarium budget for the next fiscal year
  - 3.3 Association Membership fees for the next academic year
  - 3.4 Interim Capital Projects budget for the period of May to August
  - 3.5 Interim Operations budget for the period of May to August
4. Between May 1 and August 31, the Executive Director shall submit the Annual Budget to Council for approval.

**POLICY**

**ASSOCIATION MEMBERSHIP FEES**

Amended March 22, 2021  
Council  
Motion #: 20-21-175-C

**Policy**

All credit, apprenticeship and collaborative students shall be levied a mandatory Association Membership Fee.

**Procedure**

1. Fees for the next academic year shall be reviewed and considered by Council.
2. Credit students shall be levied a flat fee per academic term. Apprenticeship students shall be levied a flat fee per session.
3. Fees may be increased annually to a maximum of 5%. Increases above this maximum require approval from the Membership.
4. Association Membership fees shall be expended according to the annual budget.
5. Association Membership fees are collected as per the FEE COLLECTION AGREEMENT between the Association and the College.
6. Association Membership fees are collected from collaborative members as per agreements between the Association and the respective collaborative student organizations.

**POLICY**

**BUILDING FUND RESERVE**

Council  
Amended March 8, 2021  
Motion #: 20-21-153-C

**Policy:**

The Association shall administer and maintain a Building Fund Reserve for the purpose of maintaining Association-owned buildings, leased spaces, and planning for future expansion.

**Procedure:**

1. Funding Source:  
The primary source of funding for the Building Fund Reserve shall come from the annual Association Membership Fees, the amount not to exceed 25% of fees collected.
2. Any external funds received or donated specifically to the Building Fund Reserve shall remain in the fund and not be used for any other purpose.
3. Purpose of the Fund:
  - a) Future expansion of the Association facilities:
    1. Additions to the existing building
    2. Construction of a new building as part of future expansion of the College as a joint venture with the College or as a project solely initiated and sponsored by the Association
    3. Additions of leasehold spaces on campus
  - b) Renovations to the existing building or leasehold spaces
  - c) Purchase or lease of capital equipment
  - d) General building operating and maintenance expenses including:
    1. Repairs and maintenance
    2. Utilities
    3. Janitorial services
    4. Property taxes
    5. Insurance
    6. Associated wages and benefits
    7. Land lease payments
    8. Leasehold payments
4. In any year, Council may deem it necessary to suspend all or part of the Building Fund Reserve allocation, if the funds are required for the efficient operation of the Association.

**POLICY**

**INVESTMENTS**

Council  
Adopted March 8, 2021  
Motion #: 20-21-155-C

**Policy:**

The Association may invest excess funds for the purpose of maximizing revenue.

**Procedure:**

1. The Executive Director shall be responsible for the administration of all Association investments.
2. All monies shall be invested in a manner that will maximize income and minimize risk.
3. Association funds may be invested in:
  - 3.1 Guaranteed Investment Certificates (GICs) of Canadian Banks, Treasury Branches and/or Credit Unions.
  - 3.2 Debentures or securities of the Government of Canada or any Province in Canada
  - 3.3 Debentures or securities, the payment of which is guaranteed by the Government of Canada or any Province in Canada.
4. The maximum amount of any one investment shall not exceed \$300,000 CDN.
5. The maximum term of any one investment shall not exceed 24 months.
6. Purchase amounts and maturity dates of investments shall not impede cash flow or interfere with the efficient operation of the Association.

**POLICY**

**RESTRICTED FUNDS**

Council  
Adopted March 8, 2021  
Motion #: 20-21-157-C

**Policy:**

The Association shall administer and maintain restricted funds for the purpose for which they were established. Such funds are not available for the general purposes or operation of the Association.

**BUILDING FUND RESERVE:**

- 1. This fund shall be administered as per the Building Fund Reserve Policy.

**CULTURAL ACTIVITIES TRUST FUND:**

- 1. This fund shall be administered as per the CAT Fund Terms of Reference (appendix item)
- 2. Fund Allocation: The Association's annual contribution to the CAT Fund shall be determined through the annual budgetary process, the amount not to exceed \$6,000.
- 3. All surplus funds shall be directed to the Cultural Activities Trust Fund for use in future years.

**FOOD BANK RESERVE:**

- 1. Purpose: The Food Bank Reserve was established to address food insecurity on campus and ensure the Association's ability to respond to student needs.
- 2. Funding Sources: The Food Bank Reserve is primarily funded through external donations. When deemed necessary, the Association may allocate funds to the reserve through the annual budgetary process.
- 3. All donations and budget allocations to the Food Bank Reserve are restricted for the purpose for which the Food Bank Reserve was established.
- 4. Use of the Fund:
  - 1 Purchase groceries to prepare food hampers
  - 2 Purchase gift cards for non-perishable food items
  - 3 Purchase supplies for the Soup Program
  - 4 Purchase supplies for the Breakfast Program
  - 5 Address increased demand for additional food insecurity supports
- 5. Administration of the Fund: The Executive Director or designate shall be responsible for the operation of the Student Food Bank. The Association shall work closely with the College's student funding office to identify student need and maintain confidentiality.
- 6. All surplus funds (contributions less expenses) shall be directed to the Food Bank Reserve at year end.

**HEALTH PLAN RESERVE**

- 1. Purpose: The Health Plan Reserve was established to ensure the continuation of the student health and dental plan, respond to premium and administration cost adjustments, and to enhance student health and dental benefits.
- 2. Funding Sources: The Health Plan Reserve is funded through health & dental fees paid by eligible Members of the Association.

3. Use of the Fund:
  - 1 Monthly insurance premiums
  - 2 Enhancement of health & dental benefits
  - 3 Purchase of health and wellness tools, programs
  - 4 Staffing and administrative costs
  - 5 Related consulting and professional fees
4. All surplus funds (revenues less expenses) shall be directed to the Health Plan Reserve at year end.
5. If deemed necessary for the operation of the Association, Health Plan Reserve funds in excess of \$400,000 may be transferred to general revenue.

#### MENTAL HEALTH RESERVE

1. Purpose: The Mental Health Reserve was established to address the stigma surrounding mental health issues and offer mental wellness supports to Association members.
2. Funding Sources: The Mental Health Reserve is funded through external donations, sponsorships and/or Association contributions determined during the annual budgetary process.
3. Use of the Fund:
  - 1 Promotion of mental health initiatives determined by the Mental Health Initiatives Committee
  - 2 Support related workshops, speakers, projects
  - 3 Purchase supplies and swag for mental health events
  - 4 Associated staffing costs
4. All surplus funds (revenues less expenses) shall be directed to the Mental Health Reserve at year end.

#### TUTORING RESERVE

1. Purpose: The Tutoring Reserve was established to address gaps and accessibility of peer tutoring on campus.
2. Funding Sources: The Tutoring Reserve is funded through external donations, sponsorships and/or Association contributions determined during the annual budgetary process.
3. Use of the Fund:
  - 1 Purchase of annual tutoring platform
  - 2 Related banking and service fees
  - 3 Subsidize tutoring for students in need
  - 4 Related consulting and professional fees
  - 5 Associated staffing and administrative costs
4. All surplus funds (revenues less expenses) shall be directed to the Tutoring Reserve at year end.

#### STUDENT GROUP FUNDS PAYABLE

1. Student Group Funds are classified as a short-term liability on the Association Balance Sheet.
2. These funds shall be administered through the Association, on behalf of the individual Student Groups.
3. All funds held on behalf of Association Student Groups shall be considered restricted for the purposes for which each Student Group has established.
4. Student Groups must abide by all Association policies regarding financial accountability.