

# Executive Application Package

Positions available:

Vice President External

Vice President Student Life



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

# IMPORTANT INFORMATION

## 1. Eligibility

For a student to be considered eligible to apply for a position, they must meet the following criteria:

- Applicants must be members of SAMU (A member of SAMU is a student of MacEwan University who has paid SAMU fees for the current academic term).
- Applicants must be in good academic standing with MacEwan University.

## 2. Submission

For a student to apply for an Executive Committee position they must submit:

- A completed Applicant Eligibility Form,
- A completed Nomination Form (nomination form requires endorsement by at least 10 current student members of SAMU, and
- A cover letter. The cover letter should include information on: what interests you about the position, what you hope to gain from it, and any life experience you think is relevant to working with others on SAMU's Students' Council. The cover letter has no set length or format, but please include your name, contact info, and in 12 point font.

## 3. Nominations Committee

The Students' Council Operations Committee will oversee the review of all applications and will schedule interviews for selected candidates.

## 4. Training

All applicants are required to attend training sessions as scheduled.

Currently scheduled training:      Students' Council Refresher - Saturday April 27, 2023, 8:30 a.m. – 5:00 p.m.

Executive Committee Transition Retreat – Monday April 29, 2024, 8:30 a.m. – Thursday  
May 3, 2024, 5:00 p.m.

# **General Information about Executive Committee**

## **What is the Executive Committee?**

The Executive Committee is a group of five full-time student executives, elected in the winter term of each year. It consists of the President, the Vice President Academic, the Vice President External, the Vice President Student Life and the Vice President Operations and Finance. Collectively, it has the authority to use the powers of the association within the guidelines set out by the Students' Council in bylaws and policy. It is responsible for directly overseeing the work of the General Manager of the Students' Association of MacEwan University. Each executive is given responsibility for advising the Executive Committee and Students' Council on their particular portfolio.

## **What does it take to be an Executive of the Students' Association of MacEwan University (SAMU)?**

Executives are responsible for serving at least 35-hours per week in the performance of their duties throughout a 12-month period. Many of the responsibilities will be after-hours. In particular, members of the Executive Committee attend meetings of Executive Committee, Students' Council, and such other committees that they volunteer for or are assigned to. At the start of the year a great deal of travel will be required as they are oriented into their positions. Executives are also required to maintain good academic standing with MacEwan University in at least one credit per semester during the fall and winter terms and are not allowed to take more than one course per term.

Personally, an Executive needs to be able to adapt to change, work well with groups, be a good communicator, and be a strong critical thinker. They are expected to accept responsibility for things that must be delegated to others. They will be expected to both work toward the continuing projects of SAMU, and to develop and implement initiatives of their own. They will provide reports to their peers in the Students' Council and will be held accountable by the other members of the Executive Committee as well.

Most importantly, they must be willing to adhere to the bylaws, policies, and procedures of SAMU, and to work toward the success of the association in achieving its goals.

## **Why should I apply for Executive Committee?**

There are a number of tangible and intangible benefits from being a member of Executive Committee. You will meet many interesting people, work with them to solve challenging problems, and gain a great deal of valuable experience. You will receive a salary and benefits. Most importantly, you will get the opportunity to make a lasting impact on an important student institution.

## **Excerpt of Applicable Bylaws**

### **Executive Committee**

#### **Authority**

**44** The Executive Committee of SAMU, holds the authority to exercise powers and responsibilities of SAMU consistent with these Bylaws.

#### **Composition**

**45** Executive Committee consists of five Executives, including a President and four Vice Presidents.

#### **Powers**

##### **General Manager**

**46** Executive Committee has the exclusive authority to select, negotiate the employment contract of, provide direction to, review the performance of, and release the General Manager.

##### **Legal**

**47** Executive Committee has the authority to conduct legal proceedings on behalf of SAMU.

##### **Contracts and Signing Authority**

**48** Executive Committee has the authority to negotiate and sign contracts and documents relating to referenda decisions on behalf of SAMU.

**49** Executive Committee has the authority to negotiate, terminate, and sign contracts and budgeted documents on behalf of SAMU.

**50** Unbudgeted contracts over \$75,000.00, and contracts which exceed a five-year commitment must be approved by Students' Council. Employment contracts and Tenant Sub-Lease Agreements are exempt.

**51** Executive Committee may delegate the authority of operational contracts of under \$75,000 and not exceeding a five-year term to the General Manager.

**52** Executive Committee has the authority to sign tenant sub-lease agreements upon the recommendation of the General Manager.

##### **Procedures**

**53** Executive Committee is accountable for Procedures that set expectations for SAMU consistent with these bylaws and with Students' Council Policies, and monitor adherence to those Procedures.

##### **Directives**

**54** The Executive Committee has oversight over Directives.

### **Responsibilities**

#### **Reporting**

**55** Executive Committee reports to Students' Council.

## **Meetings**

### **Calling Meetings**

56 Meetings of Executive Committee are held on the call of any Executive.

### **Frequency**

57 Meetings of Executive Committee will occur no less than once per month.

### **Quorum**

58 Quorum for any Executive Committee meeting is a simple majority of all current voting members.

## **Executives**

### **Qualification for Office**

59 Executives must be General Members at the time of their election or appointment, and in good academic standing with MacEwan University throughout their elected term.

### **Elections**

60 Elections for Executives are held every year.

### **Terms**

#### **Term Beginning**

61 The term of an Executive starts on May 1<sup>st</sup> following their election, or on the date of appointment by Students' Council.

#### **Term Ending**

62 The term of an Executive automatically ends on April 30, unless it is terminated earlier upon receipt by SAMU of a letter of resignation, upon removal from office by the Students' Council, or upon the Executive's ceasing to meet the qualifications for office,

### **Term Limits**

63 An individual may hold Executive positions for no more than three cumulative terms. An Executive may hold no more than one Executive Committee position per term.

### **Responsibilities**

#### **Reporting**

64 Executives submit written reports to Students' Council.

### **Executive Portfolios**

#### **President**

65 The President is accountable for community and university relations, excluding academic affairs, as well as such other responsibilities as are given in SAMU Policies.

#### **Vice President Academic**

66 The Vice President Academic is responsible for academic affairs, as well as such other responsibilities as are given in SAMU Policies.

### **Vice President External**

**67** The Vice-President External is accountable for government relations, as well as such other responsibilities as are given in SAMU Policies.

### **Vice President Governance and Finance**

**68** The Vice President Governance and Finance is accountable for internal affairs, as well as such other responsibilities as are given in SAMU Policies.

### **Vice President Student Life**

**69** The Vice President Student Life is accountable for programming and services, as well as such other responsibilities as are given in SAMU Policies.

### **Vacancies**

**70** In the case of an Executive vacancy, prior to the term beginning Students' Council will solicit a qualified Member for appointment.

**71** In the case of an Executive vacancy or extended leave of absence during the term, Students' Council may appoint a qualified Member to act in the interim, or divide responsibilities of the position.

### **Remuneration**

**72** The Executives are remunerated for their service as provided in SAMU Policies.

## ***Policy - Roles and Responsibilities of Elected Representatives***

### **Rationale**

Clear responsibilities for all those in governance roles at SAMU ensure their adherence to SAMU principles of good governance, helping them to better serve the SAMU membership.

Clear responsibilities for the members of Students' Council ensure that Students' Council meetings are effective and that the decisions made by its members are well informed.

Clear responsibilities for the Executives ensure the effective fulfillment of duties relevant to their portfolios and hold the Executives accountable to the SAMU membership.

### **Definitions**

**Good Governance** provides strategic direction for SAMU that aligns with its vision as a whole, anticipating and responding to the needs of present and future students through the effective stewardship of the bylaws, policies, and strategic plan.

**Official Position** is a formal stance on a particular issue that has been approved by Students' Council.

### **Expectations**

#### **Roles and Responsibilities of Members of Students' Council**

- 1 Members of Students' Council adhere to the SAMU Bylaws and Policies.
- 2 Members of Students' Council take and adhere to the Students' Council Oath, referenced in Appendix A of this policy.
- 3 Members of Students' Council consult and represent the student body.
- 4 Members of Students' Council participate in Town Hall meetings, Students' Council meetings, committees, and related SAMU business.
- 5 Members of Students' Council review all material included in agenda packages and provide applicable feedback prior to meetings.-
- 6 Members of Students' Council participate in mandatory training sessions.
  - 6.1 A member of Students' Council must attend at least 80% of a mandatory training session in order to be counted present.
  - 6.2 In the event that a member of Students' Council fails to be present for a mandatory training session that member will be automatically removed from office.
    - 6.2.1 A member of Students' Council who is absent from a mandatory training session because they are attending to official SAMU business is excluded from this requirement.
- 7 Members of Students' Council participate in Town Hall meetings.
  - 7.1 A member of Students' Council must attend at least 80% of a regularly scheduled Town Hall meeting in order to be counted as present for that meeting.
    - 7.1.1 A member of Students' Council who is absent from a Town Hall because they are attending to official SAMU business is excluded from this requirement.
  - 7.2 In the event that a member of Students' Council fails to be present for a regularly scheduled Town Hall meeting that member will be automatically removed from office.

**8** Members of Students' Council participate in Students' Council meetings.

**8.1** A member of Students' Council must attend at least 80% of a regularly scheduled Students' Council meeting in order to be counted as present for the meeting.

**8.1.1** A member of Students' Council who is absent from a Students' Council meeting because they are attending to official SAMU business is excluded from this requirement.

**8.2** In the event that a member of Students' Council fails to be present for at least 80% of the regularly scheduled Students' Council meetings that member will be automatically removed from office.

**9** Members of Students' Council participate in additional tasks as assigned by Students' Council.

**10** In the event a member of Students' Council is automatically removed from office they may apply to Students' Council for reinstatement.

**10.1** A written application for reinstatement must be submitted to the Governance Investigations and Reinstatement Committee (GIRC) through the Governance Office within 7 business days of their removal from Students' Council to be considered.

**10.2** An application for reinstatement must include all pertinent information, including opportunities to make up for lost engagement, that will help the GIRC render a recommendation to Students' Council.

**10.3** Students' Council will consider an application for reinstatement at their next regularly scheduled Students' Council meeting and will decide by formal motion based on the recommendation from GIRC. This motion requires at least 2/3 voting in favour to pass.

**10.4** Applicants for reinstatement must attend the Students' Council meeting where their application is being considered.

**10.5** Reinstated members of council will retain their previous committee appointments if the vacancies created by their removal have not yet been filled.

### **Roles and Responsibilities of Members of Executive Committee**

**11** Members of Executive Committee represent SAMU by acting in accordance with all official-positions.

**12** Members of Executive Committee maintain regular office hours.

**13** Members of Executive Committee provide up-to-date, written reports to Students' Council on their respective areas of responsibility, to be submitted with the Students' Council agenda package. These reports include goals and projects, significant issues affecting SAMU or its members, as well as decisions made at meetings attended on behalf of SAMU.

**14** Members of Executive Committee provide up-to-date reports to Executive Committee on their respective areas of responsibility, to be delivered orally during meetings of Executive Committee.

**15** Members of Executive Committee participate in the orientation of their successors.

**16** Members of Executive Committee serve on the university committee on tuition and fees.

**17** Individual workloads of members of Executive Committee may be redistributed by Students' Council at the request of Executive Committee.

### **Roles and Responsibilities of the President**

**18** The President supports the direction, initiatives, and advocacy efforts of all other members of the Executive Committee, and serves as the official spokesperson of SAMU and principal contact for SAMU legal affairs.

**19** The President is the direct contact for the MacEwan University Board of Governors, faculty, and staff associations, serving as a member of the Board of Governors and related committees.



**20** The President is knowledgeable on, and advises Students' Council of significant issues impacting the SAMU membership, non-academic university relations, and alumni relations.

#### **Roles and Responsibilities of the Vice President Academic**

**21** The Vice President Academic (VPA) is the direct contact for academic relations of SAMU, including university committees and academic initiatives.

**22** The VPA is a member of university committees, including General Faculties Council, and acts as the academic liaison to department chairs, deans, and the Provost.

**23** The VPA is knowledgeable on, and advises Students' Council and SAMU membership of MacEwan's academic affairs. The VPA is the main contact for students who sit on university committees, and assists students who are pursuing academic grievances and appeals.

#### **Roles and Responsibilities of the Vice President External**

**24** The Vice President External (VPE) is responsible for developing the external advocacy priorities for SAMU, and engages with relevant external stakeholders (including elected government officials) on matters concerning SAMU and its members.

**25** The VPE serves as the official SAMU representative for all external advocacy organizations of which SAMU is a member.

**26** The VPE is knowledgeable on, and advises Students' Council and SAMU membership on the external affairs of SAMU, including external student advocacy and government lobbying.

#### **Roles and Responsibilities of the Vice President Governance and Finance**

**27** The Vice President Governance and Finance (VPGF) is the direct contact for the internal affairs of SAMU, including SAMU Building operations, financial planning, governance, and administration.

**28** The VPGF coordinates annual publications and reporting to SAMU membership, and acts as the operational liaison to MacEwan University. The VPGF also serves as the second student member of the MacEwan Board of Governors and related committees.

**29** The VPGF is knowledgeable on, and advises Students' Council and SAMU membership of SAMU finances and internal operations.

#### **Roles and Responsibilities of the Vice President Student Life**

**30** The Vice President Student Life (VPSL) is the direct contact for the non-academic affairs of SAMU, including SAMU's programs, services, clubs, and events.

**31** The VPSL coordinates SAMU's involvement in MacEwan University's non-academic affairs, including student services, campus activities, and acts as the liaison regarding the student experience.

**32** The VPSL is knowledgeable on, and advises Students' Council and SAMU membership of SAMU programs, services, student groups, events, and MacEwan's non-academic affairs.

**The following pages should be completed, then detached and submitted to the Students' Association of MacEwan University.**



**APPLICANT  
ELIGIBILITY FORM**

In order for a student to be considered eligible to apply for a position, they must meet the following criteria:

- Applicants must be members of the Students' Association of MacEwan University
- Applicants must be in good academic standing (ie. not on academic probation) with MacEwan University
- Applicants must have endorsements from 10 current SAMU members.

DATE: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS(S): \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

I have received a complete SAMU Application Package and have read and understood the materials and rules, including the appropriate bylaws of the Students' Association of MacEwan University. I am fully aware of my responsibilities and wish to be considered for this role. Furthermore, I will attend all of the Students' Council and Executive Committee training as has been scheduled.

Lastly, I authorize the SAMU Governance Office to confirm my eligibility to stand for appointment, by verifying the qualifications outlined at the top of this page, through official MacEwan University records.

SIGNATURE OF CANDIDATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Voluntary Disclosure:**

SAMU aims to engage with students from a variety of backgrounds to inform our governance process.

Would you like to share any lived experience that you believe is important to identify in this application process? Examples: mature student, First Nation/Inuit/Metis, first generation learner, student loan status, LGBTQ2S+, dependents, or others.

NOTE: In order to be declared an eligible applicant and be considered for appointment, the SAMU Governance Advisor, Alan Honey, must receive a completed Applicant Eligibility Form, a candidate cover letter, and a completed Nomination Form (via email: [honeya@macewan.ca](mailto:honeya@macewan.ca)).



## **CANDIDATE COVER LETTER**

**Must be submitted via email to Alan Honey, SAMU Governance Advisor.**

Candidate cover letters will be submitted to the Students' Council Operations Committee for review.





STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY

## NOMINATION FORM

We, the endorsers, being bona-fide members of the Students' Association of MacEwan University,  
nominate\_\_\_\_\_to apply for the vacant **Executive** position.

NAME	PROGRAM	ID No.
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Date Submitted

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Applicant's Signature





