

# Councillor Application Package



**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:

- Councillors 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 a Councillor position they must submit:

- A completed Candidate Eligibility Form,
- a completed Nomination Form (nomination form requires endorsement by at least 10 current student members of SAMU, and
- a cover letter outlining their reasons for being a council member.

## 3. Nominations Committee

The Appointment Advisory 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.

# General Information about Students' Council

## What is SAMU?

- The Students' Association of MacEwan University (SAMU) is a corporation created under the Post-Secondary Learning Act of Alberta as the students' voice in MacEwan University.
- SAMU is a non-profit organization working independently from MacEwan University to support students. Our purpose is to enrich the student experience by focusing on their non-academic needs through an array of student-driven programs and services. We are governed by elected student representatives who set the strategic vision on behalf of students. With support from over 50 full- and part-time staff, we keep our mandate student-focused to achieve the vision. SAMU is proud to be an organization serving students, inspired by students.

## What is the Students' Council?

- Students' Council is a governance board.
- The Students' Council is the highest governing body of SAMU. All of the authority given to a Students' Association under the law is vested in Students' Council. Students' Council delegates that authority to the Executive Committee of SAMU. Students' Council recommends bylaws and writes policies that govern the activities of SAMU, setting out expectations on what SAMU will accomplish and monitors those expectations to ensure that they have been met. Students' Council sets direction for SAMU.
- The Students' Council is elected each year by the SAMU membership. All Students' Council members are members of SAMU. Because they are students, they are the true student voice that guides SAMU throughout the year.
- The Students' Council is comprised of 14 Councillors, one (1) Secondary Student delegate and five (5) Executives.

## What does it take to be a Councillor?

- A councillor must be able to commit the time required by the Students' Council for meetings. Students' Council meetings are held once a month during the school year and are typically between two (2) and three (3) hours long. To be an effective member of Students' Council, a councillor will require the time to thoughtfully consider materials provided before meetings, to investigate concerns about those materials and to develop their own suggestions. A councillor should be willing to spend time asking students what they think about the issues that Students' Council is considering and asking students what issues they believe Students' Council should be considering. Councillors are expected to serve on SAMU Committees. Councillors will also be required to attend a mandatory Students' Council orientation and refresher.
- A Councillor must be a good communicator. They must be comfortable saying what they think, even when others may not agree. They must also be able to express disagreement without offending their colleagues. A good councillor is also a strong critical thinker; they carefully consider possibilities, ask questions and make decisions based on the best information they can get. Councillors must also be self-motivated learners; there are skills and techniques specific to working on a governance board that new councillors are expected to quickly learn and apply.
- It is important that members of Students' Council believe in the importance of SAMU and that they have a sincere desire to see it succeed in its mission. They must also be responsible. Elections aside, it is the members of Students' Council that must hold themselves and one another accountable for their own performance, the performance of the Students' Council, and the performance of SAMU as a whole. They must be willing to adhere to and enforce the bylaws and policies of SAMU.

## Why should I run for Council?

- Councillors receive a number of tangible and intangible benefits from their time on Students' Council. Councillors will meet interesting people, face difficult challenges and gain a great deal of experience that will be valuable in the future. Councillors will also receive an honorarium for the time spent in meetings.
- Most importantly, councillors will get the opportunity to make a lasting impact on an important student institution.

## **Bylaws - Students' Council**

### **Highest Authority**

**12** As established within the Post-Secondary Learning Act, all of the powers and responsibilities of SAMU not otherwise assigned in these Bylaws are vested in the Students' Council of SAMU, hereinafter referred to as "Students' Council".

### **Composition**

**13** Students' Council consists of fourteen Councillors and five Executives.

### **Powers**

#### **Interpretation of Bylaws**

**14** Students' Council holds the exclusive authority to interpret the Bylaws in cases of ambiguity.

#### **Policy**

**15** Students' Council exercises the powers and responsibilities of SAMU by enacting Policies that set expectations for SAMU consistent with these bylaws, and by monitoring adherence to those Policies.

#### **Vision and Mission**

**16** Students' Council approves the vision and mission of SAMU.

#### **Borrowing Powers**

**17** Students' Council holds the exclusive authority to authorize the borrowing of funds and the pledging of SAMU assets as security. Such authorization shall be by special resolution.

#### **Budget Approval**

**18** Students' Council gives final approval to the SAMU budget.

#### **Committees**

**19** Students' Council may create committees and may delegate to them powers and responsibilities in a way that is consistent with these Bylaws.

#### **Punitive Measures**

**20** Students' Council has the exclusive power to censure or remove from office Councillors and Executives.

### **Responsibilities**

#### **Annual Report**

**21** Students' Council provides for the creation of an Annual Report to the Members of SAMU, outlining the activities and status of SAMU.

#### **Consultation**

**22** Students' Council ensures that it consults with students in the performance of its duties.

## **Meetings**

### **Regular Meetings**

**23** Regular meetings of Students' Council are held at least once a month.

### **Special Meetings**

**24** Special meetings may be called by any two members of Students' Council with advance written notice of at least one week.

### **Town Hall Meetings**

**25** Town Hall meetings are held at least once per year.

### **Quorum**

**26** Quorum for any Students' Council meeting is a simple majority of all current voting members.

### **Special Resolutions**

**27** A Special Resolution of Students' Council requires two weeks notice of the motion, and at least 75% voting in favour.

### **Open Meetings**

**28** Meetings of Students' Council are open to the public.

## **Councillors**

### **Qualifications for Office**

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

### **Elections**

**30** Elections for Councillors are held every year.

### **Terms**

#### **Term Beginning**

**31** The term of a Councillor starts on November 1 following their election, or on the date of appointment by Students' Council.

#### **Term Ending**

**32** The term of a Councillor ends on October 31, upon SAMU's receipt of a letter of resignation from the Councillor, upon Students' Council's removal of the Councilor, or upon the Councillor's ceasing to meet the qualifications for office.

### **Vacancies**

**33** In the case of a Councillor vacancy, Students' Council will solicit a qualified Member for appointment.

### **Remuneration**

**34** Councillors are remunerated for their service.

## ***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 Councilor Days, Town Hall meetings, 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. A member of Students' Council must attend at least 80% of a mandatory training session in order to be counted present.
  - 6.1 In the event that a member of Students' Council fails to attend a mandatory training session that member will be automatically removed from office.
- 7 Members of Students' Council attend Town Hall meetings and Students' Council meetings. A member of Students' Council must attend at least 80% of a Town Hall meeting or a Students' Council meeting in order to be counted as present for that meeting.
  - 7.1 In the event that a member of Students' Council is absent for more than 20% of regularly scheduled Town Hall meetings and Students' Council meetings that member of Students' Council will be automatically removed from office.
- 8 Members of Students' Council perform additional tasks as assigned by Students' Council.

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

- 9 Members of Executive Committee represent SAMU by acting in accordance with all official-positions.
- 10 Members of Executive Committee maintain regular office hours.

**11** 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.

**12** 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.

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

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

**15** 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**

**16** 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.

**17** 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.

**18** 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**

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

**20** 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.

**21** 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**

**22** 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.

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

**24** 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 Operations and Finance**

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

**26** The VPOF coordinates annual publications and reporting to SAMU membership, and acts as the operational liaison to MacEwan University. In the event of a vacant Board of Governors Student Representative position, the VPOF will fill the position.

**27** The VPOF 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**

**28** 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.

**29** 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.

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



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



**CANDIDATE  
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): \_\_\_\_\_

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 training once it 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, LGTBQ2S+, 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 Candidate 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 Appointment Advisory Committee for review.





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## NOMINATION FORM

We, the endorsers, being bona-fide members of the Students' Association of MacEwan University,

nominate\_\_\_\_\_to apply for one of the vacant **Councillor** positions.

NAME	PROGRAM	ID No.
1. _____		
2. _____		
3. _____		
4. _____		
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15. _____		

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Applicant's Signature

