

# 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 any amount of SAMU General Membership 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 5 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 must include your name and contact info, and please limit it to one page at size 12 font maximum.

## 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.

# 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 approves 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 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 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 may serve on SAMU Committees. Councillors will also be required to attend a mandatory Students' Council orientation and refresher, as well as the annual Town Hall event.
- 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.

*Excerpt of Applicable Bylaws:*

**Students' Council**

**Highest Authority**

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

**Composition**

20 Students' Council consists of fourteen Councillors and five Executives.

**Powers**

**Interpretation of Bylaws**

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

**Policy**

22 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**

23 Students' Council approves the vision and mission of SAMU.

**Borrowing Powers**

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

25 Students' Council must receive approval from the MacEwan Board of Governors before going forward with any authorization of borrowing funds or pledging SAMU assets as security.

**Budget Approval**

26 Students' Council gives final approval to the SAMU budget as given in SAMU policies.

**Committees**

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

**Punitive Measures**

28 Students' Council has the exclusive power to impose punitive measures on Councillors and Executives for misconduct.

**Responsibilities**

**Annual Report**

29 Students' Council approves an Annual Report of SAMU, outlining the activities and status of SAMU for publication.

## **Consultation**

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

## **Meetings**

### **Regular Meetings**

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

### **Special Meetings**

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

### **Town Hall Meetings**

**33** Town Hall meetings are held at least once per year as provided in SAMU Policies.

### **Quorum**

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

### **Regular Resolutions**

**35** A Regular Resolution of Students' Council may pass with a simple majority vote in favour.

### **Special Resolutions**

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

### **Open Meetings**

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

## **Councillors**

### **Qualifications for Office**

**38** 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**

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

### **Terms**

#### **Term Beginning**

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

#### **Term Ending**

**41** The term of a Councillor automatically ends on October 31, unless it is terminated earlier upon SAMU's receipt of a letter of resignation from the Councillor, upon Students' Council's removal of the Councillor, or upon the Councillor's ceasing to meet the qualifications for office.

**Vacancies**

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

**Remuneration**

43 Councillors 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.



***Relevant Policy - Remuneration of Elected Representatives - Appendix B: Councillor Remuneration***

**Base Honorarium**

**1** Councillors are remunerated \$60 per meeting of Students' Council attended in accordance with *Roles and Responsibilities of Elected Representatives*.

**1.1** Meeting attendance is remunerated to a maximum of \$480 per academic term.

**Committee Honorarium**

**2** Councillors who serve on committees are remunerated \$60 per committee per academic term.

**2.1** Committee service is remunerated to a maximum of \$120 per academic term.



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



## Students' Council (SC) Schedule 2025-2026\*

Meeting Type	Date	Time	Motion/Consultation Submission** Deadline	Report Submission** Deadline
SC Training	October 25, 2025***	8:30am-7:00pm		
SC Meeting	November 19, 2025	6:00pm-8:30pm	November 12, 2025 at 4:00pm	November 13, 2025 at 4:00pm
SC Meeting	December 17, 2025	6:00pm-8:30pm	December 10, 2025 at 4:00pm	December 11, 2025 at 4:00pm
SC Meeting	January 21, 2026	6:00pm-8:30pm	January 14, 2026 at 4:00pm	January 15, 2026 at 4:00pm
Town Hall	February 4, 2026*	10:30am-1:30pm		
SC Meeting	February 18, 2026	6:00pm-8:30pm	February 10, 2026 at 4:00pm	February 11, 2026 at 4:00pm
SC Meeting	March 18, 2026	6:00pm-8:30pm	March 11, 2026 at 4:00pm	March 12, 2026 at 4:00pm
SC Meeting	April 15, 2026	6:00pm-8:30pm	April 8, 2026 at 4:00pm	April 9, 2026 at 4:00pm
SC Training	April 25, 2026	8:30am-6:00pm		
SC Meeting	May 20, 2026	6:00pm-8:30pm	May 13, 2026 at 4:00pm	May 14, 2026 at 4:00pm
SC Meeting	June 17, 2026	6:00pm-8:30pm	June 10, 2026 at 4:00pm	June 11, 2026 at 4:00pm
SC Meeting	July 15, 2026	6:00pm-8:30pm	July 8, 2026 at 4:00pm	July 9, 2026 at 4:00pm
SC Meeting	August 19, 2026	6:00pm-8:30pm	August 12, 2026 at 4:00pm	August 13, 2026 at 4:00pm
SC Meeting	September 16, 2026	6:00pm-8:30pm	September 9, 2026 at 4:00pm	September 10, 2026 at 4:00pm
SC Meeting	October 21, 2026	6:00pm-8:30pm	October 14, 2026 at 4:00pm	October 15, 2026 at 4:00pm

\* Mandatory attendance. Other, non-mandatory, meetings may be added throughout the year.

\*\* All submissions must be emailed to the Governance Office by the identified deadline. Motions & consultation items submitted after the deadline will be added to the SC agenda in the following month.

\*\*\* Tentative.

**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 5 current SAMU members.

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

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

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

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

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I have received a complete SAMU Application Package and have read and understood the materials and rules, including the appropriate bylaws and policies 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 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: \_\_\_\_\_

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**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 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 to Alan Honey, SAMU Governance Advisor.**

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





## 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	ID No.
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

\*Note: applicants are required to receive endorsements from a minimum of 5 students who are members of SAMU. Names & ID numbers will be confirmed through MacEwan University records. Names that do not match ID #s will be considered invalid and will not count toward the 5 endorsements.

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

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

