

Councillor Application Package



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 a Councillor position they must submit:

- A completed Candidate Eligibility Form;
- a completed Nomination Form which requires endorsement by at least 25 current student members of SAMU;
- a cover letter outlining their reasons for being a council member; and
- a resume.

3. Nominations Committee

The Appointment Advisory Committee will oversee the review of all applications and will schedule interviews for selected candidates.

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 and three 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.
- Also, 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 responsible 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 apply 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 with them, and will gain a great deal of experience that will be valuable in the future. Councillors 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 Councillor, 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.

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 with MacEwan University

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: _____

NOTE: In order to be declared an eligible applicant, the SAMU Governance Advisor, Alan Honey, must receive this form (to room 7-292) by Tuesday, May 21, 2019 at 12:00p.m.

COMPLETE FORM, DETACH FROM BOOK, KEEP BOOK FOR YOUR REFERENCE

CANDIDATE COVER LETTER AND RESUME

Must be submitted in person to Alan Honey, SAMU Governance Advisor.

Candidate cover letters and resumes will be submitted to the Appointment Advisory Committee for review.

You have a **maximum of 250 words total** for your **cover letter** (not including your name, or the position you are applying for).

These categories are suggestions only:

Reason for application:

Goals:

NOMINATION FORM

We, the undersigned, 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. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
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14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

Applicant to complete, and sign, reverse side of form.

- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____



Date Submitted

Applicant's Signature

