



## POLICY 2.02

### COUNCIL GOVERNANCE

#### *Students' Council Responsibilities*

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#### **POLICY INTENT**

AUSU offers students the opportunity to use their leadership skills to represent their peers. Councillors should be open minded, dedicated to open and distance education and willing to participate in setting direction and goals on behalf of the membership.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

##### **Authority**

- 2.02.01 Councillors act in a position of trust and are trustees for AUSU. Their authority is derived from:
- the Alberta Post Secondary Learning Act;
  - AUSU By-laws; and
  - AUSU Policies.

##### **Responsibilities**

- 2.02.02 Councillors' responsibilities include, but are not limited to:
- being aware of and adhering to AUSU policy and bylaws;
  - speaking with one voice when representing the views of Council;
  - representing AUSU concerns externally, in the interest of the membership;
  - setting goals and objectives for AUSU;
  - maintaining and setting an annual budget
  - managing resources in the best interests of the members; and
  - accountability for their actions and statements while acting on behalf of AUSU.

##### **Membership Requirement**

- 2.02.03 As student representatives, councillors shall endeavor to remain active students throughout their terms on council. Breaks in study are permitted, during which time councillors shall be deemed associate members, per the bylaws.
- 2.02.04 Councillors who are associate members must return to active member status within four (4) months of the end of study, or relinquish their position on council.

- 2.02.05 Councillors shall not permit active membership status to lapse for more than six (6) months in any twelve (12) month period.
- 2.02.06 Student representatives are required to have knowledge of open and distance education, an understanding of general meeting protocol and AUSU governance structure, and a willingness to foster teamwork in a collaborative environment.
- 2.02.07 If a councillor's active membership lapses for more than four (4) consecutive months, or more than six (6) months in any twelve month period, the councillor shall be immediately suspended from council without pay or voting privileges, and a motion for their removal from council shall be placed on the agenda for the next council meeting.

### **Requirements**

- 2.02.08 Student representatives are required to have knowledge of open and distance education, an understanding of general meeting protocol and AUSU governance structure, and a willingness to foster teamwork in a collaborative environment.

### **General Duties**

- 2.02.09 The following are the general duties of Councillors:
- a) attending Council meetings, General Meetings and Committee meetings, and participating in discussions that may occur over teleconference, via e-mail, or by another distance communications medium;
  - b) reporting to Council, as necessary or when directed;
  - c) actively participating in meetings and being prepared to take an active role;
  - d) responding to all requests from council or staff within three business days;
  - e) reviewing and voting on policies and committee recommendations when appropriate;
  - f) defining AUSU's organizational plan;
  - g) defining AUSU's budget;
  - h) assisting in the implementation of recommendations of the Executive Council;
  - i) hiring and termination of the Executive Director upon the recommendation of the Executive Council;
  - j) contributing their individual perspective to council discussions to ensure broad representation on behalf of the membership;
  - k) maintaining friendly, positive and respectful working environment;
  - l) maintaining decorum while acting as a Councillor; and
  - m) participating, when appointed, in AUSU or AU Committees.

### **Time Requirements**

- 2.02.10 Councillors should be prepared to devote approximately 2 to 5 hours per week to council duties. Additional responsibilities, such as committee work, may require more time.
- 2.02.11 Councillors who will not be available to respond to e-mail or phone contact for more than 3 business days must inform the President.
- 2.02.12 Councillors who are not available to respond to email or phone contact for more than 2 weeks will be placed on a leave of absence and their wages may be suspended until they return to active work.

## **POLICY HISTORY**

Original Approval Date: October 23, 1999

Updated Date: May 5, 2009

Mandatory Review By Date: May 5, 2011