

Nomination Package

If you are interested in running for AUSU Council, we ask that you carefully read through this entire document as it will outline all of the processes and requirements for the election, and answer many questions about the available positions. Make note, as this is a by-election, AUSU will be following the [AUSU By-Election Policy 3.03](#) for the election process.

Eligibility Requirements

To run for Council, you must meet ALL of the following requirements:

1. You must be an AUSU member as of the start of the campaign period (September 19, 2016).

AUSU membership fees are paid with every Athabasca University (AU) undergraduate course enrolment, with the following exceptions:

- Challenge for credit registrations
- Registrations where you have opted to “audit” the course
- Courses that provide 0 university credits.

You must be enrolled in at least one qualifying undergraduate course at AU. Membership begins on your course start date (not when you enrol), and ends when either your final grade is posted, you withdraw from the course, or your course contract end date, whichever comes first. If you purchase a course extension, your AUSU membership is extended for free. If in doubt, contact AUSU to confirm whether you are on the current member list.

2. You must have earned 3 or more AU undergraduate credits.

Credits must have been successfully earned and posted to your student record by the day before the election opens. Credits must have been earned from a completed regular AU undergraduate registration. Challenge for credit and transfer credits do not qualify. The course must be complete and a final passing grade assigned to your transcript.

3. You may not run for AUSU council if:

- You are in litigation with AUSU.
- You are a member “not in good standing” at any time during the election process (*from application through election*).
- You have an unresolved debt to AUSU.
- You are an employee of Athabasca University (*student research positions are acceptable*).
- You are classified by Athabasca University as a graduate student.
- NOTE: Graduate status at another school does not affect your status at AU, nor does previous graduation from an AU program.

Eligibility Notes: To run for AUSU council, you do NOT need to:

- Live in Alberta, or even in Canada (*although if you are overseas you should be prepared to attend meetings in the middle of the night*).
- Be enrolled in a specific AU program.
- Have prior experience sitting on a board or council.

Final Eligibility

Final eligibility will be determined by the Chief Returning Officer (CRO), and the AU Registrar will be asked to confirm all of the above requirements. AU determines if a student is a graduate or an undergraduate; AUSU cannot affect this status. AUSU cannot interfere with the decision of the CRO but will provide the CRO with student status information in order for the CRO to fulfil their duties.

The candidate list will be finalized on **September 19, 2016** and you will be notified at that time if you have met all of the above eligibility requirements.

Additional Requirements if Elected

- The two new councillors will be serving approximately an 18-month term (from October 2016 to the next General Election in March 2018). You should be reasonably certain you will retain AUSU membership for the length of the term. You may take a break from studies during the council term, but cannot allow membership to lapse for more than 4 consecutive months or more than 6 months in any 12-month period.
- You must maintain a GPA of 2.0 throughout your term and successfully complete at least 3 AU undergraduate credits each year.
- You must be reasonably available to attend monthly council meetings and committee meetings by teleconference. AUSU will always try to provide a minimum of 7 days' notice of a meeting.
- You must also be able to check email regularly and devote several hours per week to reading and answering email.
- You must have access to:
 - A reliable phone and internet connection. While many meetings can accommodate electronic attendance, we cannot guarantee this for all meetings and cannot excuse councillors due to the lack of reliable phone service.
 - A computer in good working condition. Your computer will not have to run any demanding applications, but must have up to date virus protection and be able to run Microsoft Word, as AUSU uses this program for all policy revisions.
 - A place to attend phone meetings that is quiet and allows you to access your computer.

Executive Positions

At present, the executive positions are filled. Normally the process is to hold an executive election every year, so the next executive election is tentatively set for March 2017. There are three executive positions which are filled by internal election from among the nine elected councillors (President, Vice President External and Student Affairs, and Vice President Finance and Administration). Executive positions are held for one year.

If you intend to run for an executive position in the future, you will be expected to work full-time hours, though there is some flexibility in scheduling those hours. Be aware, however, that university meetings take place during the regular Alberta workday and they will not arrange these in the evening to accommodate AUSU. Executives will need to be able to attend at least a few daytime meetings via teleconference each week. These stipulations do not apply to those who do not intend to run for executive. You do not have to declare interest in an executive position when you run for Council.

You can find more information about the executive election in [AUSU Policy 3.02 Election of Executive Officers](#), and about the executive roles in the [AUSU Policy 2.03 Officers' Job Descriptions](#).

Application Process

To run in the election, all candidates must:

- **Fill out and return the nomination form** below **between August 31 and September 14, 2016** to cro@ausu.org. No early or late submissions will be accepted. It is the responsibility of candidates to follow up if they have not received confirmation that their form was received within 24 hours. Incomplete or unsigned forms will not be accepted. AUSU cannot directly accept these forms.
- **Submit a short biography** of 75-100 words to the CRO at cro@ausu.org **by September 14, 2016**. Make note, the word limit is firm, however, it does **not** need to include your name or location, as these will be listed separately. This leaves more space for you to list your goals, background, experience, or anything else you would like to state. Optionally, you may **also** include a campaign 'poster' to be displayed along with your biography. Posters must be in PDF or JPG format, and must be tasteful. They will be subject to approval by the CRO.
- **Attend one of the following AUSU orientation sessions** by teleconference, in which prospective candidates will be provided additional information about the election and the councillor positions, as well as an opportunity to ask questions. You must notify the CRO at cro@ausu.org which session you wish to attend **by September 14, 2016**.
 - Thursday, September 15, 2016 at 5pm MT
 - Friday, September 16, 2016 at 11am MT
 - Saturday, September 17, 2016 at 1pm MT.



- **Reconfirm your intent** to run in the election by e-mail to cro@ausu.org **between September 21 and 28, 2016**. This step is required so that the CRO can confirm all candidates still intend to run after learning more in the orientation sessions, and to make sure the names on the final election ballot are correct.
- Comply with all rules detailed in the [AUSU Election Conduct Policy 3.01](#).

Campaign Opportunities

If you are approved as an election candidate, you will have the following opportunities to campaign from **September 19 to October 3, 2016**.

- Your biography (and poster, if submitted) will be posted to the AUSU website.
- You will be provided with a link to the **AUSU Election Forum** once you are confirmed as a candidate. We encourage all candidates to post a biography to the “Candidate Biographies” section. All AUSU members will also be provided with access to this forum to allow them to post questions for the candidates, and we encourage all candidates to respond to questions.
- For all additional campaign opportunities, review the [AUSU Election Conduct Policy 3.01](#). Make considerable note of the following:
 - Candidates may not coerce, threaten, bully, defame, or discriminate against other candidates.
 - Candidates may not use AU or AUSU logos or slogans in their campaign.
 - Candidates may not harvest member emails, phone numbers, or other contact information for the purpose of distributing campaign statements. Direct contact with members is permitted only through posts on sites available to the public or via contact information voluntarily provided to the candidate by the member.
 - Candidates may campaign to classmates, but cannot campaign during class time, interfere with teaching, or otherwise affect the educational activities of the class.
 - Candidates may not post campaign materials that provide false information about other candidates, violate the law including the Canadian Charter of Rights and Freedoms and the Alberta Bill of Rights, or that provide access or reference to other materials that do.
 - Candidates may not violate AUSU policies or bylaws, any laws relevant to Alberta of the candidate’s place of residence, Athabasca University academic or non-academic misconduct policies, the Canadian Charter of Rights and Freedoms, or the Alberta Bill of Right.



- If you feel that anyone has violated the [AUSU Election Conduct Policy 3.01](#), or committed any other violation of policies, bylaws, or laws during the election process, you can file a complaint with the CRO at cro@ausu.org. Make note, you will be required to fill out a complaint form.

Councillor Roles and Responsibilities

- Each councillor is expected to do his or her best to represent the needs of AUSU members.
- Regular councillors (non-Executives) can typically perform their role by devoting a several hours per week to reading and responding to emails. They must also attend at least one council meetings per month via teleconference, which will involve reviewing meeting packages and voting to approve or reject any motions on the agenda. Attending meetings and voting on motions is a major role of councillors as it ensures that there is oversight on all executive actions, and that a wide range of student views are considered.
- Councillors are also expected to sit on one or more AUSU committees for a small honorarium. Typical committee duties include attending monthly meetings, reviewing and approving awards, finance documents, or AU media content, and in some cases may involve some research.
- Executive councillors work full time hours (*30 hours per week, or 35 hours per week for the President*). They attend many meetings, perform research, and write a number of reports each month to ensure that members are frequently consulted and kept informed about what Council is doing. They will also advocate on behalf of members in meetings with AU executives, committees, working groups, and government agencies. Most meetings can be attended via teleconference, though some travel opportunities will be provided. Executive councillors also draft policy updates and other motions for consideration, among other duties.
- An elected Council will typically have a wide range of experience levels. Those with less experience should not hesitate to apply as training will be provided.

Benefits of being on AUSU Council

- The opportunity to affect post-secondary options for students at AU and across the country.
- Governance training and experience, including how to read and revise policies, and how to conduct meetings.
- The opportunity to provide services and advocacy to AUSU students.
- The opportunity to learn more about the management of your university, and post-secondary education on a provincial and national level.
- Work experience (for those who sit on the Executive).
- An honorarium for attending meetings (\$75 per council meeting and \$50 per month for committee work).
- Executives receive a significant honorarium and benefits.



Nomination Form

Candidates must submit this form **between August 31 and September 14, 2016**. The form must be submitted by email to cro@ausu.org. The information will be used to verify eligibility for the By-Election.

PART ONE – Contact Information

Name _____

Address _____

Phone _____ Alternate Phone _____

Email _____ AU Student ID _____

Facebook Address (optional) **www.facebook.com/** _____

**AUSU uses Facebook as a means of communicating with our members, and we would love to be able to tag you in posts during the election if you become a candidate.*

PART TWO – Declaration

By checking this box, I hereby affirm my intent to serve as an AUSU councillor if I am elected in the 2016 AUSU By-Election, and acknowledge the following election requirements:

1. Submit a biography of 75 - 100 words, by email to cro@ausu.org, by **September 14, 2016**.
2. Confirm which orientation I wish to attend, by e-mail to cro@ausu.org, by **September 14, 2016**.
3. Complete an orientation session via teleconference between **September 15-17, 2016**.
4. Re-confirm my intent to run, by e-mail to cro@ausu.org, between **September 21-28, 2016**.

I further certify my understanding that to run in the 2016 AUSU By-Election, I must be a member of AUSU (pre-enrollments do not qualify) as of the start of the campaign period (September 19, 2016).

I understand that I must maintain active student status throughout my term as defined in [AUSU policy 2.14.05](#).

I hereby authorize AUSU to obtain information from Athabasca University to confirm my membership status including if I am currently registered in an undergraduate course for credit, and have completed the required number of credits to be eligible. I further understand that my name will be removed from the candidate list if I am not a member, have not fulfilled the course completion requirement, or otherwise am not eligible under the bylaws and policies of AUSU.

I understand that I must adhere to [AUSU Election Policy 3.01 Election Conduct](#).

Signature _____ Date _____