



## POLICY 2.14

### COUNCIL GOVERNANCE

#### *Councillor Responsibility and Honoraria*

#### **POLICY INTENT**

To ensure adequate accountability and compensation of AUSU councillors.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

##### **Authority**

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

##### **Duties and Responsibilities**

- 2.14.02 The duties of AUSU councillors are:
- to guide and direct the organization through the creation and maintenance of appropriate bylaw and policy;
  - attend and actively participate in meetings of council;
  - read, review, and fully prepare for all meetings of council and committees for which they are a member;
  - to actively participate in asynchronous discussions and read and reply to emails in a timely manner; and
  - to approve an annual operating budget.

##### **Membership Requirements**

- 2.14.03 All members of council are required to remain in good standing with the students' union.
- 2.14.04 All members of council must maintain their member status for a minimum of two-thirds of each of their council term years.
- 2.14.05 If a councillor's active membership lapses for more than one-third of their council term year, the councillor shall be immediately suspended from council without pay or voting privileges,

and a motion of dismissal shall be brought to council as per AUSU's policy on the discipline process.

- 2.14.06 Councillors must maintain a GPA of 2.0 and successfully complete at least one AU undergraduate course per council term year, and must submit a transcript at the end of the first term year.

### **Time Requirements**

- 2.14.07 Councillors must be prepared to attend at least one council meeting of approximately three hours each month, in addition to spending at least two hours preparing for council meetings.
- 2.14.08 Additional meetings may be scheduled as required by AUSU.
- 2.14.09 Additional responsibilities, such as committee work, may require a greater time commitment.
- 2.14.10 Councillors are entitled to 15 business days' vacation per term year and must provide at least 5 days' notice for booking vacation days.
- 2.14.11 Councillors are not paid for meetings for which they were absent, including if they were absent on vacation.
- 2.14.12 During vacation, councillors are not required to fulfill any council duties.
- 2.14.13 Councillors are not required to fulfill any council duties on the following general holidays, as well as any additional week days that the AUSU office is closed for the AU December break:
- a) New Year's Day
  - b) Alberta Family Day
  - c) Good Friday
  - d) Easter Monday
  - e) Victoria Day
  - f) Canada Day
  - g) Alberta Civic Holiday (Heritage Day)
  - h) Labour Day
  - i) Thanksgiving Day
  - j) Remembrance Day
  - k) Christmas Day
  - l) Boxing Day
- 2.14.14 Councillors are to be paid using the AUSU payroll system.
- 2.14.15 The honoraria of elected councillors are not eligible earnings for employment insurance.
- 2.14.16 Canadian Pension Plan and income tax contributions will be deducted from councillor honoraria based on information provided in the required government taxation documentation.
- 2.14.17 If a councillor has an outstanding debt to AUSU for any reason, that councillor shall have thirty days to rectify the situation or make arrangements for payment, and their pay shall be held until such time as the debt is paid. Should the debt not be settled within thirty days, the councillor will then be considered a member not in good standing and will be suspended from council until the outstanding is paid.

- 2.14.18 Councillors shall receive an honorarium of \$75 per AUSU council meeting attended, as per guidelines in the AUSU policy on meeting attendance.
- 2.14.19 Unless otherwise specified in the committee terms of reference, non-executive AUSU committee members shall receive an honorarium of \$50 per meeting per committee, while non-executive AUSU committee chairs shall receive an honorarium of \$75 per meeting per committee, where the committee is eligible for pay according to its terms of reference.

### **Adjustments to Wages and Honoraria**

- 2.14.20 Changes to wages and honoraria for councillors and executives shall be announced to the membership within 30 days of the motion being passed.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References:**

AUSU Bylaws  
AUSU Policy 2.04 Council Governance: Discipline Process  
AUSU Policy 2.08 Council Governance: Meeting Attendance

### **This Policy is Referenced by:**

None

### **Forms:**

None

## **POLICY HISTORY**

Original Approval Date: January 09, 2013  
Last Review Date: January 15, 2018  
Review by Date: January 2020