



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:
- a) the Alberta Post-Secondary Learning Act;
 - b) AUSU Bylaws; and
 - c) AUSU Policies

Duties and Responsibilities

- 2.14.02 The duties of AUSU councillors are:
- a) to guide and direct the organization through the creation and maintenance of appropriate bylaw and policy;
 - b) attend and actively participate in meetings of council, in accordance with Policy 2.08 – Meeting Attendance;
 - c) read, review, and fully prepare for all meetings of council and committees for which they are a member;
 - c) to actively participate in asynchronous discussions and read and reply to emails in a timely manner; and
 - d) 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 In the event that a councillor shall miss a council or committee meeting, councillors must give reasonable notice as per Policy 2.08 – Meeting Attendance.
- 2.14.11 Councillors are not paid for meetings for which they were absent.
- 2.14.12 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
- 2.14.13 Councillors are to be paid using the AUSU payroll system.
- 2.14.14 The honoraria of elected councillors are not eligible earnings for employment insurance.
- 2.14.15 Canadian Pension Plan and income tax contributions will be deducted from councillor honoraria based on information provided in the required government taxation documentation.

- 2.14.16 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.
- 2.14.17 Councillors shall receive an honorarium of \$75 per AUSU council meeting attended.
- 2.14.18 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

- 2.14.19 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
Policy 2.04 Council Governance: Discipline Process
Policy 2.08 Council Governance: Meeting Attendance

This Policy is Referenced by:

None

Forms:

None

POLICY HISTORY

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