

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 the processes and requirements for the election. You must submit the two-page form at the end of this package to cro@ausu.org by **August 7, 2020** in order to run in the 2020 by-election.

Eligibility Requirements

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

1. **You must be an AUSU member** for your nomination to be accepted, and must be a member on the date the election opens (Tuesday, August 25).

You must be enrolled in at least one undergraduate course for credit at Athabasca University. 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 an AUSU member.

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

A minimum of 3 credits must have been successfully earned and posted to your student record by the day the nominations open (Friday, July 24). Credits must have been earned from a completed regular AU undergraduate registration. The course must be complete, and a final passing grade assigned to your transcript.

3. **You must not be on academic probation or have active sanctions for misconduct at Athabasca University.**

You cannot be on academic probation as per [Athabasca University's Undergraduate Standing Policy](#) nor can you have active sanctions for misconduct as per the Academic or [Non-Academic Misconduct Policies](#) to be eligible to run for AUSU council.

4. **You may not run for AUSU council if:**

- You are in litigation with AUSU.
- You are a member "not in good standing" per AUSU bylaws.
- You have an unresolved debt to AUSU.
- Currently a paid employee of the students' union, or have been within the last 24 months.
- You are classified by Athabasca University as a graduate student.

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 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 **August 12, 2020** and you will be notified at that time if you have met all of the above eligibility requirements.

Additional Requirements if Elected

- A council term is two years in length: 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 you must complete at least one course at AU during each of your council term years.
- You must not be on academic probation as per Athabasca University's Undergraduate Academic Standing Policy and successfully complete at least 3 AU undergraduate credits each term year.
- You must be a member in good standing with AUSU to remain on council.
- 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, and usually provides significantly more.
- You must also be able to check email regularly a few times a week and devote a few hours per week to reading and answering email.
- You must have access to:
 - A reliable phone and internet connection, as this is the basis of our meeting communication. AUSU 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, Excel, and Adobe.
 - A place to attend teleconference meetings that is quiet and allows you to access your computer.
- On an annual basis, when initiated by AUSU staff, councillors must declare continued eligibility to serve on council and submit a current transcript to enforce the course completion requirement.

You can find out more about councillor responsibilities in the [AUSU Policy 2.14 Councillor Responsibility and Honoraria](#).

Executive Positions

There are three executive positions which are filled by internal election from among the elected councillors (President, Vice President External and Student Affairs, and Vice President Finance and Administration) and are currently held by President Natasha Donahue, Vice President External and Student Affairs Stacey Hutchings, and Vice President Finance and Administration Monique Durette. Executive positions are held for one year and the next election of executive councillors will occur in the spring of 2021.

If you intend to run for an executive position, you will be expected to work full-time hours, though there is flexibility in scheduling those hours. Be aware, however, that university meetings take place during the regular Alberta workday (Mountain Time), 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 month. These stipulations do not apply to those who do not intend to run for executive positions. 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 more information about the executive roles themselves in the [AUSU Policy 2.03 Responsibilities of Executive Officers](#) and [AUSU Policy 2.15 Executive Accountability and Compensation](#).

Application Process

To run in the election, all candidates must:

- **Fill out and return the nomination form** below **between July 24 to August 7, 2020** 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 (however, Adobe e-signatures are acceptable).
- **Attend one AUSU orientation session** by teleconference, in which prospective candidates will be provided additional information about the election and the councillor positions, and have an opportunity to ask questions. You must choose one orientation time in the nomination form below.
- **Reconfirm your intent** to run in the election by e-mail to cro@ausu.org **between August 17 to 21, 2020**. 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 ballots are correct.
- Comply with all rules detailed in the [AUSU Election Conduct Policy 3.01](#).
- Complete the **mandatory** campaign requirements detailed below.

Campaign Requirements

Mandatory: The following campaign requirements are mandatory. If a candidate fails to meet one of the mandatory campaign requirements, they will be removed from the ballot.

- **Submit a biography** of a maximum of 175 words to the CRO at cro@ausu.org **by August 7, 2020**. **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. AUSU will post your biography on our website [here](#) once the campaign period begins. Note: You will have further opportunities to expand on your goals, background, or experience in your optional video and/or poster (see below) or on the AUSU forums. The short biography is capped for word count due to space allotment on the website in order to incorporate all candidate biographies.
- **Submit a photo** of yourself (*please use a headshot with only yourself in the photo*) that will be used to promote the election on social media, as well as posted on the AUSU website.

Optional: The following campaign opportunities are optional, however, AUSU strongly recommends all candidates take advantage of these opportunities.

- AUSU has an **election forum** set up online [here](#). We strongly encourage all candidates to sign up and post their biography to the “Candidate Biographies” section, and to regularly check the forums and answer questions posed to the candidates by the membership.
- You may submit a digital **campaign poster** to be displayed along with your biography on the AUSU website. Posters must be in PDF or JPG format, and must be tasteful. They will be subject to approval by the CRO. Campaign posters must be submitted to the CRO at cro@ausu.org **by August 7, 2020**.
- You may submit a short **30-second You-Tube video** to be displayed along with your biography. The video should answer the question “*Why do you want to be an AUSU councillor?*” The link to videos must be listed in the application form below. There are instructions on how to upload a video to YouTube online [here](#). Video links must be submitted to the CRO at cro@ausu.org **by August 7, 2020**.
- You may post a campaign statement in the [AU Student Mobile App](#) Campus Wall. In order to ensure the election does not impede other posts in the app, each candidate is permitted to post only **one campaign statement** during the campaign period, in the main feed only. However, candidates are free to ask questions or participate in other conversations on the app.

Campaign Guidelines

- 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 distribute private information (including photographs or other electronic media) about other candidates.
 - Candidates may not violate AUSU policies or bylaws, any laws relevant to Alberta or the candidate's place of residence, Athabasca University's academic or non-academic misconduct policies, the Canadian Charter of Rights and Freedoms, or the Alberta Bill of Rights.
- 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 including your name and contact information in order for the complaint to be investigated. You may also be contacted for further information during the course of the investigation of your complaint.

Councillor Roles and Responsibilities

- Each councillor is expected to do his or her best to represent the needs of the AUSU membership.
- 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 typically at least one council meeting 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 will also typically sit on one or more AUSU committees for an additional small honorarium. Typical committee duties include attending meetings once every few months, reviewing and approving awards, finance documents, or AU media content, and in some cases, may involve some research.
- Councillors are also expected to attend an annual working retreat in person in Alberta annually in the spring/summer – all travel expenses are covered by AUSU.
- Executive councillors work full time hours (30 – 35 hours per week). 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. Many meetings can be attended via teleconference, though 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 the post-secondary experience for students at AU and across the country.
- Governance training and experience, including how to read and revise policies, how to conduct meetings, how to develop goals and strategic plans,
- 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 are elected to an executive position).
- An honorarium for attending meetings (\$75 per council meeting and \$50 for committee work for councillors without portfolio unless otherwise specified in the committee terms of reference).
- Executives receive an honorarium equivalent to \$23 per hour with Vice Presidents putting in 30 hours per week and the President putting in 35 hours per week, along with benefits and the opportunity to travel numerous times per year.

Nomination Form

Candidates must submit this form between **July 24 and August 7, 2020**. No early or late submissions can be accepted. The form must be submitted by email to cro@ausu.org. The information collected will be used to verify eligibility for the 2020 AUSU By-Election.

PART ONE – Personal Information

Name _____

Address _____

Phone _____ Alternate Phone _____

Email _____ AU Student ID _____

PART TWO – Mandatory Requirements

Please choose **one** orientation date that you will attend:

- Saturday, August 8 at 10:00am MT Monday, August 10 at 5:00pm MT

PART THREE – Declaration

- By checking this box, I hereby affirm my intent to serve as an AUSU councillor if I am elected in the 2020 AUSU By-Election.
- I understand that I am required to submit a biography of a maximum of 175 words, by email to cro@ausu.org, by **August 7, 2020**.
- I understand that I am required to submit a photo of myself by email to cro@ausu.org, by **August 7, 2020**.
- I understand that I am **required** to attend the candidate orientation and teleconference election debates as I selected above.
- I understand that I **must** re-confirm my intent to run in the election, by e-mail to cro@ausu.org, between **August 17-21, 2020**.

I understand that I have the **option** to submit a campaign poster and/or 30-second video as outlined above, and that these must be submitted by email to cro@ausu.org by **August 7, 2020**. I agree that these will become the property of AUSU and authorize AUSU to post them on their website and/or other platforms at their sole discretion.

I further certify my understanding that to qualify to run in the 2020 AUSU By-Election, I must be a member of AUSU on the date the election opens on **August 25, 2020**.

I understand that I must maintain active student status throughout my term as defined in [AUSU policy 2.14 Councillor Responsibilities and Honorarium](#).

I hereby authorize AUSU to obtain information from Athabasca University to confirm my membership status including if I am currently registered and have completed the required number of credits, or are on academic probation as per Athabasca University's Undergraduate Standing Policy, or have active sanctions for misconduct as per the Academic or Non-Academic Misconduct Policies. 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** _____

If you have any questions, please contact the Chief Returning Officer, Bailey Daines, at cro@ausu.org.