



## **POLICY 2.14**

### **COUNCIL GOVERNANCE**

#### *Councillor Responsibility and Honoraria*

#### **POLICY INTENT**

To ensure adequate accountability and compensation of AUSU Councillors.

#### **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 Councillors are:
- a. the 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;
  - d. to actively participate in asynchronous discussions and read and reply to emails in a timely manner; and
  - e. to approve the annual operating budget.

##### **Membership Requirements**

- 2.14.03 The Councillors are required to remain in good standing with the AUSU.
- 2.14.04 Councillors must:
- a. not be on academic probation as per Athabasca University's Undergraduate Academic Standing Policy;
  - b. Not have active sanctions for misconduct as per the Academic or Non-Academic Misconduct policies; and
  - c. successfully complete at least one AU undergraduate course per Council term year.

- 2.14.05 Councillors must submit an AU transcript at the end of the first term year, as well as proof of registration of at least one AU undergraduate course within three months of the second term year.
- 2.14.06 A motion for removal is placed on the next Council agenda if:
  - a. a Councillor fails to submit a transcript at the end of the first term year;
  - b. a Councillor fails to submit proof of registration within three months of the second term year; or
  - c. a Councillor's transcript provided at the end of the first term year shows they are on academic probation.
- 2.14.07 Councillors shall be notified of the motion by email, which shall include:
  - a. information about the failure to produce documents, academic standing, or registration included in the motion (dates, meetings); and
  - b. the wording of the motion that will be on the agenda.
- 2.14.08 The Councillor is entitled to present a confidential statement in regards to the motion in writing to Council.
- 2.14.09 Council discussion of the motion shall be in-camera, during which the accused will be excluded from attending or participating in the Council deliberation period prior to the vote.
- 2.14.10 The Council vote will be held as a secret ballot to be conducted in a manner agreed upon by Council.
- 2.14.11 A two-thirds majority is required to pass a motion of removal from Council.
- 2.14.12 A resignation from Council shall not halt these proceedings.
- 2.14.13 Disclosure of the motion and its results shall follow the process outlined in Policy 2.04 Discipline, under the heading of Disclosure.

### **Time Requirements**

- 2.14.14 Councillors must be prepared to attend at least one Council meeting of approximately two (2) hours each month, in addition to spending at least two (2) hours preparing for Council meetings.
- 2.14.15 Additional meetings may be scheduled as required by AUSU.
- 2.14.16 Additional responsibilities, such as committee work, may require a greater time commitment.
- 2.14.17 Councillors are not paid for meetings for which they were absent.
- 2.14.18 Councillors are not required to fulfill any Council duties on the following general holidays, as well as any additional weekdays that the AUSU office is closed for the December holidays:

- 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. National Truth and Reconciliation Day
- j. Thanksgiving Day
- k. Remembrance Day
- l. Christmas Day
- m. Boxing Day

2.14.19 Councillors are to be paid using the AUSU payroll system.

2.14.20 The honoraria of elected Councillors are not eligible earnings for employment insurance.

2.14.21 Canadian Pension Plan and income tax contributions will be deducted from Councillor honoraria based on information provided in the required government taxation documentation.

2.14.22 When councillor has an outstanding debt to AUSU for any reason, that Councillor shall have 30 days to rectify the situation or make arrangements for payment, and their honoraria shall be held until the debt is paid. Should the debt not be settled within 30 days, the Councillor will then be considered a member not in good standing and will be suspended from Council until the outstanding balance is paid needed.

2.14.23 Councillors shall receive an honorarium of \$75 per AUSU Council meeting attended.

2.14.24 Unless otherwise specified in the committee terms of reference, non-executive AUSU committee members shall receive an honorarium of \$60 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**

2.14.25 Changes to wages and honoraria for Councillors and Executive Councillors shall be announced to the membership within 30 days of the motion being passed.

2.14.26 Councillor honoraria can be adjusted by amendment to this policy and are set for the next council prior to the commencement of its term, however, this does not apply to Executive Councillors who are covered under Policy 2.15 Executive Accountability and Compensation.

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

#### **This Policy References**

AUSU Bylaws  
Policy 2.04 Discipline Process  
Policy 2.08 Meeting Attendance  
Policy 2.15 Executive Accountability and Compensation

**This Policy is Referenced by**

None

**POLICY RESPONSIBILITY**

Council

**POLICY HISTORY**

Original Approval Date: November 17, 2008

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