



**SANQC**  
STUDENTS' ASSOCIATION OF NORQUEST COLLEGE

Students' Council  
Nomination Package  
Fall 2018

# Students' Council Information Sheet

Please keep this page after submitting your nomination form.

As a candidate it is your responsibility to understand the nomination process. If you are unsure about the process or have any questions please contact the Chief Returning Officer by emailing [students.association@norquest.ca](mailto:students.association@norquest.ca).

Please ensure your package is fully completed prior to submitting it.  
This package includes:

- **Personal Information & Election Platform**
- **Eligibility Requirements**
- **Duties & Roles of Students' Council**
- **Nomination Form**
- **Grade Waiver**

Please drop off or scan and email your completed package to:

The SANQC Office (1-114) in the Singhmar Centre for Learning  
[students.association@norquest.ca](mailto:students.association@norquest.ca)

## Important Dates:

- **Nomination deadline: Sep 14 at 12 pm**
- **Mandatory All Candidates Meeting: Sep 19 at 4 pm\*\***
- **Candidate Meet & Greet / Debate Sep 26 from 11 am – 1 pm**  
*(highly recommend that candidates be available for this event)*
- **Elections: Sep 25 - 27**
- **Mandatory Training Days: Sep 29 & Sep 30\*\***

\*\* You must be available for these dates





# Eligibility Requirements

Qualifications for office:

- a) Not be currently employed by SANQC;
- b) Be an Active Member of SANQC, and have an honest intention of remaining an Active Member for the duration of the term for the office or seat for which they are seeking election;
- c) Be attending classes at the main downtown Edmonton campus, be willing to participate in meeting via telephone or video conference, or be easily able to access this campus,
- d) Be one of the following:
  - i. A new student of NorQuest College (NQC);
  - ii. A returning student of NQC who has not been enrolled in a program or course at NQC for a full calendar year; or
  - iii. A returning student with a cumulative grade point average (GPA) at NQC of at least 65 per cent or 2.0 and who shall not have been on academic probation for at least one (1) full calendar year prior to their nomination; and
  - iv. In the case of a Candidate running for office as a Member of Council, not have served as a Member of Council for three (3) or more terms, whether consecutive or otherwise, unless or until five (5) years has passed since the end date of their most recent term.

The successfully elected Candidates for all Students' Council positions must supply an enhanced criminal record check which includes the vulnerable sector at the start of their term.

I \_\_\_\_\_ have read, understood and believe that I meet the eligibility requirements of Students' Council.

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Student Signature

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Date

# Students' Council Duties

## What do Students' Councillors do?

Students' Councillors shall:

- Make the best decisions possible on behalf of the membership and in line with the SANQC mission, values, and strategic plan;
- Review information about the Students' Association and its operations as part of their fiduciary responsibility, including insurance coverage, regular financial reports, budgets, audit reports, and contractual obligations;
- Actively work to support each other in the performance of their duties;
- Conduct themselves with the highest level of integrity and exemplify the expectations set out in the SANQC Code of Conduct policy;
- Must represent the Students' Association in a positive manner at all times;
- Perform all duties outlined for Councillors in policy;
- Complete a minimum of ten (10) hours per month;
- Assist in the coordination and implementation of local, provincial and national campaigns relating to educational affairs;
- Be involved with or aware of all external committees of the Students' Association and all external activities of the Students' Association;
- Attend the Annual General Meeting and any Special Meetings;
- Attend committees they have been assigned to by Council;
- Attend all Council meetings;
- Be accountable to the membership for the conduct of the affairs of the Students' Association;
- Receive and review Students' Council meeting minutes;
- Foster positive working relationships between Councillors and Students' Association staff;
- Recruit Candidates to fill vacancies on Students' Council;
- Submit reports to Students' Council outlining the status of individual position duties, projects and official communications as requested;
- Serve assigned office hours;
- Support and participate in SANQC fundraising initiatives;
- Promote the organization's purpose in the community and to the media;
- Accept additional responsibilities as delegated by Students' Council;
- Declare any potential conflict of interest that may prevent them from acting in the best interest of students.

## Students' Council Role

- Council shall be familiar and comply with the provisions of the PSLA, SANQC Bylaws, and policies of SANQC in effect from time to time.
- Council is the official channel of communication between the Members and the Board of Governors of NQC, as per section 95(4) of the PSLA. Council is also the recognized medium of communication between SANQC and each of the following:
  - a) the Board of Governors of NQC;
  - b) other constituent groups within NQC;
  - c) other students' associations recognized under the PSLA;
  - d) the municipal, provincial, and federal levels of Government and other governmental authorities; and
  - e) The general public and other third parties.
- Council shall communicate with the board of NQC through one or more representatives selected by Council from time to time.
- Council shall oversee the business and affairs of SANQC, through participation in the development of the Students' Association of NorQuest College's organizational plan and with assistance from the Executive Director.
- Council has the right to receive, budget, administer and audit all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become, the property of SANQC.
- Council shall, with the assistance of the Executive Director, prepare and approve the SANQC's budget.
- Council, with the assistance of the Executive Director, shall present at the Annual General Meeting a report detailing the activities undertaken by SANQC during the previous year.
- Council, with the assistance of the Executive Director, shall review and present any bylaws amendments for approval at the Annual General Meeting.
- Council, with the assistance of the Executive Director, shall present at the Annual General Meeting the audited financial statements of the previous year.
- Council will review and maintain all policies approved by Council in order to ensure they remain contemporary to the organization's current operations and goals, as amended, revised, supplemented or repealed from time to time.
- Council will approve, where appropriate, policy and other recommendations received from its standing committees and Executive Director
- Approve all unbudgeted financial commitments and expenditures in excess of \$500.
- Council shall promote the general welfare of students consistent with the purposes of NorQuest College.

- Council shall liaise with the administration of the College along with the Executive Director, meeting with key administration as necessary;
- Council shall be responsible for monitoring the performance of the Executive Director. This includes completing annual performance reviews, approving vacation time, and if necessary taking disciplinary actions.
- Council shall be responsible for promoting participation in all SANQC activities.
- Council will appoint one or more representatives to committees to represent the interests of SANQC.
- Council may, from time to time, delegate any of its responsibilities to the Executive Director in an effort to achieve efficiency regarding the affairs of SANQC, provided however that Council remains responsible to ensure any such delegated responsibility is fulfilled.

I \_\_\_\_\_ have read, understood, am willing and able to perform the duties and responsibilities of a Councillor.

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Student Signature

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Date





# SANQC Grade Release Form

I, \_\_\_\_\_ (name of candidate) hereby allow the Students' Association of NorQuest College to access information as required, regarding my grades and academic standing, as held by NorQuest College.

As a Council Member of the Students' Council, I understand that I must maintain a minimum overall average of 65% or cumulative GPA of at least 2.0.

I further understand that I must remain a registered student at NorQuest College during the fall and winter terms in order to remain as a representative of the Students' Association. In the event my grades or academic standing become a concern, I may be required by the Students' Council to withdraw from my position as a representative of the Students' Association.

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Student Signature

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Date