



**SANQC**  
STUDENTS' ASSOCIATION OF NORQUEST COLLEGE

# **Section 1**

# **Nomination Forms**

**Fall 2020**

# Welcome

Congratulations, you have already completed the 1st step to your candidacy by downloading the Students' Council Nomination Package! This package must be filled out completely for your nomination to be considered valid. To assist you in this process, below is a step by step process for becoming a valid Students' Council candidate.

## Step 1 – Download the nomination package.

- Found on [www.sanqc.ca](http://www.sanqc.ca), or email [students.association@norquest.ca](mailto:students.association@norquest.ca) and request one be sent to you.

## Step 2 – Complete section 1 of the nomination package. This will include:

- **Personal information** – Your name and contact information, as well as which Faculty you would like to run for.
- **Nominator list** – Find a minimum of ten (10) students to nominate you. You will track their information and they will be emailed a verification letter to sign electronically on Sep 16 between 12 pm – 4 pm. They will have until Sep 17 at 4 pm to respond.
- **Personal Election Platform** – Your platform that will be promoted to students and your opportunity to tell them why you would be best to represent them.
- **Photo** – You will submit a photo following the guidelines provided. Please save your photo with your name.

## Step 3 – Complete section 2 of the nomination package.

- Read the details of the eligibility requirements, Students' Council duties, Students' Council role, grade release, and consent and release.
- You will be emailed a candidate acknowledgement on Sep 16 between 12 pm – 4 pm and will have until Sep 17 at 4 pm to respond.

## Step 4 – Submit your nomination package by Sep 16 @ 12 pm.

- You do this by saving your completed package with your name, and emailing it to [students.association@norquest.ca](mailto:students.association@norquest.ca)

## Step 5 – Return your signed confirmation forms.

- Remember to sign your confirmation and return it by Sep 17 at 4 pm. Once we have determined you are eligible to run you will be contacted to attend the all candidates meeting on Sep 22 at 4 pm.

# Package Information

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 us by emailing [students.association@norquest.ca](mailto:students.association@norquest.ca) with the subject line 'Nomination Package'

**Please ensure your package is fully completed prior to submitting it.  
Your package will need to include:**

- **Personal Information**
- **Nomination List**
- **Personal Election Platform**
- **Photo**

To ensure you are fully aware of the role and requirements for council there is an attached information package. You are required to complete this reading.  
A verification email will be sent to you upon your nomination submission.

**Please email your completed nomination package to:**

**[students.association@norquest.ca](mailto:students.association@norquest.ca) by Sep 16 at noon.**

## Important Dates:

- **Nomination deadline:** Sep 16 at 12 pm
- **Nominator & Candidate Verification:** By Sep 17 at 4 pm
- **Mandatory All Candidates Meeting:** Sep 22 at 4 pm
- **Election:** Sep 28 – 30; ends at 4 pm on Sep 30

# Personal Information

Name: \_\_\_\_\_

NorQuest Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Student ID # \_\_\_\_\_

Program: \_\_\_\_\_

You are only eligible to run for the Faculty which you are currently enrolled in, with the exception of the Distance & Regional position which is open to students in any Faculty.

**Please click below beside which position you are running for:**

Faculty of Skills & Foundational Learning Representative

Faculty of Health & Community Studies Representative

Faculty of Business, Environment & Technology Representative

Distance & Regional Learning Representative



# Personal Election Platform

## Election Supplement:

SANQC puts together a special election newsletter for the Students' Council election.

**Platform:** This is your opportunity to let students know about you and why you think you would be a good Students' Council Representative. Your platform can be typed into the space provided, or written and attached to this package when emailed prior to the nomination deadline.

**Photo:** You must submit a photo of yourself to be used in SANQC Elections publications.

Your photo should abide by the following guidelines:

- High resolution
- Taken vertically and at eye level
- Shows your face and part of your torso
- Single photo of yourself, no additional people in the picture
- Room on both sides for cropping during publication
- Flat, single coloured background



### DON'T

There are too many people in this photo for us to crop you out successfully.



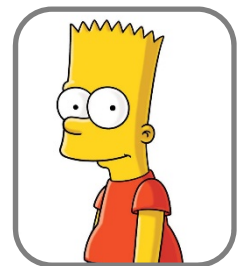
### DON'T

Take a selfie from high up. Your photo won't fit in the publication.



### DON'T

Photos where you are doing something lend to messy backgrounds.



### DO

Single, straight on photo. Room on both sides to crop your photo to fit the publication. Plain background.



## **Section 2 Information**

# 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 or 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.



# 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.

# **SANQC Grade Release**

As a candidate I acknowledge the Students' Association of NorQuest College be able 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.

# SANQC Consent and Release Form

**THIS PERMISSION** is unconditionally granted to The Students' Association of NorQuest College for educational and related purposes deemed appropriate by The Students' Association of NorQuest College, both internal and external to the Institute.

**I HEREBY** give The Students' Association of NorQuest College permission, with respect to any photographs, written information and comments, taped interviews or digital images that it has taken of me to:

OR

Any materials written or otherwise produced by me to:

- (a) use, re-use, publish and re-publish the same in whole or in part, individually or in conjunction with other photographs, interviews or images in a publication, print ad, electronic media (e.g., CD-ROM, Internet, World Wide Web) or other form of promotion;
- (b) use my name in connection therewith.

**I HEREBY** waive any right of approval of the finished product or copy that may be used with the information or the image that has been reproduced. The Students' Association of NorQuest College shall not be required to pay any consideration for the usage of my photograph, image or information.

**I AGREE** to hold harmless, indemnify and release The Students' Association of NorQuest College and NorQuest College, its employees and representatives, from all claims, actions, and costs with respect to the release and use of my photograph, image or information.

**I AM** of the legal age and have read the foregoing and fully understand the contents thereof.

**THIS CONSENT AND RELEASE** is granted to The Students' Association of NorQuest College in perpetuity from this date.