



Concordia University of Edmonton

# Students' Association

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## *GENERAL COUNCILLOR POLICY*

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*CONCORDIA STUDENTS' ASSOCIATION*

*Concordia University of Edmonton*

*Edmonton, Alberta*

*March 2017*

*Policy: Positional Policy*

*Category: Human Resources*

*Date Approved: 03/19/17 Date Reviewed: 03/19/17 Date Rescinded:*

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## **POLICY**

This policy sets expectations for members of the General Council of the CSA, and provides further clarification and direction to Article 5 of the Bylaws.

## **RATIONALE**

The General Council is the highest governing body of the CSA. Expectations of Council members are required in order to ensure and enshrine clarity and good governance principles for all sitting members of the General Council so they can properly serve the students of Concordia University of Edmonton.

## **DEFINITIONS**

**360 Evaluation:** A system or process in which persons receive confidential feedback from the people who work around them. This is done in combination with a self-evaluation to maximize perspective.

**CSA:** Concordia Students' Association

## **ELIGIBILITY**

1. To be eligible to a General Council position a student must:
  - 1.1. Be a CSA member;
  - 1.2. Be a student throughout the entire academic year of office;
  - 1.3. Qualify under all requirements as defined in the Elections Policy.

2. A student may be nominated for only one (1) office in each election for the academic faculty in which they are enrolled in as a student.
3. There are six (7) positions on the General Council;
  - 3.1.1. Two (2) are elected internally, one through the Environmental Health Students' Union, and one through the Education Students' Society;
  - 3.1.2. Five (5) representatives are to be elected during the CSA elections: Science, Arts (2), Management, and Athletics.

## **EXPECTATIONS**

### **Item I**

1. The persons responsible are required to meet the following expectations:
  - 1.1. Will enhance their understanding of their roles and responsibilities, and will obtain knowledge and skills necessary to meet them;
  - 1.2. Will review all material included in agenda packages and provide any applicable feedback prior to all meetings;
  - 1.3. Will attend all General Council meetings. A maximum of twenty five percent regularly scheduled General Council meeting may be missed per elected term;
    - 1.3.1. In the event any General Councilor fails to meet this requirement, the Councilor will be automatically removed from office;
    - 1.3.2. A Councilor can be reinstated if a motion is made at the next regularly scheduled General Council meeting to reinstate the removed Councilor, and

75% of Councilors vote in favor of the motion;

1.3.3. In exceptional, unforeseeable circumstances, regrets may be sent to the President or General Manager after the agenda package is circulated. Reasoning for regrets must be provided to the President or Executive Director, but a limit on further distribution for the sake of privacy can be requested. These instances include, but are not limited to:

1.3.3.1. Death in the family,

1.3.3.2. Sickness, or

1.3.3.3. Medical emergencies;

1.3.4. Absences with written regrets, when given for those reasons, will not count toward allowable absences;

1.4. Will have speaking and voting privileges in meetings of the General Council according to Robert's Rules of Order;

1.5. Will communicate and consult with other General Councilors, Executives, and Concordia Students' Association Executive Director as necessary to facilitate the operations of the General Council;

1.6. Will adhere to the Bylaws and Policies of the Association;

1.7. Will perform additional tasks as assigned by the General Council;

1.8. Will consult with students in the performance of their duties;

1.9. Will complete Self, Group, and 360 Evaluations;

1.9.1. Self and Group Evaluations will be completed at the end of every second General Council meeting;

1.9.2. 360 Evaluations will be completed twice per elected term, dates to be decided at the first regularly scheduled meeting of General Council following the spring elections.

## Item 2: Individual Positional Policies

The Faculty Representatives shall:

1. Serve as a voting member of the General Council.
2. Serve as Chair of the Faculty Unions.
3. Provide up-to-date verbal reports to General Council on their areas of responsibility, and written reports twice per elected term, to be submitted with the General Council agenda package.
4. Maintain open communications with the Vice President of Internal Affairs in regards to Faculty Unions.
5. Host events and student supports in conjunction with their Faculty Union.
6. Advocate on behalf of the students in their faculties.
7. Write Budgets along with their Faculty Union.

8. Fulfill additional duties as assigned by Executive or General Council.

The Athletic Ambassador Representative shall:

9. Serve as a voting member of the General Council.
10. Serve as Chair of the Athletics (Thunder) Council.
11. Provide up-to-date verbal reports to General Council on their areas of responsibility, and written reports twice per elected term, to be submitted with the General Council agenda package.
12. Maintain open communications with the Vice President of Internal Affairs in regards to Athletics (Thunder) Council.
13. Create a budget for the Athletics (Thunder) Council.
14. Serve as Thunderwear Friday Host alongside VP Student Life and/or VP Marketing.
15. Attend and promote Thunder Athletics Games.
16. Advocate on behalf of the Athletes and their teams.
17. Write accurate BOLT articles to be published in the Sports columns;
  - 17.1. Articles are to be fact checked and submitted to The Bolt News for editing;
  - 17.2. Updated pictures taken from games can be included.

18. Fulfill additional duties as assigned by Executive or General Council.