

2018-2019
SA STUDENT PRESIDENT
ELECTION PACKAGE



GOT QUESTIONS?

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DEADLINE FOR SUBMISSION OF ELECTION PACKAGE:
Tuesday, March 6nd by 4PM

PRESIDENT ELECTION CAMPAIGN GUIDELINES

Posting Policy:

- ☐ Each candidate may place ten (10) or fewer posters not exceeding 11" x 17", and abide by Corporation Posting Regulations which are available through the SA front desk. In the event there are a large number of candidates, the Chief Elections Returning Officer (CERO) may decrease this number.
- ☐ Posters may only be displayed in approved Student Association (SA) areas. If you are unsure where these are, please see the CERO or the SA front desk.
- ☐ Posters and campaign materials **CANNOT** contain either the S.A. logo or the St. Lawrence College logo.
- ☐ All posters must clearly indicate the name of the candidate, the position being sought, and the date of the election.
- ☐ Stickers are **NOT** an acceptable campaign material.
- ☐ The Corporation (SA) must stamp all promotional materials prior to posting or distribution.
- ☐ Only one banner per candidate is permitted.
- ☐ No more than ten (10) different forms of promotional material per candidate is permitted.
- ☐ All campaign promotional materials must be removed before the results of the election are released on March 20th, 2018
- ☐ Outdoor advertising is **NOT** permitted.
- ☐ Candidates may advertise off campus in the form of leaflets. Any other form of off campus advertising is **NOT** permitted.
- ☐ Candidates are **NOT** permitted to mark any buildings or sidewalks with campaign material.
- ☐ No candidate, or member of a campaign team, shall tamper with, or remove another's posters. At the CERO's discretion, a candidate may be disqualified for such activities.

Campaigning Rules:

- ☐ At no point will any slander/libel ("dirty politics") against any candidate be tolerated. Any breach found under this rule may result in consequences against the offending party up to and including disqualification at the discretion of the CERO.
- ☐ Candidates must attend all meetings and planned events scheduled by the CERO. If candidates cannot make a scheduled meeting/event, they must provide (in writing) the reason for their absence to the CERO who will use their discretion to either reschedule the meeting/event or penalize the candidate up to and including disqualification.
- ☐ No vendor, club/organization or association shall undertake promotional materials of a candidate if that said vendor, club/organization is contracted to, or supported by SA.
- ☐ Videos, including YouTube submissions, are an acceptable medium for promotional material but the candidate is restricted to a four (4) minute production, which must be approved by the CERO and posted on the Student Association website (www.saslc.ca).

- ☐ Facebook, Twitter, Instagram, etc. are accepted mediums for campaigning. All groups and events must be completed or taken down before the election results are released on March 20th, 2018 and approved by the CERO before the campaign period opens.
- ☐ During the voting period, **ALL** posters and advertisements are to be removed in the designated voting areas. Candidates will also **NOT** be permitted to solicit votes in or near these areas. Any violations will be dealt with at the discretion of the CERO.
- ☐ Once approved by the CERO, each candidate has a printing allowance of \$25 available from the SA Copy Centre. Candidates are allowed to spend an additional out of pocket expenses of \$25 on advertising.
- ☐ Candidates **MUST** provide a photo and campaign platform/biography for the SA website.

No campaigning may commence until the candidate's nomination form has been submitted and the candidate has been approved by the CERO.

I (*print name*) _____ have read these guidelines and agree to abide by them. I am aware that failure to comply may result in my disqualification from the election.

Candidate Initials: _____

Important Information for Students to Know:

- ☐ Candidates must be registered as a full time student at St. Lawrence College, Kingston.
- ☐ Candidates must comply with the academic policy as set forth by St. Lawrence College <https://www.stlawrencecollege.ca/about/college-reports-and-policies/academic-policies/>
- ☐ Candidates must be nominated by ten (10) duly authorized electors (full-time fee paying students) by providing their name, signature, and student number.
- ☐ Candidates must be bondable by successfully completing a police clearance (to be completed once elected)
- ☐ Candidates must have achieved good academic standing as per the Board of Directors academic monitoring policy (Grade Point Average of 2.5 or higher) in their most recently completed semester. Elected President shall sign a waiver form enabling the Executive Director (or in his/her absence, Manager of Accounting and Administration) to access marks at the end of each semester.
- ☐ Candidates must submit two (2) letters of recommendation signed by any two of: school dean, program coordinator or a faculty member.
- ☐ Candidates must include a brief biography (minimum 250 words) for publishing purposes prior to the election.
- ☐ Candidates must not be a student employed within the Student Association as of Friday, March 23rd, 2018.

DUTIES & RESPONSIBILITIES OF PRESIDENT

Position Overview

The Student Association President provides leadership, direction, and support to SA student managers for the purpose of fostering student engagement and promoting the SA's ENDS. The President will lead and support SA members in the delivery of student initiatives including: orientation events, recreation and sport events, mental health initiatives, and student life activities. The President is also responsible for contributing to the planning and implementation of new student engagement ideas and opportunities.

SA ENDS Level #1

The purpose of the SA of the St. Lawrence College, Kingston campus, is so that:

“Student (quality of) life is improved, both on and off campus in a manner that represents good value for money (or at a justifiable level of cost efficiency)”

SA ENDS Level #2

Specifically:

2.1 Students are engaged with the Student Association

2.2 Students are supported during their academic career as at St. Lawrence College student;

2.3 Students enjoy the holistic college experience; and

2.4 Students' issues and opinions are heard.

Duties

- Report to the Board of Directors (BOD)
- Lead the SA student manager team to promote the ENDS of the SA
- Manage the implementation of student life activities and events
- Coordinate, supervise, and attend SA events, BOD meetings, and related committees
- Assist with training and development of the student managers
- Monitor clubs in collaboration with the Manger of Student Affairs
- Report regularly to the Executive Director (ED) on event progress and planning initiatives
- Ensure student managers record expenditures and manage budgets according to their purpose and limits
- Coordinate team meanings, schedule staff hours (when required), assign work, and submit team pay sheets to the ED for approval and processing
- Assist in the assessment of SA services and implementation of required improvements

DUTIES & RESPONSIBILITIES OF PRESIDENT

Expectations and Responsibilities

- Utilize summer months for operational training and to prepare for upcoming events
- Provide written reports regarding key updates and student life initiatives when requested by ED or BOD
- Meet with team members regularly regarding coordination of events and scheduling
- Attend assigned committee meetings, prepared to contribute to discussions
- Maintain an accurate inventory of student manager activities, events, and participation in off-campus events
- Complete other duties as reasonably assigned by the ED
- Act in accordance to St. Lawrence College and SA policies, procedures, and ENDS

I (*print name*) _____ have read the Roles & Responsibilities of the SA President.

Candidate Initials: _____

CANDIDATE INFORMATION

Name: _____

School: _____

Program: _____

Address: _____

Email: _____

Phone #: _____

CANDIDATE NOMINATION FORM

INSTRUCTIONS – READ CAREFULLY BEFORE COMPLETING THIS FORM

The name appearing in the “CANDIDATE” space MUST BE EXACTLY as the candidate wishes it to appear on the ballot paper. A hyphenated surname must appear entirely in the space provided for surnames.

Prefixes such as Mrs., Mr., Miss, Dr., etc., and suffixes such as titles, degrees, military decorations, or any other type of prefix or suffix, ARE NOT PERMISSIBLE. One or more of the given names of the candidate may be replaced by the nickname by which the candidate is publicly known, in which case the nickname may be accompanied by the initial or initials of the candidate’s given name. An abbreviation of one or more of the candidate’s given names may be substituted for the given name.

TO BE COMPLETED BY THE CANDIDATE – PLEASE PRINT IN BLOCK LETTERS

Position Solicited: President

CANADIDATE:

Family Name:
Given Name(s):

STUDENT ENDORSEMENTS										
NO.	NAME	SIGNATURE	STUDENT NUMBER							
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Declaration of Candidate

I (print name) _____ the nominee in these nomination papers, do solemnly affirm that:

- I consent to the nomination
- I am a qualified elector and am eligible as a candidate for the position I seek
- I have labeled this application showing exactly how I wish my name to be spelled on the ballot paper.
- I have submitted two (2) letters of recommendations signed by any two of: school associate dean, program coordinator or a faculty member.
- I have attached a brief biography (minimum 250 words) for publishing purposes prior to the elections in order to acquaint my peers with my qualifications, interests, etc.

Candidate Signature

(please print name)

(signature)

(student number)

(date)

IMPORTANT DATES

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2018	February					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13 C.E.R.O. Selected	14	15	16	17
18	19 C.E.R.O. Training	20 C.E.R.O. Training	21 C.E.R.O. Training	22 C.E.R.O. Training	23 Election Packages Available (online)	24 Election Packages Available (online)
25 Election Packages Available (online)	26 Election Packages Available	27 Elections Packages Available	28 Election Packages Available	01 Election Packages Available	02 Election Packages Available	27 Election Packages Available

IMPORTANT DATES

2018	March					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Elections Packages Available	26 Election Packages Available	27 Election Packages Available	28 Elections Packages Available	01 Election Packages Available	02 Election Packages Available	03 Election Packages Available
04 Election Packages Available	05 Election Packages Available	06 Election Packages Due / Election Packages Vetted by C.E.R.O.	07 Candidates Contacted	08 Campaign Period	09 Campaign Period	10 Campaign Period
11 Campaign Period	12 Campaign Period	13 Campaign Period	14 Campaign Period	15 Campaign Period	16 Campaign Period	17 Campaign Period
18 Campaign Period	19 Campaign Period Ends	20 Election BOD Meeting - recommended attendance- 730pm	21 Election	22 Election	23 Candidates Informed of Results	24
25	26	27	28 Annual General Meeting 10am	29	30	31