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## **7.0 STUDENT LEADERSHIP COUNCIL**

In accordance with the Post-Secondary Learning Act, the business and affairs of the Students' Association shall be managed by a Student Leadership Council (SLC) that is elected by the members of the Association.

### **7.1 Roles and Responsibilities of the SLC**

The major responsibilities of the SLC are as follows:

- a. Acting as the legislative authority for the Association
- b. Promoting the general welfare of AUArts students in alignment with the Associations mission, vision, values and mandate
- c. Ensuring that the Association operates in accordance with its Bylaws, Policies and Procedures, and any University Policies and Procedures that govern the student body
- d. Promoting the Association's purpose and mandate within the internal and external communities
- e. Providing strategic planning and direction for the Association
- f. Approving policies and procedures recommended by the Executive Committee, Policy Committee, and Executive Director
- g. Approving the annual budget
- h. Making financial decisions related to:
  - Annual membership fees
  - Pay grids for Association employees and elected/appointed positions
  - Annual health + dental fees
  - Investment fund allocations
- i. Calling referenda after SLC approval or upon receipt of a valid student petition
- j. Ratifying Student Groups
- k. Sit on at least one standing or ad hoc committee

### **7.2 Representation on SLC**

#### **7.2.1 Voting Members**

The Student Leadership Council shall consist of the following representatives:

- President
- Vice-President AUArtsemic Affairs
- Vice-President External Relations
- Vice-President Student Life
- One Student Representative from each of the following Departments:
  - Advertising



- BFA General Studies
- Ceramics
- Character Design
- Drawing
- Fibre
- First Year Studies (co-rep)
- First Year Studies (co-rep)
- Glass
- Graduate Studies
- Graphic Design
- Illustration
- International Student
- Jewellery & Metals
- Media Arts & Digital Technologies
- Painting
- Photography
- Print Media
- Sculpture

### **7.2.2 Non-Voting Members**

Non-voting members of the SLC include:

- Executive Director
- Neutral Facilitator

### **7.3 Eligibility for SLC**

The eligibility requirements for SLC members are as follows:

- a. Hold regular membership status within the Association
- b. Hold a current Grade Point Average (GPA) of 2.8 or higher
- c. Have declared their major in the department for which they are running when applicable
- d. Be bondable
- e. Not be a contracted and/or salaried employee of the Association and/or University during their term of office, with the exception of Student Ambassador and Studio Monitor employment positions

### **7.4 Term of Office**

All SLC members are elected for one academic year with the option to run for a subsequent term(s).



## **7.5 Meetings of SLC**

### **7.5.1 Frequency of Meetings**

The SLC shall meet bi-weekly during the academic year.

### **7.5.2 Special Meetings**

Special meetings may be called by the Executive Committee or SLC with a minimum of five (5) days notice to each Council member.

### **7.5.3 Meeting Conduct**

Meetings shall be conducted according to the principles of *Consensus Rules of Order as outlined in Appendix B - Governance Principles*

### **7.5.4 Neutral Facilitator**

- A Neutral Facilitator shall be appointed by the SLC from the membership at large to facilitate all meetings of the SLC and shall serve a 1-year term with the option to serve a subsequent term
- If an appointment cannot be filled, the President shall serve as the Neutral Facilitator

### **7.5.5 Quorum**

- A quorum for meetings shall be 75% of elected or appointed SLC members
- A minimum of 7 members must be elected/appointed to conduct business
- No business shall be conducted without a quorum

### **7.5.6 Agenda**

- The agenda for each meeting shall be determined by the Neutral Facilitator
- Agenda items may be submitted to the Neutral Facilitator by Council members and the membership at large
- The agenda and any related materials shall be distributed to Council members a minimum of three (3) days in advance of the meeting

### **7.5.7 Voting**

- Each Council member present shall have one (1) vote
- A motion shall be passed by simple majority vote unless otherwise indicated in these Bylaws



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- The Neutral Facilitator does not have a second or casting vote in the event of a tie vote
  - If there is a tie vote, the motion is defeated

#### **7.5.8 Voting By Ballot**

- Voting shall be by a show of hands unless any member present requests a secret ballot
- The Neutral Facilitator shall decide the method for a ballot vote

#### **7.5.9 No Proxy**

There is no voting by proxy

#### **7.5.10 Minutes of Meetings**

A comprehensive record of official minutes of all SLC meetings shall be maintained in the Association office and made available to the membership

### **7.6 Remuneration**

SLC members shall be remunerated for their services according to the Pay Grid for Elected/Appointed Positions

### **7.7 Vacating Office and Removal of Council Members**

#### **7.7.1 Vacating Office**

A Council member shall be deemed to have vacated their position:

- Upon delivery of a letter of resignation to the President
- Upon failure to maintain a GPA of 2.8 or higher
- Upon failure to maintain active membership status

#### **7.7.2 Removal from Office**

- A Council member may be removed from office under the following circumstances:
  - Upon failure to comply with the Association Bylaws or policies
  - Upon failure to perform the specified duties and responsibilities of their position
  - Upon displaying behavior which is improper or likely to undermine the interests or reputation of the Association
  - Upon absence without cause for two consecutive SLC meetings



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- The procedure for Expulsion of a member shall be outlined in bylaw procedure 2.1 - *Removal of Elected/Appointed Members*

### **7.7.3 Conditions Upon Removal**

- A Council member who has been removed from office is immediately suspended from any activities or opportunities as a member of the Association
- They will be ineligible to reapply for membership until a year has passed
- Upon restitution of their membership, they are eligible to run for an elected position and take part in any membership privileges

### **7.7.3 Filling Vacancies**

- When a Council member has vacated their position, the SLC shall approve a new Department Representative nominated by the respective Program/Major or by the Executive Committee in the event that the Program/Major members fail to select a representative

## **7.8 AUArtsSA Referenda**

### **7.8.1 Calling of Referendum**

- The recommendation to call for a referendum shall be made by special resolution of the SLC
- Referenda shall only be called on significant issues affecting the AUArtsSA membership, such as but not limited to:
  - Any major new expenditure
  - Substantial increase in student fees
  - Changes to membership structure
  - Upcoming motions that reflect a major impact on the academic experience

### **7.8.2 Notice of Referendum**

- A Special Meeting shall be convened to present the details of the Referendum to the Association membership, including:
  - The reason for the referendum
  - Details including the date, time and place of voting

### **7.8.3 Campaign and Voting Process**

- The campaign regulations and voting process shall be the same as those for regular elections



#### **7.8.4 Quorum**

- Quorum for a referendum shall be ten percent (10%) of the voting members of the Associations membership

#### **7.9 Responsibilities of SLC Department Representatives**

SLC Department Representatives shall be responsible for:

- a. Representing the best interests of students in their Program/Major, for bringing the special interests of their Departments to SLC, and for acting on the best interests of the Association as a whole
- b. Being knowledgeable about the Associations Bylaws, Policies and Procedures, and the University Student Code of Conduct
- c. Serving on committees as required
- d. Avoiding and reporting any actual and/or potential conflicts of interest that may arise from paid and/or volunteer work, and/or extracurricular activities with Association-affiliated organizations
- e. Complying with all duties and responsibilities as outlined in the *SLC Department Representative Job Description*

#### **7.10 Elections of SLC Department Representatives**

- a. Nominations and elections of SLC Department Representatives shall be administered by the Executive Committee through the Association office no later than September 30
- b. Department Representatives shall be elected by the students at large
- c. If the Program/Major members fail to nominate a representative the SLC shall approve a new Department Representative nominated by the respective Program/Major or by the Executive Committee in the event that the Program/Major members fail to select a representative



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## **9.0 ELECTION OF THE EXECUTIVE OFFICERS**

### **9.1 Eligibility for Executive Office**

The eligibility requirements for Executive Officers are as follows:

- a. Be an Active Member of the Association
- b. Hold a current Grade Point Average (GPA) of 3.0 or higher
- c. Be bondable
- d. Not be an employee of the Association or the University during their term of office
- e. Must be available to work approximately 20 hours/week during the academic year during operating hours

### **9.2 Election Schedule**

- a. Elections for Executive positions shall be held by March 31
- b. The Election Schedule shall be set by the Elections Officer and contain deadlines for the following mandatory elements:
  - Notice of Elections
  - Submission of Nomination Forms
  - Campaign Period
  - Candidates' Forum
  - Voting Period

### **9.3 Nomination Process**

- a. Nominees for Executive positions shall be nominated by a minimum of ten (10) Active Members of the Association excluding the nominee
- b. The SLC shall determine the requirements of the nomination form

### **9.4 Campaign Regulations**

- a. The SLC shall determine the campaign regulations, including:
  - Posting of campaign materials
  - Maximum limit for campaign costs
  - Regulations for Candidates' Forum
  - Disqualification of candidates

### **9.5 Voting Procedure**

- a. Voting shall be conducted by secret ballot
- b. The Chief Returning (Elections) Officer shall recruit polling clerks to present ballots to voters and count the ballots at the end of the voting period



- c. Each candidate may select one (1) scrutineer to oversee the counting of ballots

### **9.6 Chief Returning (Elections) Officer**

- a. The SLC shall appoint the Chief Returning Officer

### **9.7 Responsibilities of Chief Returning Officer**

- a. The Chief Returning Officer shall be responsible for overseeing the election process from beginning to end, including:
  - Communicating elections process, policies, and nomination requirements to the membership
  - Ensuring the eligibility of nominees for elections
  - Determining the Election Schedule
  - Receiving the Nomination Forms
  - Recruiting and supervising Polling Clerks
  - Overseeing the voting process and counting of ballots
  - Declaring the elected candidates and publicizing the election results to the Association membership
  - Fulfilling all duties and responsibilities as outlined in the *Chief Returning Officer Job Description*





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## **10.0 EXECUTIVE COMMITTEE**

### **10.1 Composition of the Executive Committee**

There shall be an Executive Committee comprised of the following positions:

- a. President
- b. Vice-President Academic Affairs
- c. Vice-President External Relations
- d. Vice-President Student Life
- e. Executive Director (non-voting)

### **10.2 Term of Office**

- a. Officers are elected for a one-year term
- b. Officers may seek re-election to serve for a maximum of two (2) terms in each position
- c. The term of office shall be from April 15 to May 14 of the following year
- d. Following the Elections, the outgoing Officers shall continue to have final voting power until April 30
- e. All other duties shall be shared by the Executive-Elect and the outgoing Officers in order to provide an orientation and training period for the new Officers

### **10.3 Roles and Responsibilities of Executive Committee**

#### **10.3.1 Major Responsibilities of Executive Committee**

The Executive Committee shall be responsible for:

- Managing the affairs of the Association in accordance with the Bylaws and in a manner that is consistent with the decisions of the SLC
- Developing and monitoring good governance in all areas, including
  - Organizational structure and operations
  - Accounting to the SLC for the conduct of the affairs of the Association
  - Advocating on behalf of the student body
  - Creating a strategic plan for the Association
  - Determining the Executive Committee's priorities and goals by August 15 of each year
  - Developing the Association budget prior to the current fiscal year end
  - Ensuring adequate funding is secured for the successful operations of programming and services
  - Promoting the Association's purpose and mandate within the AUArts community
  - SLC self-governance



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### **10.3.2 Role of Executive Committee during Summer Break**

- The Executive Committee shall have SLC's authority for day-to-day operations
- The Executive Committee may not make governance changes, Bylaws revisions or major changes to operations without the prior approval of the SLC
- The Executive Committee shall prepare a full report of its activities during the summer break and shall submit it to SLC at the first scheduled meeting of the academic year

## **10.4 Primary Objectives**

### **10.4.1 President**

- In addition to the major responsibilities of the Executive Committee, the President acts as the liaison between the student body and the Executive Committee while working closely with the Executive Director to ensure the Association is working towards accomplishing the goals and objectives as set out in the strategic plan.
- The President contributes to the organization by fulfilling the following objectives:
  - Leading the Executive Committee by developing a strong and collaborative team culture
  - Ensuring the governance and management of the organization is conducted equitably and effectively
  - Promoting accountability between the Executive Committee and the Student Leadership Council
  - Supporting an organizational culture that emphasizes employee well-being, continuous learning, and high quality performance

### **10.4.2 Vice-President Academic Affairs**

- In addition to the major responsibilities of the Executive Committee, the Vice-President Academic Affairs serves as the official advocate for student concerns in all areas of institutional academic affairs.
- The Vice-President Academic Affairs contributes to the organization by fulfilling the following objectives:
  - Representing the student voice in areas of academic concerns
  - Ensuring that all student voting members are well-informed of impact and context when voting on arising issues
  - Informing the membership of the impact and context for institutional change



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#### **10.4.3 Vice-President External Relations**

- In addition to the major responsibilities of the Executive Committee, the Vice-President External Relations serves as the public representative of the Executive Committee and promotes the mandate and objectives of the organization to the external community.
- The Vice-President External Relations contributes to the organization by fulfilling the following objectives:
  - Building the profile of the organization by engaging with the public community
  - Advocating on behalf of the membership with official governing agencies
  - Establishing mutually beneficial relationships with affiliated organizations

#### **10.4.4 Vice-President Student Life**

- In addition to the major responsibilities of the Executive Committee, the Vice-President Student Life develops the culture of the AUArts community by advocating for quality student experience and encourages engagement with Association programming initiatives.
- The Vice-President Student Life contributes to the organization by fulfilling the following objectives:
  - Representing the student voice on areas of student experience
  - Developing an inclusive and vibrant culture and community on the AUArts campus
  - Building transparent relationships between the AUArts SA and its membership

#### **10.4.5 Executive Committee**

- Review all official Association minutes, agendas, reports and documents
- Be informed of student concerns among the Association membership
- Participate in Association and AUArts hiring committees as requested
- Be informed of the activities of Association affiliates as well as student issues within Calgary, Alberta, and Canada
- Prepare reports as necessary for the EC and SLC, and related committees
- Participate in AUArts Awards and Scholarships Jury as requested
- Be informed of the resources provided to the membership by the offices of the Registrar, Student Services, and Student Resource Centre
- Ensure that program and service offerings reflect the diverse interests of the AUArts community and are inclusive and accessible to all members of the Association



## **10.5 Meetings of the Executive Committee**

### **10.5.1 Frequency of Meetings**

- During the academic year, the Executive Committee shall meet weekly as determined before the commencement of classes
- During the spring and summer breaks the EC shall meet bi-weekly
- During the winter break the Executive Committee shall meet as required

### **10.5.2 Meeting Conduct**

- Meetings shall be conducted according to the principles of Consensus Rules of Order as outlined in *Appendix B - Governance Principles*

### **10.5.3 Facilitator**

- The President shall facilitate Executive Committee meetings
- In the absence of the facilitator, the Executive Committee shall decide as a group who will facilitate the meeting

### **10.5.4 Quorum**

- Two Officers, excluding the facilitator, shall constitute a quorum
- No business shall be conducted without a quorum

### **10.5.5 Voting**

- Each Officer present shall have one (1) vote
- A motion shall be passed by simple majority vote
- The facilitator does not have a second or casting vote in the event of a tie vote
- If there is a tie vote the motion is defeated

### **10.5.6 Minutes of Meetings**

- A comprehensive record of official minutes of all Executive Committee meetings shall be maintained in the Association office and made available to the membership

## **10.6 Remuneration**

- a. The remuneration of Executive Officers shall be defined in the Associations Pay Grid for Elected/Appointed Positions



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## 10.7 Vacating Office and Removal of Executive Officers

### 10.7.1 Vacating Office

- An Executive Officer shall be deemed to have vacated their position:
  - Upon delivery of a letter of resignation to the President
  - Upon taking up regular or term employment with the Association or as an official AUArts employee
  - Upon failure to maintain a GPA of 3.0 or higher
- When an Officer has vacated their position, the SLC must be notified within five (5) business days of the position being vacated
- The student body must also be notified within 5 business days

### 10.7.2 Removal from Office

- An Executive Officer may be removed from office under the following circumstances:
  - Upon failure to comply with Association Bylaws or Policies
  - Upon failure to perform the specified duties and responsibilities of their position
  - Upon displaying behavior which is improper or likely to undermine the interests or reputation of the Association
  - Upon absence without cause for three (3) consecutive Executive Committee meetings
  - Upon absence without cause for two consecutive SLC meetings
- The procedure for removal of an executive officer shall be outlined in bylaw procedure *2.1 - Removal of Elected/Appointed Members*

### 10.7.3 Conditions Upon Removal

- An Officer who has been removed from office is immediately suspended from any activities or opportunities as a member of the Association
- The officer will be ineligible to reapply for membership until a year has passed
- Upon restitution of their membership, they are eligible to run for an elected position and take part in all Association membership privileges

### 10.7.4 Filling Vacancies

- When an Officer has vacated their position, the Executive Committee shall appoint an interim Officer from the SLC membership



- If the Executive Committee is unable to fill the position from the SLC membership then the duties of the vacant position will be divided between remaining Executive Committee members
- By-elections to fill Executive vacancies shall be held a maximum of thirty (30) days after the date at which the SLC was notified of the vacancy
- When an Officer has vacated their position during the summer months the Executive Committee shall assign that Officer's responsibilities to the remaining Executive Committee members until a by-election can be called



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## **3.0 EXECUTIVE COMMITTEE TERMS OF REFERENCE**

### **3.1 Overview**

The Executive Committee is a standing committee of the Student Leadership Council established to manage the affairs of the Students' Association in accordance with the Bylaws and the decisions of the Student Leadership Council (SLC).

### **3.2 Membership**

The membership of the committee shall consist of the following:

- a. Lead Facilitator
  - President
  
- b. Voting Members
  - Vice-President Academic Affairs
  - Vice-President External Relations
  - Vice-President Student Life
  
- c. Non-Voting Members
  - Executive Director

### **3.3 Deliverables**

- a. Develop and monitor good governance in all areas, including organizational structure, operations, SLC self-governance and advocacy
- b. Determine the Executive Committee's priorities and goals to align with the current Strategic Plan of each year
- c. Promote the Association's purpose and mandate within the AUArts community
- d. Provide information and feedback to the Board
- e. Provide feedback to staff on programming initiatives and goals
- f. Fulfill positional responsibilities
- g. Submit required Reports to the SLC and its committees
- h. Represent the Association by attending external community events
- i. Submit position and/or program specific budgets to the Board for approval
- j. Facilitate the AGM
- k. Attend all official meetings of the SLC
- l. Maintain relationships with various administrative positions at the institutional level



### **3.4 Scope/Jurisdiction**

It is within the authority of the committee and its members to:

- a. Manage the Executive Director including the hiring, dismissal and performance review
- b. Make decisions on behalf of the SLC during the summer months, apart from those requiring full Board participation as indicated by the policies and bylaws
- c. Review committee terms of reference on an annual basis and make recommendations to the policy committee
- d. Act as signing authority for the organization to approve funding, sign contracts, issue payments etc.

### **3.5 Governance**

The committee shall:

- a. Entrust staff to deliver position requirements
- b. Submit monthly reports to the Board
- c. Be accountable to the SLC for the conduct of the affairs of the Association
- d. Submit items for approval and/or discussion to be included in the SLC meeting agenda
- e. Record minutes of all business conducted within the committee meeting
- f. Develop positional budgets with feedback and input from budget holders
- g. Meet on a weekly basis
- h. Come to consensus on recommendations moving forward to the Board, and in the instance consensus cannot be reasonably reached a simple majority will suffice

### **3.6 Resources**

- a. Computers, desks chairs, filing cabinets etc.
- b. Tablets
- c. Events equipment

### **3.7 Notes**

- a. The Executive Committee is not responsible for the day-to-day administration and management of the organization and its staff (excluding the Executive Director)
- b. The Executive Committee shall determine the program specific budgets in the summer months
- c. The Executive Committee shall take guidance from the SLC as well as staff in regards to decision making and setting priorities





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## 2.0 STUDENT LEADERSHIP COUNCIL TERMS OF REFERENCE

### 2.1 Overview

The Student Leadership Council has been established to promote the general welfare of AUArts students; to promote the Association's purpose and mandate within the internal and external communities; and to provide strategic direction to support the growth of the Association.

### 2.2 Membership

The membership of the council shall consist of the following:

- a. Lead Facilitator
  - Neutral Chair (non-voting)
  
- b. Voting Members
  - Advertising
  - BFA General Studies
  - Ceramics
  - Character Design
  - Drawing
  - Fibre
  - First Year Studies (co-rep)
  - First Year Studies (co-rep)
  - Glass
  - Graphic Design
  - Illustration
  - International Student
  - Jewellery & Metals
  - Media Arts & Digital Technologies
  - Painting
  - Photography
  - President
  - Print Media
  - Vice-President Academic Affairs
  - Vice-President External Relations
  - Vice-President Student Life
  - Sculpture
  
- c. Non-Voting Members
  - Executive Director



## 2.3 Deliverables

- a. Ratification of Student Groups
- b. Approving Policies and Procedures recommended by the Policy Committee
- c. Approving the annual budget recommended by the Finance Committee
- d. Setting the following:
  - Annual membership fees
  - Pay grids for employees and elected/appointed positions
  - Annual health + dental fees
  - Investment fund allocations
- e. Make recommendations on the strategic direction of the Association
- f. Provide input for the performance reviews of the Executive Committee, and Executive Director

## 2.4 Scope/Jurisdiction

It is within the authority of the committee and its members to:

- a. Act as the legislative authority for the Association
- b. Ensure that the Association operates in accordance with its Bylaws, Policies and Procedures, as well as any University Policies and Procedures that govern the student body
- c. Call referenda after a Board vote or presentation of a valid student petition
- d. Make recommendations on behalf of the student body to be presented at the Board of Governors by the Board of Governors representatives
- e. Address and discuss student concerns
- f. Make recommendations to the Executive Committee regarding the growth of Association
- g. Attend official meetings of the Board

## 2.5 Governance

The Council shall:

- a. Conduct meetings following Consensus Rules of Order as outlined in *Bylaws Appendix B - Governance Principles*
- b. Reach quorum for meetings when 75% of elected or appointed SLC members are present\*
- c. Not conduct any business without a quorum
- d. Grant each voting member present with one (1) vote
- e. Not grant proxy votes to council members
- f. Meet bi-monthly
- g. Record minutes of all business conducted within the council meetings



*\*A minimum of 7 members must be elected/appointed to conduct business*

## **2.6 Resources**

The council shall have access to the following resources:

- a. Policies, Governing Procedures, and Bylaws
- b. Financial statements, budgets and audited materials
- c. All reports and recorded minutes of the standing and ad-hoc committees of the council

## **2.7 Notes**

- a. The Board and its members are not to act on behalf of the Association
- b. Any official communications must come from the President
- c. It is not within the jurisdiction of the Board to manage the day to day operations of the Association
- d. It is expected that the Board entrusts the Executive Committee with representing the interests of the organization in all official capacities