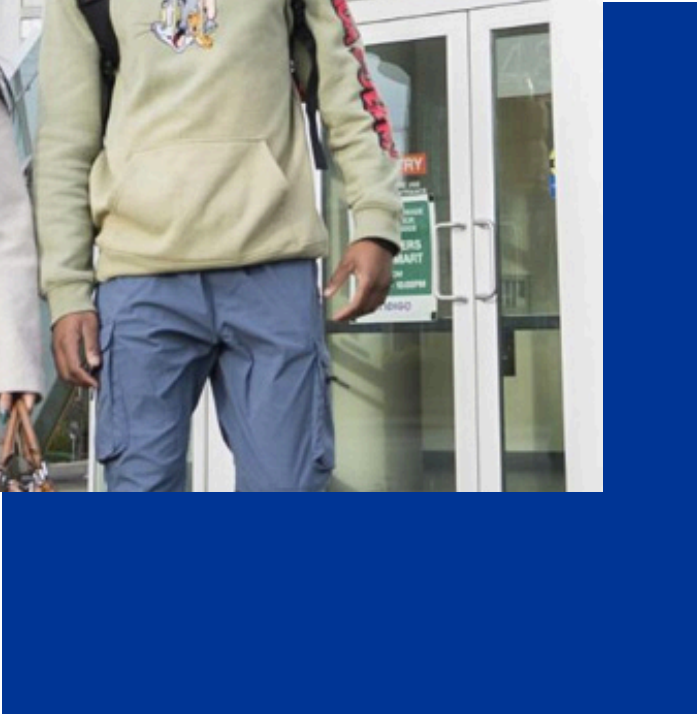# Alexander College

# ACSA ELECTIONS

# ABOUT THE ASSOCIATION

The Alexander College Student Association (ACSA) Executive Team consists of six paid members who are committed to enriching student life at Alexander College. Together, they work to create meaningful change by shaping ACSA policies, streamlining processes, and making decisions that represent and support the interests of the entire student body.

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# DUTIES AND RESPONSILITIES

**1** **Plan and Execute Events:** Organize and host a variety of student events that enhance campus life and encourage engagement among students.

**2** **Manage Budgets:** Oversee the budgeting process for events and activities to ensure responsible use of funds and maximize value for the student body.

**3** **Resource Acquisition:** Identify and secure resources, materials, and partnerships that support student needs and enhance student services.

**4** **Create Inclusive Activities:** Develop programs and activities that help students engage with Canadian culture, fostering a sense of belonging and community.

**5** **Facilitate Social Connections:** Support initiatives that help students make friends, build networks, and enrich their experience at Alexander College.

Alexander College

# DUTIES AND RESPONSIBILITIES

**Promote ACSA Initiatives:** Actively communicate ACSA events and resources through various channels to increase awareness and student participation.

6

**Represent Student Voices:** Serve as a liaison between students and college administration, advocating for student needs, sharing feedback, and helping to shape a positive campus environment.

7

**Assist with New Student Orientation:** Play a key role in orientation sessions, helping new students navigate campus resources, policies, and social opportunities.

8

**Encourage Conflict Resolution:** Act as a peer resource for students navigating personal, academic, or social challenges, offering guidance and directing them to appropriate support services.

9

**Support Student Services:** When scheduled or needed, provide coverage at the Student Support Services Front Desk Window, ensuring students receive timely assistance.

10

**Member of the Educational Committee:** Actively participate in the Educational Committee to collaborate on academic policies and standards, ensuring the academic integrity of programs.

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# QUALIFICATIONS TO WORK WITHIN CANADA

- Currently residing within Canada and have a Canadian address.
- Eligible to work within Canada as per their Study Permit allows. The rules are written on the Study Permit.
- Must have a valid SIN (Social Insurance Number).

# OTHER REQUIREMENTS

- Organized and capable of professionalism
- Exhibits a strong work ethic
- Effectively manages others
- A solid team player
- Basic typing skills and proficiency with Microsoft Office Word and Excel
- Treats others with the utmost respect
- Excellent written and oral communication skills
- Must have already been at AC for one term
- Maintains good academic standing of 2.67 GPA or higher
- Must be enrolled for the next 12 months
- Can't have any academic or behavioral misconduct or alert

# LENGTH OF TERM

February 3, 2025 – January 30, 2026

# WEEKLY MEETINGS AND WORKING HOURS

The ACSA Executive Team meets once per week and works a minimum of 6 hours per week up to a maximum of 10 hours per week (depending upon the position).

# HOURLY WAGE

The minimum wage in B.C. is $17.40 an hour (as of June 1, 2024)

# REPORTING AND PAY STRUCTURE

The Student Life Unit is responsible for interviewing, managing, monitoring, and overseeing the ACSA Executive Team. The ACSA Representatives must submit their timesheets directly to the Student Life Officers via email, twice per month, one week prior to each pay day, which is the 15th and the end of the month.
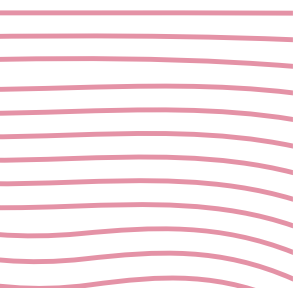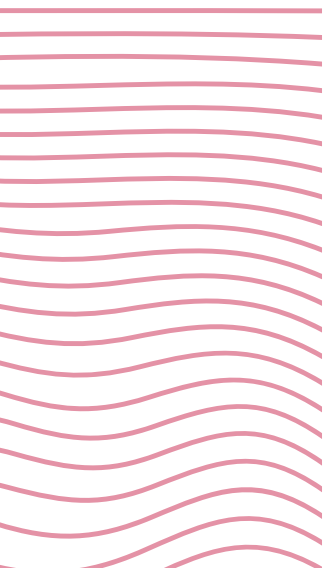
Alexander College

# ELECTION

The Alexander College Student body elects the ACSA Executive Team via the election for the 2025 Academic Year.

# DIVERSITY STATEMENT

In ideal conditions, the ACSA Executive Team should be representative of the diverse cultures that make up the Alexander College student body.

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# ACSA EXECUTIVE TEAM
## INFORMATION AND POSITIONS

**1**

### PRESIDENT

- Leads the Alexander College Student Association (ACSA), representing students at formal events and overseeing the progress of all representatives to ensure they meet their goals.
- Facilitates ACSA meetings, sets agendas, and promotes collaboration among team members.

**2**

### ADMINISTRATIVE & FINANCE REPRESENTATIVE

- Manages meeting logistics by recording attendance, taking minutes, and maintaining an archive of agendas and minutes.
- Oversees ACSA's budget, tracks expenses, and ensures all spending remains within budget guidelines.
- In the absence of the President, steps in to lead meetings and ensure the smooth operation of ACSA activities.

**3**

### CLUBS REPRESENTATIVE

- Supports student clubs under ACSA by providing guidance to club leaders, assisting with the planning of activities, and ensuring clubs have the resources needed for success.
- Manages club budgets, tracks inventory, marketing and ensures proper spending and resource allocation.

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## 4

### EVENTS REPRESENTATIVE

- Coordinates and promotes ACSA events, managing on- and off-campus activities, overseeing event planning logistics, and leading marketing efforts to maximize student engagement and participation.
- Collaborates with the team to create and maintain the event calendar for each academic term.

## 5

### WELLNESS REPRESENTATIVE

- Promotes Health & Wellness programs to the student community in collaboration with the Student Life and Health & Wellness Units.
- Provides students with guidance on college regulations, policies, and resources for resolving issues constructively.

## 6

### SUSTAINABILITY REPRESENTATIVE

- Advocates for eco-friendly initiatives on campus, leading efforts to create a greener community through educational workshops, awareness events, and sustainability campaigns.

## 7

### SOCIAL MEDIA REPRESENTATIVE

- Creates and distributes the ACSA monthly newsletter
- Produces engaging photo and video content for ACSA's social media platforms, and encourages student participation on Instagram and other channels.
- Designs and shares online marketing materials to promote ACSA events, clubs, and initiatives.

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- All ACSA Representative positions are paid.

- All ACSA Representatives should prioritize open communication and teamwork to effectively collaborate, fill in for one another as needed, and achieve their shared goals in the spirit of unity and support for the team.

- All other students (council representatives in volunteer positions) are welcome to attend meetings and support the ACSA Executive Team.

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# NOMINATION PROCESS

## 1 →

### Application Submission

Students must complete an application form and submit it to the Student Life Unit, either in person or via email at studentlife@alexandercollege.ca.

## 2 →

### Interview Process

If the application is approved, the candidate will be invited for an interview.

## 3 →

### Team Assignment

Candidates who successfully pass the interview process will be assigned to teams.

## 4 →

### Campaigning Approval

The assigned teams will then be approved to move forward to the campaigning phase.

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# ELECTION TIMELINE

### 1 — NOMINATIONS
**NOVEMBER 25 – DECEMBER 6**

Nominations will open on November 25 and must be submitted by 11:59 PM on Friday, December 6.

### 2 — CANDIDATE INTERVIEWS
**DECEMBER 13 – DECEMBER 19**

Candidate interviews provide an opportunity for students to showcase their leadership abilities and demonstrate how they can positively impact the school. This is a chance for candidates to highlight their strengths and explain why they are the ideal choice for the position.

### 3 — CAMPAIGNING PERIOD
**JANUARY 6 – JANUARY 17**

The campaign will begin on the morning of January 6 and conclude at 4:00 PM on January 17. All campaigning materials must be submitted and approved by 12:00 PM on December 31, 2024.

### 4 — VOTING PERIOD
**JANUARY 20 – JANUARY 27**

Voting will commence at 9:00 AM on January 20 and close at 11:59 PM on January 27.

### 5 — RESULTS ANNOUNCEMENT
**JANUARY 29**

The results of the election will be announced by 9:00 AM.

### 6 — FIRST ACSA IN-PERSON MEETING
**TBD**

Official results will be posted in advance of the February ACSA Executive Team meeting, barring any unforeseen complications.

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# CAMPAIGNING REQUIREMENTS

**1. Approval Process:**

All campaign materials—including posters, flyers, social media posts, and event announcements—**must be approved by the Student Life Unit and written in English prior to distribution or posting.**

**2. Content Standards:**

Campaign materials **must not contain offensive or discriminatory content.** The Student Life Unit reserves the right to decline or remove any material deemed inappropriate.

**3. Poster Specifications:**

Posters must adhere to specified dimensions of either **8.5" x 11" or 24" x 36"** and can only be displayed on designated election poster boards throughout the campaign period.

**4. Social Media and Events:**

All social media content and event promotions **must be written in English and receive prior approval from the Student Life Unit.**

**5. Platform Submission:**

All candidates are required to submit their campaign platforms to the Student Life Unit **by noon on December 31, 2024,** for display near advertising stations.

**6. Video Submission :**

Each team must submit **a brief 1-minute video promoting their team for Alexander College's social media platforms.** The video should effectively showcase the team's values, goals, and unique qualities to engage and attract fellow students.

**7. Team Identification:**

Each campaign team must provide a team name and a short team description. Additionally, each member is required to submit a personal statement. **All submissions must be made by December 31, 2024.**

**8. Designated Promotion Tables:**

Each team will have a designated table in the lobby to promote their activities and engage with fellow students. **The table will be available for use from 8:30 AM to 4:30 PM**. Teams are encouraged to utilize this space effectively to showcase their initiative and connect with the student body.

# CAMPAIGNING RESTRICTIONS

1. **Campaigning Period:** Candidates are prohibited from campaigning before or after the designated campaigning period.

2**. Respectful Conduct:** Any physical or emotional attacks against other candidates will not be tolerated and will result in immediate disqualification from the election process.

3**. No Third-Party Endorsements:** Candidates may not use any form of third-party endorsements or funding from staff, faculty, non-profit organizations, or other entities.

4. **Social Media Restrictions:** Candidates are prohibited from utilizing personal, family, or friends' social media accounts or WhatsApp groups for campaigning. Only the official ACSA social media pages are permitted for campaign promotions. Violation of this rule will result in immediate disqualification from the election process.

5. **Anti-Spamming Policy**: All campaigning activities must refrain from being perceived as 'spamming'. This includes posting the same campaign message multiple times a day or sending unsolicited direct messages to students. Candidates should interact with the student body in a respectful, constructive, and meaningful manner.

# DISPUTES

If candidates have any questions or concerns during the election process, please bring them to the attention of the Student Life Unit.

# BUDGET

- Each campaign team will be allocated a budget of **$100** from the ACSA funds to assist with their campaigning efforts.

- **All expenses must be tracked,** and once the $100 budget has been exhausted, teams are prohibited from using personal funds to cover additional costs.

**A detailed list of required campaign supplies must be submitted to the Student Life Unit by December 31, 2024.**

**No exceptions will be made to this deadline.**

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# VOTING PERIOD

## Prohibition of Active Campaigning

During the voting period, **active campaigning is strictly prohibited**. Teams must not physically or verbally coerce any students into voting for them. It is essential that students are able to cast their votes freely and by their own accord. **Failure to comply with this rule will result in a penalty determined by the Student Life Unit, based on the severity of the offense.**

## Eligibility to Vote

**Only current students are eligible to vote in the Alexander College Student Association (ACSA) elections.** Voting will be conducted online through each student's MyAC Account. Further instructions will be provided prior to the start of the voting period.

## Voting Period

The voting period will commence at **8:30 AM on Monday, January 20, and conclude at 11:59 PM on Monday, January 27.**

## Announcement of Results

The team that receives the most votes will be declared the winner. **The winning team will be publicly announced on January 29, 2025.**

# PENALTIES

Complaints may be submitted to the Student Life Unit by email: **studentlife@alexandercollege.ca** if a candidate has violated election regulations. Failure to abide by the above rules will result in one of three consequences and will be decided by the Student Life Unit.

1. **Disciplinary meeting**. A meeting may be scheduled to discuss the violation.
2. **Penalty** – Depending on severity.
3. **Disqualification** – Repeated offences or if the violation is severe.

Candidates who receive a penalty can dispute but must provide tangible evidence to support their claim

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