



*Alexander College*

# ACSA ELECTIONS



# ABOUT THE ASSOCIATION

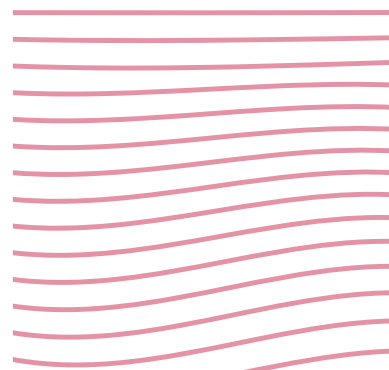
The Alexander College Student Association (ACSA) Executive Team consists of four paid members who are committed to enriching student life at Alexander College. Together, they work to create meaningful change by shaping ACSA policies, streamlining processes, and making decisions that represent and support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



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# ELECTION

The Alexander College Student body elects the ACSA Executive Team via the election for the 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

### Chairperson

- The ACSA Chairperson is the elected leader and official representative of the Alexander College Student Association. They guide the Executive Team in developing inclusive programs, fostering community engagement, and advocating for student needs. In addition to overseeing events, clubs, and communications, the Chairperson manages financial planning, sponsorships, and partnerships to ensure sustainable resources for student initiatives. This role requires initiative, accountability, and a strong commitment to service. The Chairperson is expected to model professionalism, encourage collaboration, and positively influence the college environment for all students.

2

### CLUBS AND EVENTS REPRESENTATIVE

- The Clubs & Events Representative supports student clubs and campus events by providing guidance, managing resources and budgets, coordinating logistics, promoting activities, and fostering engagement and inclusion. This position requires strong organisational, interpersonal, and leadership skills to enhance the student experience and advocate for student needs.



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3

## SOCIAL MEDIA REPRESENTATIVE

- The Social Media Representative creates, manages, and promotes content across ACSA's digital platforms to increase student engagement and support the marketing of events, clubs, and initiatives. Creativity, attention to detail, and strong communication skills are essential to maintain a dynamic online presence and encourage student participation.

4

## WELLNESS & COMMUNITY REPRESENTATIVE

- The Wellness & Community Representative promotes a healthy, active, and socially responsible campus culture. This role integrates wellness, recreation, community service, and sustainability initiatives to provide holistic support for students. By leading programs that encourage physical activity, mental well-being, volunteerism, and environmental stewardship, this position strengthens student engagement and fosters a balanced, inclusive campus environment. .

All ACSA Representatives are expected to prioritise open communication and teamwork to collaborate effectively, support one another as needed, and achieve shared goals in the spirit of unity.



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# EMPLOYMENT ELIGIBILITY & REQUIREMENTS

## **Eligibility to Work:**

- Reside in Canada with a Canadian address
- Be legally permitted to work in Canada (as stated on your Study Permit, if applicable)
- Possess a valid Social Insurance Number (SIN)

## **Academic & Conduct Requirements:**

- Completed at least one academic term at AC
- Maintain a cumulative GPA of 2.67 or higher
- Enrolled for the next 12 months
- No record of academic or behavioral misconduct

## **Professional Requirements:**

- Strong organisational and professional skills
- Reliable work habits and time management
- Ability to collaborate effectively as part of a team
- Basic typing skills and proficiency with Microsoft Word and Excel
- Respectful communication and interpersonal skills



- 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 via Forms

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**

DECEMBER 3 - DECEMBER 12

Nominations will open on December 03 and must be submitted by 11:59 PM on Wednesday, December 12.

2

## **CANDIDATE INTERVIEWS**

DECEMBER 15 - DECEMBER 22 NOON

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 5 - JANUARY 7

The campaign will begin on the morning of January 5 and conclude at 4:00 PM on January 7. All campaigning materials must be submitted and approved by 12:00 PM on December 31, 2024.

4

## **VOTING PERIOD**

JANUARY 8 - JANUARY 9

Voting will commence at 9:00 AM on January 8 and close at 11:59 PM on January 9.

5

## **RESULTS ANNOUNCEMENT**

JANUARY 12

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

6

## **FIRST ACSA IN-PERSON MEETING**

JANUARY 19

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



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# CAMPAIGNING REQUIREMENTS



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## 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, 2025,** 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



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- 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.
- 6. Unauthorised Vote Solicitation:** Candidates are strictly prohibited from having friends, classmates, or any third parties pressure, persuade, or instruct students to vote for them. Any form of indirect campaigning. Including having others approach students, message them privately, or urge them to vote for a candidate will result in immediate disqualification.

## 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, 2025.**

**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 forbidden**. Candidates and supporters must not physically, verbally, or digitally influence voters. All students must vote freely and independently. Violations will incur penalties determined by the Student Life Unit.

## 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

Runs from 8:30 AM on Thursday, January 8, to 11:59 PM on Friday, January 9.

## Announcement of Results

The team that receives the most votes will be declared the winner. **The winning team will be publicly announced on January 12, 2025.**

# PENALTIES

Complaints about election violations must be submitted to [studentlife@alexandercollege.ca](mailto:studentlife@alexandercollege.ca).

Violations may result in:

1. Disciplinary Meeting
2. Written Warning
3. Loss of Campaign Privileges
4. Vote Deduction
5. Disqualification (**for severe or repeated violations, including harassment, bribery, or vote tampering**)



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# EVIDENCE GUIDELINES

All complaints must include verifiable evidence, such as:

- Screenshots of messages, posts, or online interactions
- Photos or videos of the violation
- Witness statements with names and contact information
- Relevant details such as date, time, and context

Verbal complaints without evidence cannot be considered.  
Submissions lacking adequate proof may be dismissed.

Thank you for participating in the Alexander College Student Association elections. Your voice matters, and your vote helps build a vibrant, inclusive, and student-driven community. Together, we can create meaningful change and enrich the college experience for everyone.

**“The future belongs to those who believe in the beauty of their dreams.” – Eleanor Roosevelt**



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# ELECTION FORM

We want you on our team!



SCAN ME



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