



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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DUTIES AND RESPONSILITIES



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

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

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

Promote Social Engagement: Organize programs that encourage student networking, friendship, and collaboration.

Communicate ACSA Services: Promote ACSA initiatives, events, and opportunities using social media, email, posters, and in-person outreach.



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DUTIES AND RESPONSIBILITIES

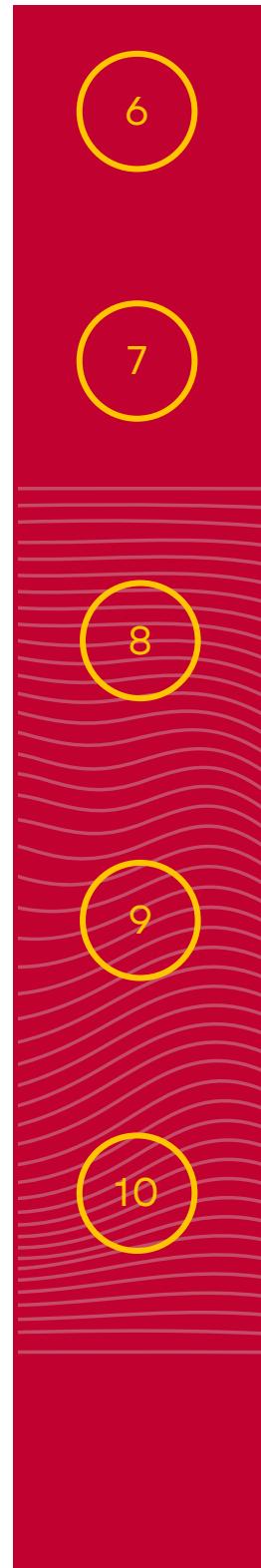
Student Representation: Act as a liaison between the student body and college administration, sharing feedback and advocating for student concerns.

Orientation and Convocation Support: Assist with New Student Orientation and Convocation.

Student Services Support: Provide assistance at the Student Services Front Desk when scheduled or needed, offering peer support and guidance.

Peer Support & Conflict Resolution: Offer peer-level guidance and direct students to appropriate support services when facing personal, academic, or social challenges.

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

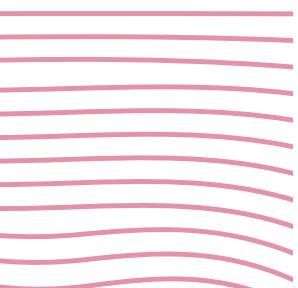
The minimum wage in B.C. is \$17.40 an hour (as of June 1, 2024)

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.

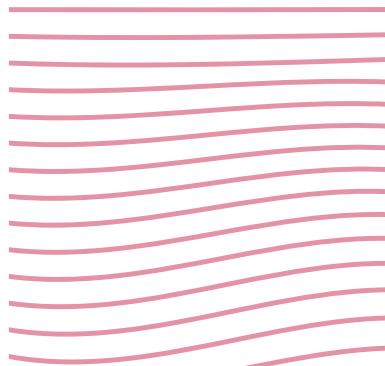


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ELECTION

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

CHAIR PERSON

Lead the ACSA Executive Team by setting direction, ensuring accountability, and supporting effective teamwork. They facilitate meetings, represent the student body, oversee initiatives and finances, and work with the Student Life Unit and partners to advance student programs, maintain transparency, and ensure ACSA initiatives positively impact students.

2

CLUBS & EVENTS REPRESENTATIVE

Support student clubs by providing guidance, managing budgets and resources, and coordinating events. It promotes engagement through marketing and wellness programs, oversees athletics and recreational activities, secures sponsorships, assists with conflict resolution, and ensures transparency through clear reporting.

3

COMMUNICATIONS REPRESENTATIVE

Manage ACSA's social media and newsletters, creating content, promoting events, tracking engagement, and ensuring brand consistency. It also supports student engagement, recruitment, event coverage, and volunteer or community service initiatives.



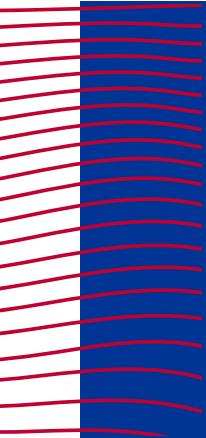
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- All ACSA Representative positions are paid.
- All ACSA Representatives should prioritize open communication and teamwork to effectively collaborate, fill in for one another as needed, and achieve their shared goals in the spirit of unity and support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



2



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.

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 31

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

CAMPAINING PERIOD

JANUARY 13 – JANUARY 21

The campaign will begin on the morning of January 13 and conclude at 4:00 PM on January 21. All campaigning materials must be submitted and approved by 12:00 PM on January 12, 2024.

4

VOTING PERIOD

JANUARY 22 – JANUARY 23

Voting will commence at 12:00 AM on January 22 and close at 11:59 PM on January 23.

5

RESULTS ANNOUNCEMENT

JANUARY 26

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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CAMPAINING 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 January 12, 2026**, for display near advertising stations. Failure to submit, will end in disqualification.

6. Video Submission :

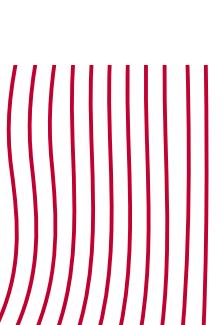
Each team must submit a **brief 1-minute video promoting their team for Alexander College's social media platforms.** The video should effectively showcase the team's values, goals, and unique qualities to engage and attract fellow students.

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 January 12, 2026.**

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 4:00 PM.** Teams are encouraged to utilize this space effectively to showcase their initiative and connect with the student body.



CAMPAINING 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.



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 January 12, 2026.

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 **12:00 AM on Thursday, January 22, and conclude at 11:59 pM on Friday, January 23.**

Announcement of Results

The team that receives the most votes will be declared the winner. **The winning team will be publicly announced on January 26, 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



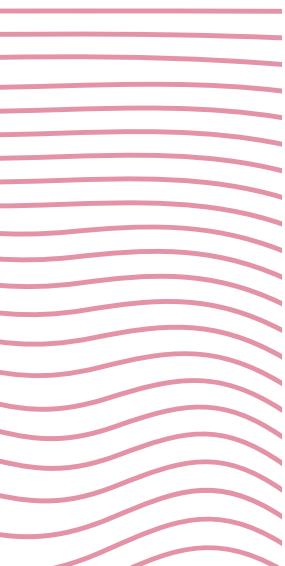
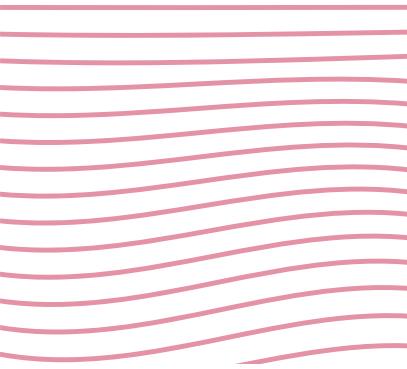
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ELECTION FORM

We want you on our team

Fill out the form and send
it back to student life.

studentlife@alexandercollege.ca



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