

Official UPEISU Elections Documents **Part I**



As prepared for the

2020 Winter General Election

- Part I:** UPEISU's Roles, Council, & Eligibility
- Part II:** The Nomination Process
- Part III:** Campaigning
- Part IV:** Complaints, Violations, & Sanctions
- Part V:** Voting & Results
- Part VI:** Elections By-laws & Policies

31 January, 2020

to be read in full by February 13th at 4pm

Can be located at: www.upeisu.ca/2020election

Part I: UPEISU's Roles, Council, & Eligibility

What is the SU?

The SU is a student-governed and student-led organization. The UPEI Student Union exists to represent the interests of UPEI students and improve the student experience at UPEI. We value our independence as an organization while maintaining effective relationships with the university and surrounding community. Through our efforts, students will enjoy the best possible academic and social experience while enrolled at UPEI. The five core values of the UPEISU are Integrity & Accountability, Openness & Transparency, Inclusivity, Evidence-led, and Financial and Environmental Sustainability

Whether it's an affordability concern, an accessibility issue or a matter related to the quality of education, the SU advocates on behalf of students to the university and all three levels of government. In addition, we offer a wide range of programs, services and businesses to support you and enhance your quality of life on campus. You are the reason we exist.

What is Student Union Council?

The Student Union Council is an essential component of student life here at the University of Prince Edward Island. These student members are part of the highest governing body of the UPEISU and their focus is to enrich the student experience for the approximate 5000 students attending UPEI. Student Council is made up of the Executive (President and three Vice-Presidents), 13 Faculty Representatives, and 9 other elected officials. The Executive set the direction for the SU each year, and together Student Council approves this direction and keeps the organization accountable to it.

Getting involved in SU Elections

Every March the SU holds a General Election to fill positions on Student Council. If any positions are vacant, a By-Election is held the following October. The positions are as follows:

Student Union Executives

- President (1)
- Vice-President Academic & External (1)
- Vice-President Student Life (1)
- Vice-President Finance and Administration (1) (Hired position)

Faculty Representatives

- Arts Representative (2)
- Science Representative (3)
- Business Representative (2)
- Nursing Representative (1)
- Math and Computational Sciences Representative (1)
- Engineering Representative (1)

Veterinary Medicine Representative (1)
Education Representative (1)
Graduate Student Representative (1)

Other Elected Officials

Board of Governors (1)
Senate (3)
Graduate Senate Representative (1)
Health & Wellness Representative (1)
Accessibility Representative (1)
Residence Representative (1)
International Student Representative (1)
Ombudsperson (1)
Indigenous Representative (1)

SU Executives work full-time during the summer. During the Academic Year the President works 25 hours per week and the Vice Presidents 20 hours per week. Also, during the Academic Year the President is only able to take 3 courses per semester. It is recommended that Vice-Presidents take three courses per semester as well.

Executive Responsibilities include:

President

The President is the chief elected official of the Students' Union and one of the main representatives both on and off campus. The President ultimately oversees all the work of the SU and supports the other SU Executives to achieve their goals. They are responsible for a variety of tasks as outlined below. Overall, the position requires tact, diplomacy, a keen sense of purpose, and a willingness to learn and work as a team.

Responsibilities include:

- Act as the Chief Executive Officer and chief spokesperson of the UPEISU;
- Chair and draft agendas for the Executive Committee; and New Initiatives and Future Directions Committee;
- Draft and propose a schedule of Council Meeting dates and General Meeting date at the last Council meeting of the academic year;
- Serve as a member of the UPEI Senate;
- Serve as a member of the UPEI Board of Governors;
- Act as liaison between the UPEI SU and groups outside the University as needed;
- Be enrolled in no more than nine (9) semester hours per Academic Semester during their Presidential term;

- Act as liaison and ensure that adequate communication is maintained with the UPEI Administration and relevant UPEI departments;
- Coordinate the selection of the Faculty of the Year, the Staff of the Year and/or the UPEI SU Honorary Member Awards;
- Pursue new initiatives to improve and expand the services of the UPEI SU;
- Set strategic direction and objectives for the organization;
- Provide leadership and guidance to Council and staff;
- Attend conferences as required, and;
- Perform other duties as required.

Other information

- During the summer (May-August) the President will be required to work 35 hours per week and during the school year 25 hours per week.
- The President sits on six (6) UPEISU council committees.
- Attend conferences as necessary.

VP Academic & External

The VP Academic & External is generally tasked with maintaining an awareness of current issues in academic and other matters relevant to the student population and the Student Union. The VP Academic & External must also represent the Union to the university on various committees, and on any other matter that falls within the purview of the position. The VPAX represents the interests of the Union beyond the university to all levels of government. Further, the VPAX liaises with other organizations and lobby groups to further the interests of UPEI students.

Responsibilities include:

- Coordinate and conduct lobbying activities for the municipal, provincial, and federal levels of government as assigned or required by the UPEI SU on behalf of its members,
- Serve as a member of the UPEI Senate;
- Assist students with any academic related issues as required;
- Coordinate events relating to post-secondary awareness, education or academic student issues;
- Be Chiefly responsible for all advocacy on campus relating to academics
- Be responsible for community relations within Charlottetown;
- Act as primary delegate to the Canadian Alliance of Student Associations, and;
- Perform other duties as required.

Other Information

- During the summer (May-August) the VP Academic & External will be required to work 35 hours per week and during the school year 20 hours per week.
- Attend all CASA conferences
- Sit on 2 UPEISU Council committees

VP Student Life

The VP Student Life focuses on student engagement initiatives and events and ensures they are accessible and affordable for all students. The VP Student Life also works closely with SU Clubs & Societies, and various UPEI departments to assist in improving the overall quality of student life on campus.

Responsibilities include:

- Act as liaison to all Sub-Organizations on campus;
- Oversee the operations of SU-ratified sub-organizations and assist in their development and creation as needed;
- Coordinate and facilitate all UPEI SU concerts, events, and activities;
- Liaise with Bar Manager on relevant The Fox & Crow activities;
- Supervise the Clubs & Campaigns Coordinator;
- Act as the primary delegate to the Canadian Organization of Campus Activities;
- Be responsible for advocacy efforts on campus pertaining to non-academic issues;
- Perform other duties as required.

Other Information

- During the summer (May-August) the VP Student Life will be required to work 35 hours per week and during the school year 20 hours per week.
- Attend COCA conference
- Set the campaigns themes for the year
- Sit on 3 UPEISU Council Committees

VP Finance & Administration

The VP Finance & Administration is responsible for overseeing the SU budget and human resources. They also do any work related to the operations of the SU, including businesses, Yearbook and The Cadre.

Responsibilities include:

- Ensure that the financial records of the UPEI SU are properly kept;
- Inform and update the Executive Committee on all issues which pertain to the finances of the UPEI SU;
- Present financial reports as required by Council and to the members of the UPEISU, including presenting the Budget, 2000+ expenditures, monthly business reports, funding requests, and event budget reports;
- Chair and draft agendas for the UPEI SU Funding Committee, Business Advisory Board, and Budget Committee;
- Chair the Cadre Board of Governors;
- Oversee human resources practices at the UPEI SU in conjunction with the General Manager;
- Perform other duties as required.

Other Information

- During the summer (May-August) the VP Finance will be required to work 35 hours per week and during the school year 20 hours per week.
- Attend Campus Trust conference as required
- Approve all UPEISU expenses
- Sits on 4 UPEISU Council Committees

Councillor Responsibilities include:

- Attend UPEISU Council Meetings
- Sit on at least one (1) UPEISU Council committees and attending committee meetings as required.
- Representing student constituents of their faculty.
- Representing student constituents of their specific representation.
- Present reports to council as required
- Reporting to the VP Academic & External on matters of academic importance within their faculty.
- Express and support all Student Union (SU) policy and interests when representing the SU in an official capacity.

Committees

A member of any committee is responsible for attending meetings, reading agenda packages in advance, participating in the meeting to contribute a student perspective and present SU policies and positions (when dealing with University and other committees), and where appropriate keep Executive Committee, SU staff and other SU committees and branches current on committee work.

Senate

[SU Undergrad Rep (X3 positions) & Grad Senate Rep (X1 positions)]

The Senate consists of representation of various members of the campus community. Their main objective is to govern all academic matters of UPEI. The Senate also confers honorary degrees and approves degrees. The SU receives six seats to appoint to students: one is given to the SU VP Academic & External, one to the SU President, and the other four are decided through the election of students-at-large, one of which is designated for a graduate student.

Senate Responsibilities include:

- Attending Senate and assigned committee meetings.
- Acting in an ethical manner and complying with university and Student Union's bylaws and policies.
- Reporting to the Student Union on Senate initiatives and activities.
- Report any recommendations that it considers advisable to the Student Union.
- Becoming well acquainted with the university's mission, academic plan, senior personnel, procedures, programs, and services.
- Enhancing the university's and Student Union's position in the community by promoting initiatives and activities, fostering student interests, recognizing excellence, and representing public interest.

Additional information:

Membership on Senate involves a time commitment of approximately one meeting per month. Regular attendance at meetings is essential. Senate members may also be asked to serve on sub-committees which also meet approximately once per month. As well, the student Senate representatives are required to submit to a written or oral report to the SU Council after each meeting.

Along with the SU Senate and Graduate Senate representatives, the VP Academic & External and the President are the only other full-time student representatives. The function of these student positions is to work together to express opinions that reflect the opinion of the Student Union and students attending UPEI when attending Senate meetings.

All UPEISU Senate Reps are elected to serve a two-year term.

Board of Governors

(SU Board of Governors Rep & President)

The Board is responsible for the stewardship of the University and delegates the daily management of the University to the President and Senior Administration. The University works within a bi-cameral structure and, therefore, the Board, as the senior governing body, shares institutional governance with the Senate.

The UPEI Board of Governors consists of 26 members, which includes the UPEI Chancellor; UPEI President; President of Holland College; nine members appointed by the Lieutenant Governor in Council, six members elected by the UPEI Board of Governors; two members elected by and from the UPEI Alumni Association; two members elected by and from the Senate of the University; two members elected by and from the Faculty of the University; and two members elected by and from the student body of the University.

Board of Governors Responsibilities Include:

- Attend bi-weekly UPEISU Council Meetings
- Attend biweekly UPEISU Council Committee Meetings
- Must attend monthly Board of Governors Meetings
- Must attend monthly Board of Governors Committee Meetings
- Act honestly and in good faith with a view to the best interests of the UPEI SU in respect of matters for which the UPEI SU Council has the authority to act;
- Use reasonable efforts to advance the interests of the constituency that they represent, having regard for their duty under subsection 5(1);
- Act as a liaison and in consultation between their constituency and the UPEI SU Council, and vice-versa;
- Perform one council initiative per semester;

Additional information:

Membership on Board of Governors involves a time commitment of approximately one meeting per month. Regular attendance at meetings is essential. Board members may also be asked to serve on sub-committees which also meet approximately once per month. As well, the student Board of Governors representatives are required to submit to a written or oral report to the SU Council after each meeting.

Along with the Board representatives, and the President are the only other full-time student representatives. The function of these student positions is to work together to express opinions that reflect the opinion of the Student Union and students attending UPEI when attending Board meetings.

All UPEISU Board Reps are elected to serve a two-year term.

If you are interested in becoming a student representative, it is a good idea to get in touch with one of the current Executive members or your Faculty Rep to learn more about what the position entails. You can also attend Student Council meetings on Sundays at 6:00 pm in MacDougall Hall 328 to see the team in action as they discuss important issues and make policy decisions for the SU. Meetings are every second week and a full schedule is posted on the SU website.

The Chief Returning Officer is also available by appointment for questions leading up to the Elections.

Eligibility

Full-time students registered in an undergraduate or graduate program at UPEI are eligible to run in UPEISU Elections. You must be a student both during the Election Period and, if elected, for the duration of your term.

SU Elections Staff

The SU designates a team of people who work together to ensure that full-time students can participate in a fair Election process. The Chief Returning Officer (CRO) and Election Engagement Officer (EEO) and SU staff members head up the team, who assist with Election promotion, administrative work, and running the polling stations.

Election staff will have regular office hours which will be posted on the SU front door and SU website at the beginning of each Election Period. Refer to the section below regarding scheduling of appointments.

Appointments

The CRO holds office hours and is available during this time for appointments to assist you with any questions or concerns.

Drop Ins

Candidates are encouraged to make an appointment in advance if they need to speak with the CRO in person. Most questions can be answered through email or over the phone.

Drop-in appointments may be given at the discretion and availability of the staff during posted office hours.

How to Contact

- **Chief Returning Officer** for the 2020 General Election is **Mai Nguyen**. Contact at: **cro@upeisu.ca** or by phone at 902-566-0530 during their office hours. *Office hours are posted online and in the main SU office during the Election Period.*
- **Election Engagement Officer** for the 2020 General Election is **Arya Roychowdhury**. Contact at: **eeo@upeisu.ca** or by phone at 902-566-0530 during

their office hours. *Office hours are posted online and in the main SU office during the Election Period.*

Website: We're always adding new information to keep UPEI students updated on the SU Elections. Find us online: www.upeisu.ca

Social Media: Also, connect to us on Facebook, Twitter and Instagram for the most recent news using: @UPEISU.