

from ASA Bylaws

5.02 Membership

The membership of Students' Council shall be elected from the student body, will comprise the Directors and Officers of the entire membership, and shall consist of the following:

- i. Executive Council; and
- ii. Eleven (11) Student Representatives.

5.03 Qualifications for Office

1. All candidates for membership on Students' Council must be full time members in good standing of the Students' Association.
2. All full time members who wish to run for a position on the Students' Council must have a G.P.A. of 2.0 or higher and must not be on disciplinary probation. All full time members must be taking courses in both semesters of the present academic year.
3. A student may run for a Council position but cannot serve on Executive in the semester that he/she commences studies at Augustana Faculty.

6.01 Duties of Students' Council

The ASC shall consist of the Executive and Representative bodies.

1. The Executive shall:
 - a. be the chief executive body of the ASC and ASA;
 - b. recommend general policy to the ASC;
 - c. recommend activities and programs to the ASA and be responsible for their implementation;
 - d. serve on boards, commissions, or committees as directed by the ASA President;
 - e. maintain a cumulative GPA of 2.0 or greater. All members must submit their GPA status by the end of the second week of winter term classes. Failure to submit by the above date will result in immediate dismissal from office; and
 - f. not be on disciplinary probation. A member of the Executive who goes on disciplinary probation may lose all rights and privileges associated with their position on the Students' Council, subject to the decision of ASC and the Student Review Board, for the term of their probation.

2. Failure to comply with these criteria shall result in dismissal from office. This dismissal may be prevented by a two thirds (2/3) majority vote of the ASC and approval by the Student Review Board as per Bylaw 13.01, except in the case of a G.P.A. lower than 2.0 where dismissal will be automatic.

3. The Executive shall consist of the following officers:

a. The President, who shall

- i. act as the Chief Executive Officer of the ASA;
- ii. call all ASA general information and ASC meetings;
- iii. be an ex-officio member of all ASA boards, commissions, and committees;
- iv. be responsible for communication between ASC and the Augustana administration;
- v. uphold and enforce the ASA Bylaws and Policy Manual;
- vi. ensure that efficient office practices are implemented and maintained for the administration of the ASA;
- vii. be a signing officer of the ASA;
- viii. decide whether to chair ASC meetings or to appoint a chair from the Students' Council;
- ix. fulfill the role of student advocate by representing students in issues between the Administration, Staff, and Professors;
- x. conduct an annual job and salary review for the Executive Director; and
- xi. follow the policy and update as approved by the ASC.

b. The Vice-President Academic, who shall

- i. review, change, and update the ASA Bylaws and Polices as suggested by the ASC;
- ii. perform the duties of the President if he or she is unable to do so;
- iii. be responsible for communication between the ASA and the Students' Union;
- iv. be a signing officer of the ASA;
- v. make recommendations to ASC on the appointment of students to sit on committees of Augustana, as well as represent the ASA on certain committees of the institution if deemed important by the ASC; and
- vi. follow the policy and update as approved by the ASC.

c. The Vice-President Finance, who shall

- i. either choose to form a budget committee or personally prepare a budget for ASC's approval;

- ii. ensure Augustana clubs and media are accountable to the ASA for all expenditures made;
 - iii. keep an ongoing search of ways that the ASA can expand revenue sources;
 - iv. present a budget review in January and upon request of the ASA;
 - v. be the primary signing officer of the ASA; and
 - vi. follow the policy and update as approved by the ASC.
- d. The Vice-President Communications, who shall
 - i. deal with all of the external communications and memberships of the Students' Association;
 - ii. oversee the day-to-day running of internal publications and media of the Students' Association;
 - iii. be a signing officer of the ASA;
 - iv. be responsible to represent or to appoint someone to represent ASA at Preview Days and Welcome Weekend; and
 - v. follow the policy and update as approved by the ASC.
- e. The Vice-President Student Life, who shall
 - i. put on activities for ASA members. These activities should include a variety of educational and entertainment opportunities to enrich the ASA members' time at Augustana;
 - ii. be responsible for ticket sales and security at all ASA events;
 - iii. shall chair all Student Activities Coordinating Committee meetings;
 - iv. maintain on-going communication with club presidents;
 - v. be a signing officer of the ASA; and
 - vi. follow the policy and update as approved by the ASC.
- e. The Executive Director, who shall
 - i. be an ex-officio advisory member of the Executive and Students' Council with non-voting status, and whose presence shall not be a factor in determining quorum at any meetings;
 - ii. attend all Executive and Students' Council meetings as deemed necessary by the Executive;
 - iii. carry out all managerial functions for the Students' Association. The Executive Director shall be responsible for taking minutes at all meetings of the society, and all minutes of the society shall be kept by the Executive Director;
 - iv. keep permanent and accurate records of all financial transactions of the ASA and report the same when requested by ASC;

- v. be responsible for providing all receipts and records for an annual audit;
 - vi. be responsible for all financial transactions (payments and receipts) of the ASA;
 - vii. ensure Augustana clubs and media are accountable to the ASA for all expenditures;
 - viii. keep an ongoing search of ways that the Students' Association can expand revenue sources; and
 - ix. be the primary signing officer of the ASA.
4. The ASC shall also consist of eleven (11) elected representative members. Each representative will be elected from a constituency as defined in this Bylaw.
- a. The elected representative members shall consist of the following positions:
 - i. Two (2) First Year Representatives who shall be Augustana faculty students who hold a maximum of 23 completed credits during their representative term;
 - ii. Two (2) Second Year Representatives who shall be Augustana faculty students who hold 24-53 completed credits during their representative term;
 - iii. One (1) Third Year Representative who shall be an Augustana faculty student holding 54-83 completed credits during their representative term;
 - iv. One (1) Fourth Year Representative who shall be an Augustana faculty student holding a minimum of 84 completed credits during their representative term;
 - v. One (1) Councilor-At-Large who can be any Augustana faculty student;
 - vi. Two (2) Off Campus Representatives who are Augustana faculty students who intend to live off campus for the entirety of their representative term;
 - vii. One (1) International Students' Representative who is a current international student (not holding Canadian citizenship or permanent residency) at the Augustana faculty;
 - ix. One (1) Aboriginal Students' Representative who is a current self-identifying Aboriginal Student at the Augustana faculty.
 - b. Each elected representative shall:
 - i. be a voting member of the ASC;
 - ii. be responsible for organizing and initiating programs of benefit or interest to his/her constituency;
 - iii. serve on boards, commissions, or committees as directed by the ASC Executive;
 - iv. serve a minimum of one office hour per week; those who fail to fulfill this duty for more than 3 weeks in succession may be replaced by the ASC according to Bylaw 9.01;
 - v. attend all general meetings, council meetings, and all ASA retreats and workshops;

- vi. maintain a cumulative G.P.A. of 2.0 or greater. All members must submit their GPA status by the end of the second week of winter term classes. Failure to submit by the above date will result in immediate dismissal from office; and
 - vii. not be on disciplinary probation. A member of Council who goes on disciplinary probation may lose all rights and privileges associated with their position on the Students' Council, subject to the decision of the ASC and the Student Review Board, for the term of their probation.
5. Failure to comply with these criteria shall result in dismissal from office. This dismissal may be prevented by a two thirds (2/3) majority vote of the ASC and approval by the Student Review Board as per Bylaw 13.01, except in the case of a G.P.A. lower than 2.0 where dismissal will be automatic.
6. Annual Spring Elections:
 - a. The following positions will be elected in the Annual Spring Election:
 - i. President, Vice-President Academic, Vice-President Finance, Vice-President Communications, and Vice-President Student Life. All current Augustana faculty students at the time of the elections can cast ballots for these candidates;
 - ii. Two (2) Second Year Representatives. Those casting ballots for these candidates shall be those students with the potential of having 24-53 credits during the academic year in which the representatives shall serve;
 - iii. One (1) Third Year Representative. Those casting ballots for these candidates shall be those students with the potential of having 54-83 credits during the academic year in which the representative shall serve;
 - iv. One (1) Fourth Year Representative. Those casting ballots for these candidates shall be those students with the potential of having a minimum of 84 credits during the academic year in which the representative shall serve;
 - v. One (1) Councilor-At-Large. Those casting ballots for these candidates shall be current Augustana Faculty students at the time of the elections.
 - vi. Two (2) Off Campus Representatives. Those casting ballots for these candidates shall be all Augustana faculty students living off campus at the time of the elections.
 - vii. One (1) International Students' Representative. Those casting ballots for these candidates shall be all Augustana faculty international students at the time of the elections.
 - v. One (1) Aboriginal Students' Representative. Those casting ballots for these candidates shall be all self-identified Augustana faculty Aboriginal students at the time of the elections.
 - b. Should any position remain vacant following the Annual Spring Election, nominations

for the position will be accepted for the Annual Fall Election.

c. The Annual Spring Election will take place no later than the last week of March.

7. Annual Fall Elections:

a. The following positions will be elected in the Annual Spring Election:

- i. Two (2) First Year Representatives. Those casting ballots for these candidates shall be those students with the potential of having a maximum of 23 credits during the academic year in which the representatives shall serve.
- ii. Any vacant position not filled in the Annual Spring Election. Those casting ballots for these positions shall be current members of the constituency at the time of the election as specified by By-law 6.a

b. The Annual Fall Elections will take place no later than the last week of September.

6.02 Term of Office

1. Executive Members: The newly elected members of the Executive shall assume the responsibilities of office no later than April 25th of each academic year when the current Council dissolves. They shall retain their position until the end of the following academic year.
2. Representative members: The newly elected representatives shall assume the responsibilities of office no later the April 25th of each academic year when the current Council dissolves. They shall retain their positions until the end of the following academic year.
3. After the Annual Election, both new and old ASA Executives will be functional with regard to Bylaw 6.03. Responsibility rests with the outgoing Executive to complete commitments, and to ensure that all long-term goals are communicated to the incoming Executive. The incoming Executive and Council shall assume planning and implementation responsibilities for the coming academic year. The incoming ASC members will have non-voting status until the outgoing Council and Executive are dissolved. Incoming Executive and Council members are required to attend the remainder of the Executive and Council meetings respectively.
4. During the months of May through August the Executive Council shall be responsible for all ASC operations.

from Policy and Procedures Manual

Council Member Duties

1. Responsible to attend all meetings of Augustana Student Council (ASC). If you are not able to attend a meeting, you must inform the President or Office Manager in advance so they are able to express your regrets at a meeting. Failure to attend more than 3 meetings in succession may result in dismissal.
2. You must maintain 1 (one) office hour per week. Rationale is that you will be available to constituents, be informed of current issues, and be available to aid Council and Executive.
3. Maintain a cumulative G.P.A. of 2.0 or higher and shall not presently be on disciplinary probation.
4. You are required to attend all training and/or Council Retreats as established by the ASA Bylaws.
5. You may be required to serve on Boards, Commissions, and Committees as set out by the ASC.
6. You are required to assist the Executive and, in particular, the VP Student Life and Activities with any events throughout the academic year.
7. Establish a relationship and communication with your constituents. As a student leader, you are responsible to represent the interests of your constituency. This can be accomplished by communicating Council issues to your constituents and by providing their opinions/views to Council.
8. Initiate and establish new programs for the benefit of students. Provide input for various initiatives.
9. Do research on student issues and write your findings in the student newspaper.
10. Responsible to give verbal reports at all General Meetings on what you have done in the semester. Must submit a year end report which details any committees served on, Club participation, Council activities throughout the year, and recommendations for future Council members.
11. Provide leadership and expertise in areas of student government.