

Nomination Package

If you are interested in running for AUSU Council, please read this entire Nomination Package carefully. It outlines the eligibility requirements, expectations, and processes for the upcoming Council election. To run in the 2026 Council election, you must **submit the completed nomination form at the end of this package to elections2026@ausu.org by March 30, 2026 at 11:59 p.m. Mountain Time.**

Eligibility Requirements

To run for AUSU Council, you must meet ALL of the following requirements at the time nominations open and throughout the nomination period:

1. You must be an Active AUSU Member during the nomination period. Active Members are undergraduate students who are enrolled in at least one 3-credit Athabasca University course, have paid the AUSU membership fee for that registration, and are in good standing with AUSU. Membership begins on your course start date, not the date you register.

2. You must have earned three (3) or more AU undergraduate credits.

A minimum of three (3) credits must have been successfully earned and posted to your student record by the day the nominations open (March 17, 2026). Credits must have been earned from a completed regular AU undergraduate course registration. The course must be complete, and a final passing grade assigned to your transcript. Transfer credit, PLAR, and challenge credits do not count.

3. You must not be on academic probation or have active sanctions for misconduct at Athabasca University.

To be eligible to run for AUSU council, you must not be on academic probation under AU's Undergraduate Academic Standing Policy and you must not have active academic or non-academic misconduct sanctions.

4. You must meet all fiduciary eligibility requirements under Alberta legislation.

This includes not being disqualified due to bankruptcy or certain convictions.

5. You must be able to obtain a clean Enhanced Police Information Check from an organization approved by Council.

AUSU requires all nominees to complete a Level 2 Criminal Record and Judicial Matters Check (CRJMC) through Commissionaires, the sole provider approved by Council. This check ensures compliance with applicable legislation and supports AUSU's commitment to safe, ethical, and responsible governance.

The Police Information Check verifies that nominees meet the legal, ethical, safety, and fiduciary standards required to serve on Council. A "clean" result means no criminal convictions, no outstanding warrants, no pending charges, and no judicial orders, as defined in POL-014.

- Process and Timing

- The CRO will initiate the Police Information Check only after confirming that you meet all other eligibility requirements under Bylaw 7.06.
- Commissionaires collect consent electronically through their secure online application system. Candidates will receive an email invitation or complete the consent process directly through the Commissionaires online portal.
- Most checks are completed within 24 hours, but identity-verification issues or inconclusive results may require additional processing time by local police services.
- If your completed check is not available before nominations close, you may submit proof that the check has been requested.
- The CRO will continue to monitor all outstanding checks until complete, including after the election.
- **Fingerprinting and Follow-Up Requirements**
 - Some applicants may be required to complete fingerprinting before a final result can be issued.
 - If fingerprinting is required, you must complete it for AUSU to receive a final result.
 - You must respond promptly to all requests from Commissionaires, local police services, or the CRO.
 - AUSU reimburses fingerprinting fees and associated mileage in accordance with its reimbursement procedures.
 - Failure to complete required steps — including fingerprinting, identity verification, or CRO-requested follow-up — results in automatic ineligibility, as AUSU cannot proceed with eligibility verification.
- **Submission and Confidentiality**
 - AUSU receives results directly from Commissionaires whenever possible.
 - If the police service issues the result to you, you must provide the unaltered result to AUSU without delay.
 - PIC results are stored securely and destroyed once eligibility verification is complete. AUSU retains only a record of whether you met the requirement.
- **Eligibility Consequences**
 - Failure to complete the PIC, including fingerprinting, renders your nomination incomplete.
 - A disqualifying result prevents you from appearing on the ballot or being appointed to Council.
 - If a disqualifying result is received after election but before the Oath of Office, you are ineligible to take office.
 - If a disqualifying result is received after taking office, the matter is referred to Council under Bylaw 5.40 to determine whether you continue to meet eligibility requirements under Bylaw 7.06(k).
- AUSU covers the cost of the initial Police Information Check. If fingerprinting is required, you must pay the fee upfront and AUSU will reimburse the full cost, including eligible mileage, in accordance with its reimbursement procedures.

6. You must reside in Canada

7. You may NOT run for AUSU Council if:

- You are in litigation with AUSU.
- You are on academic probation or have active sanctions for misconduct at Athabasca University.
- You are a member “not in good standing” per AUSU bylaws.
- You have an unresolved debt to AUSU.
- You have previously served as an AUSU Councillor for any length of time.
- You are a paid employee or contractor of AUSU or AU or have been within the last 48 months (except as a research assistant).
- You are a direct family member of a current AUSU employee or contractor, or anyone employed or contracted by AUSU in the past 48 months.
- You have been formally reprimanded by Council, within the previous 48 months, for engaging in conduct that violates the AUSU Code of Conduct or that amounts to harassment, defamation, or conduct causing reputational harm.
- You are classified by Athabasca University as a graduate student.

Eligibility Notes: To run for AUSU Council, you do NOT need to:

- Be enrolled in a specific AU program.
- Have prior board or governance experience.

Final Eligibility

Final eligibility will be determined by the Chief Returning Officer (CRO). The AU Registrar will confirm your student status, academic standing, and earned credits. AU determines whether you are an undergraduate or graduate student; AUSU cannot change this status. AUSU cannot interfere with CRO decisions. The candidate list will be finalized by April 4, 2026 and you will be notified if you have met all of the eligibility requirements.

Additional Requirements if Elected

- A Council term is two (2) years in length and ends in April 2028. You should be reasonably certain you will remain an AUSU Member until April 2028. You may take a break from studies during the Council term, but you must complete at least one (1) course at AU during each year of your Council term.
- You must not be on academic probation as per Athabasca University’s Undergraduate Academic Standing Policy.
- You must be a member in good standing with AUSU to remain on Council.

Council Nomination Form

- You must be reasonably available to attend online Council meetings and committee meetings by teleconference. AUSU strives to provide at least 7 days’ notice, but urgent meetings may require 24 hours’ notice.
- You must have access to:
 - A reliable phone and internet connection, as this is the basis of our meeting communication,
 - a computer capable of running Microsoft Word, Excel, and Adobe Reader,
 - up-to-date virus protection, and
 - A quiet place to attend teleconference meetings.
- Councillors must annually declare continued eligibility and submit a current transcript to confirm course-completion requirements.

You can find out more in the AUSU Policy POL-013: Council Governance.

Council Roles and Time Commitment

This table summarizes the responsibilities, workload, and travel expectations for each portfolio as defined in the AUSU Bylaws (Articles 5.12–5.19) and POL-013.

It is designed to help nominees understand what each role involves before selecting a portfolio.

Portfolio	Core Responsibilities (Bylaws)	Typical Weekly Workload	Travel Expectations	Clarification for Nominees
Council Chair	Presides over Council; spokesperson for Council decisions; coordinates portfolios; provides strategic leadership.	30–45 hours/week (peaks to 50).	High — frequent travel within Canada for AU and sector representation.	This is the most time-intensive role. Many AU meetings occur during daytime hours.
Finance & Accountability (x2)	Financial oversight; audit readiness; records management; transparent reporting.	15–30 hours/week.	Low	Involves reviewing financial documents and monitoring compliance and risk.
Digital Citizenship & Community	Student engagement; digital community-building; online representation.	15–25 hours/week.	Low	Focuses on online engagement and communication. Assist the Council Chair as needed.

Learning & Success	Academic quality; learning supports; monitoring academic issues.	15–25 hours/week.	Low	Involves reviewing academic issues and student learning concerns.
Equity, Belonging & Reconciliation	Represents equity, belonging, inclusion, and reconciliation priorities; ensures perspectives of underrepresented student groups are reflected in AUSU’s work.	15–30 hours/week.	Moderate — may require travel within Canada for meetings, conferences, or representation.	This role often includes external engagements and relationship-building. Meetings require daytime availability.
Wellness & Accessibility	Student wellness; accessibility initiatives; barrier-free education advocacy.	15–25 hours/week.	Low	Focuses on wellness, accessibility, and student support issues.
Financial Support & Access	Affordability; financial aid; tuition and fee issues; resource access.	15–25 hours/week.	Low	Involves monitoring affordability and financial support issues.
Public Policy & Advocacy	Leads AUSU’s advocacy; evidence-based positions; government and sector relations.	15–30 hours/week.	Moderate — may require travel within Canada for advocacy meetings or sector events.	Frequently involves external representation and daytime meetings with AU or sector partners.

Compensation (Stipends)

AUSU provides a fixed monthly stipend to reduce financial barriers so that students from diverse circumstances can participate in student governance. Stipends are not wages, are not tied to hours worked, and do not create an employment relationship.

For the 2026–2028 Council term, the outgoing Council approved the following monthly stipends:

- Councillors: \$2,620 per month
- Council Chair: \$3,930 per month

Stipends are issued twice per month.

Because the Canada Revenue Agency requires stipends for elected officials to be reported as employment income, AUSU deducts CPP and income tax. EI is not deducted. This tax treatment does not make Councillors employees, and does not create employee entitlements.

Stipends remain fixed for the full two-year term.

Application Process

To run in the Council election, all candidates must:

- **Fill out and return the below nomination form** to elections2026@ausu.org **between March 17 and March 30, 2026**. No early or late submissions will be accepted. It is the responsibility of candidates to follow up if they have not received confirmation that their form was received within 24 hours. Incomplete or unsigned forms will not be accepted (Adobe e-signatures are acceptable).
- **Attend one AUSU orientation session** by videoconference, in which prospective candidates will be provided additional information about the election and the Councillor positions and have an opportunity to ask questions. You must choose one orientation time in the nomination form.
- **Reconfirm your intent** to run in the election by e-mail to elections2026@ausu.org **by April 5, 2026**. This reconfirmation step ensures that the CRO can verify which nominees still intend to run after attending the mandatory orientation sessions and can finalize an accurate ballot.
- Comply with all rules detailed in the AUSU Policy POL-007: Elections.
- Complete the **mandatory** campaign requirements detailed below.

Campaign Requirements

Mandatory: The following campaign requirements are mandatory. If a candidate fails to meet one of the mandatory campaign requirements, they will be removed from the ballot.

- **Submit a biography** of a maximum of 175 words to the CRO at elections2026@ausu.org **no later than March 30, 2026 at 11:59 p.m. MT**. **It does not need to include your name or location**, as these will be listed separately. This leaves more space for you to list your goals, background, experience, or anything else you would like to highlight. AUSU will post your biography on its website once the campaign period begins.

Council Nomination Form

- **Submit a photo** of yourself (*please use a headshot with only yourself in the photo*) to the CRO at elections2026@ausu.org **no later than March 30, 2026 at 11:59 p.m. MT**. The photo will be used to promote the election on social media, as well as posted on the AUSU website.
- **Submit the completed Candidate Questionnaire** sent to you by the CRO by email to elections2026@ausu.org, **no later than March 30, 2026 at 11:59 p.m. MT**. The questionnaire is a mandatory campaign requirement and will be published for voters as part of AUSU's commitment to transparency and informed decision-making.

Campaign Guidelines

- For all additional campaign opportunities, review the AUSU Election policy and Code of conduct. Make considerable note of the following:
 - Candidates may not coerce, threaten, bully, defame, or discriminate against other candidates.
 - Candidates may not use AU or AUSU logos or slogans in their campaign.
 - Candidates may not harvest member emails, phone numbers, or other contact information for the purpose of distributing campaign statements. Direct contact with members is permitted only through posts on sites available to the public or via contact information voluntarily provided to the candidate by the member.
 - Candidates may campaign to classmates, but cannot campaign during course activities, interfere with teaching, or otherwise affect the educational activities of the course.
 - Candidates may not post campaign materials that provide false information about other candidates, violate the law including the Canadian Charter of Rights and Freedoms and the Alberta Bill of Rights, or that provide access or reference to other materials that do.
 - Candidates may not distribute private information (including photographs or other electronic media) about other candidates.
 - Candidates may not violate AUSU policies or bylaws, any laws relevant to Alberta or the candidate's place of residence, Athabasca University's academic or non-academic misconduct policies, the Canadian Charter of Rights and Freedoms, or the Alberta Bill of Rights.
- If you feel that anyone has violated the AUSU Policy POL-007: Elections, or committed any other violation of policies, bylaws, or laws during the election process, you can file a complaint with the CRO at elections2026@ausu.org. Make note, you will be required to fill out a complaint form including your name and contact information in order for the complaint to be investigated. You may also be contacted for further information during the course of the investigation.

Councillor Roles and Responsibilities

- Each Councillor is expected to do their best to represent the needs of the AUSU student membership and ensure responsible use of funds.

- Councillors are also expected to attend an in-person midterm Council Workshop in Alberta in the spring of 2027 – all travel expenses are covered by AUSU.
- Councillors attend many meetings representing AU students, perform research, and write reports each month to ensure that AUSU members are consulted and kept informed about what the organization is doing. They will also advocate on behalf of members in meetings with AU executives, committees, working groups, and government agencies. Most meetings are hosted online via teleconference, though some travel opportunities may also be provided.
- An elected Council will typically have a wide range of experience levels amongst its members. This is anticipated and appreciated. The diversity in our Council members provides opportunities for innovation and diversity within the work that is accomplished on Council. Those with varying experience should not hesitate to self-nominate as training will be provided to all members of Council.
- AUSU takes pride in addressing accessibility issues and offers accommodations as needed whenever possible for any elected Councillors.

Benefits of being on AUSU Council

Serving on AUSU Council offers meaningful opportunities for personal growth, leadership development, and direct impact on the student experience at Athabasca University.

- You will have the opportunity to influence the post-secondary experience for all AU students. Councillors help shape services, priorities, and advocacy positions that affect more than 30,000 learners.
- You will receive hands-on governance training and experience. This includes learning how to read and revise policies, participate in formal meetings, contribute to strategic planning, and understand how student governance operates.
- You will learn how to balance budgets, predict risk, sharpen strategic planning skills, and uphold AUSU's values in your decision-making. Councillors work with financial reports, planning documents, and governance frameworks that build confidence and transferable leadership skills.
- You will take on meaningful responsibility and navigate a learning curve that helps you grow as a leader. Council work involves real decisions that affect students. You will learn how to execute your duties thoughtfully, collaboratively, and in a way that contributes to AUSU's long-term success.
- You will engage in a role that is not passive — it requires dedication, a willingness to learn, and openness to different points of view and perspectives. Councillors work together across diverse experiences and backgrounds, and the ability to listen, reflect, and collaborate is central to the Council's effectiveness.

- You will help guide AUSU's services and advocacy.

Councillors provide feedback on programs, initiatives, and student issues, ensuring AUSU's work reflects real student needs.

- You will gain insight into how your university operates.

Councillors learn about AU's decision-making structures, academic processes, and the broader post-secondary landscape at the provincial and federal levels.

- You will build community and meaningful connections.

Council offers the chance to meet new people, collaborate with fellow students, and build relationships that often last long after the term ends.

Council Nomination Form

Candidates must submit this form between **March 17 and March 30, 2026**. No early or late submissions can be accepted. The form must be submitted by email to elections2026@ausu.org. The information collected will be used to verify eligibility for the 2026 AUSU General Election.

Former Legal Names:

To ensure the police information check is complete and accurate, candidates must disclose any former legal names they have used. Police services require this information to conduct a full Criminal Record and Judicial Matters Check (CRJMC). Only names are required; no additional personal history is requested.

PART ONE – Personal Information

Preferred Name _____

Address _____

Current Legal Name _____

Former Legal Names _____

Phone _____ Alternate Phone _____

Email _____ AU Student ID _____

PART TWO – Portfolio Selection

Candidates may run for up to two (2) portfolios, “Any Vacant Portfolio” may only be selected if at least one main portfolio is selected. Please select your choice(s):

- Council Chair
- Finance & Accountability Councillor (2 Seats Available)
- Digital Citizenship & Community Councillor
- Learning & Success Councillor
- Equity, Belonging & Reconciliation Councillor
- Wellness & Accessibility Councillor
- Financial Support & Access Councillor
- Public Policy & Advocacy Councillor
- Any Vacant Portfolio (you must select one or two main portfolios first)

PART THREE – Mandatory Requirements

Please choose **one (1)** orientation date that you will attend:

- Thursday, April 2, 2026 at 5:00 p.m. MT Saturday, April 4, 2026 at 11:00 a.m. MT

PART FOUR – Required Consents and Declaration

Consent to Act if Elected

- By checking this box, I hereby affirm my intent to serve as an AUSU Councillor if elected.

Biography & Headshot Submission

- I understand that I am required to submit a biography of no more than 175 words, along with my location, by email to elections2026@ausu.org **by March 30, 2026, 11:59 p.m. MT.**
- I understand that I am required to submit a headshot photo by email to elections2026@ausu.org **no later than March 30, 2026 at 11:59 p.m. MT.**

Candidate Orientation

- I understand that I am required to attend the candidate orientation session I selected above.

Candidate Questionnaire

- I understand that I am required to submit a completed Candidate Questionnaire by email to elections2026@ausu.org **no later than March 30, 2026 at 11:59 p.m. MT.** I consent to AUSU publishing my responses publicly and linking them from the voting page.

Re-Confirmation of Intent to Run

- I understand that I must re-confirm my intent to run in the election, by email to elections2026@ausu.org, **no later than April 5, 2026 at 11:59 p.m. MT.**

Consent to Verify Enrolment

- I authorize AUSU to confirm my student status and enrolment details with Athabasca University, including registration status, credit completion, academic standing, and any active academic or non-academic misconduct sanctions.

Agreement to Election Rules

- I have read and agree to abide by AUSU's Elections Policy, bylaws, campaign rules, and mandatory training requirements.

Mandatory Post-Election Training

I understand that all elected Councillors must complete AUSU’s mandatory post-election onboarding and governance training. If elected, I commit to attending the full Changeover Conference on May 09–10 in Athabasca, in person or virtually, as well as all additional governance, fiduciary, or other training approved by Council.

I understand that completion of mandatory training is a requirement for assuming and maintaining office. Failure to attend required training sessions, without prior approval from the Council Chair, may result in my inability to take the Oath of Office or may be treated as a failure to meet ongoing eligibility requirements under AUSU policy.

I acknowledge that if I do not complete mandatory training within the timelines established by Council, I may be deemed ineligible to serve, and Council may take action up to and including removal from office in accordance with AUSU bylaws and policies.

Changeover Conference Attendance Format (Choose one)

I will attend the Changeover Conference in person in Athabasca.

I will attend the Changeover Conference remotely, and I commit to meeting all remote engagement requirements under POL-013: Council Governance.

Note: Travel and lodging for in-person attendance will be covered by AUSU. Candidates are not required to disclose diagnoses or personal information when selecting their attendance format.

Accessibility Supports for Training

No, I do not require accessibility or participation supports for mandatory training.

Yes, I require accessibility or participation supports for mandatory training.

If yes, please describe the supports you require:

(Describe only the support needed, not the reason.)

Food Restrictions & Allergies

No dietary restrictions or allergies.

Yes — I have dietary restrictions and/or allergies.

If yes, please specify:

(e.g., vegetarian, halal, gluten-free, nut allergy, lactose-free)

Police Information Check Consent

- I understand that AUSU requires a Level 2 Criminal Record and Judicial Matters Check (CRJMC) through Commissionaires as part of the fiduciary-eligibility requirements set out in POL-007 and POL-014. Most checks are completed within 24 hours; however, inconclusive results or identity-verification issues may require additional processing time by local police services.
- If my completed check is not available before the close of nominations, I may submit proof that the check has been requested. The CRO will continue to monitor the status of all outstanding checks until they are complete, including after the conclusion of the election.
- I agree to complete all steps required to obtain a conclusive police information check result, including responding promptly to any follow-up requests from Commissionaires, local police services, or the CRO. This may include fingerprinting or additional identity verification if required.
- I understand that delays caused by my failure to complete required steps, respond to CRO requests, or attend fingerprinting appointments may result in my nomination being deemed incomplete under POL-007 and POL-014.
- I understand that my police information check must return clean and meet AUSU's fiduciary-eligibility requirements before I can take the Oath of Office. Failure to complete the required check, or the return of a result that does not meet eligibility standards under POL-007 and POL-014, will render my nomination incomplete and may result in my removal from Council even if I have been elected.
- I declare that all information provided in this nomination form is true and complete. I understand that providing false or misleading information may result in disqualification under AUSU's Elections Policy POL-007: Elections.

Signature _____ **Date** _____

If you have any questions, please contact the Chief Returning Officer at elections2026@ausu.org.