



# Nomination Package

**Guide to the Running for the BSCU in the CSU's General Election**

Last updated on February 27, 2019

## About this Document

This document, the BSCU General Election Nomination Package, seeks to inform potential BSCU general election candidates about the BSCU, the CSU, the general election, and the positions available. If you decide you run, please fill out the last four pages of this document and submit them to the CSU Members Centre (Library 195) by Thursday, March 7 at noon.

This document seeks to serve as a general guide. Candidates and students must abide by the CSU constitution, bylaw, and procedures as well as all directives, decisions, and rulings of the chief returning officer. The full list of rules and regulations are outlined in the CSU's constitution, bylaws, and procedures manual to be found at: [csu.bc.ca/governance](http://csu.bc.ca/governance). Email the chief returning officer at [cro@csu.bc.ca](mailto:cro@csu.bc.ca) with any questions.

## About the BSCU

The Business Society of Capilano University (BSCU) is a student-run organization under the Capilano Students' Union, which is the student society that represents the student body of Capilano University. The BSCU's mission is to enhance the experience for business students at Capilano University in academic, campus and social life. The BSCU is made up of five associations, including the Capilano Accounting Association, Capilano Finance Association, Capilano University Marketing Association, Human Resources Management Association, and International Business Association.

## About the CSU

The CSU delivers student services, fosters student live on campus, and advocates on behalf of over the 8,500 Capilano University students in North Vancouver and at Kálex-ay, the Sunshine Coast campus.

The CSU hosts a variety of events each year to promote the social, political, recreational, and academic wellbeing of students at Capilano University. Such events include Captivate, the Social Advocacy Faire, and Rock the Boat.

The CSU negotiated the U-Pass programs, provides a health and dental plan to students, and gives resources to clubs and associations on campus.

The CSU is separate from the university. The CSU is student-driven and staff-run – an elected board of directors representing a variety of faculties and constituency groups governs the direction of the organization.

## Job Descriptions for Available Positions

### President

#### Duties

The BSCU president is responsible for the following:

- overseeing activities of BSCU;
- succession planning for BSCU;
- enforcing CSU and BSCU policies and procedures to govern decision practices;
- monitoring and ensuring the carrying out of the BSCU strategic plan;
- monitoring and ensuring the carrying out the BSCU marketing plan;
- evaluating work performance of BSCU presidents' committee members;
- submitting budgets to CSU on behalf of BSCU and its associations;
- coordinating and monitoring spending of BSCU budget;
- reviewing BSCU monthly financial statements to ensure financial stability and transparency;
- seeking appropriate avenues to invest BSCU funding;
- chairing BSCU presidents' committee meetings;
- scheduling BSCU presidents' committee meetings and preparing meeting agendas; and other duties as required.

#### Term and compensation

- up to \$600 per semester
- May 1 to April 30

#### Eligibility

Candidates for BSCU president role must meet or exceed the following criteria:

- must be enrolled in a program in the Faculty of Business and Professional Studies during the current academic year and upcoming school year (this is the term that the candidate would be applying to be the president);
- must have completed one full school term at Capilano University; and
- must be able to meet the commitments and the additional responsibilities of the position without negatively affecting their academic standing.

Preference is given to candidates who have served as a member of the BSCU presidents' committee.

## Vice-President

### Duties

The BSCU vice-president is responsible for the following:

- providing support to the BSCU president (being the right-hand person);
- being aware of all activities of BSCU;
- supporting the succession planning for BSCU;
- enforcing CSU and BSCU policies and procedures to govern decision practices;
- supporting the implementation of the BSCU strategic plan;
- supporting the implementation of the BSCU marketing plan;
- providing feedback on work performance of presidents' committee members
- supporting the budget process;
- coordinating and monitoring spending of BSCU budget;
- reviewing BSCU monthly financial statements to ensure financial stability and transparency;
- chairing presidents' committee meetings in the absence of the BSCU president;
- scheduling presidents' committee meetings and preparing meeting agendas in the absence of the BSCU president; and
- other duties as required.

### Term and compensation

- up to \$200 per semester
- May 1 to April 30

### Eligibility

Candidates for BSCU vice-president role must meet or exceed the following criteria:

- must be enrolled in a program in the Faculty of Business and Professional Studies during the current academic year and upcoming school year (this is the term that the candidate would be applying to be the BSCU vice-president);
- must have completed one full school term at Capilano University; and
- must be able to meet the commitments and the additional responsibilities of the position without negatively affecting their academic standing.

Preference is given to candidates who have served as a member of the BSCU presidents' committee.

## Association Presidents

### Positions available

- Capilano Accounting Association president
- Capilano Finance Association president
- Capilano University Marketing Association president
- Communications Association president
- Human Resources Management Association president
- International Business Association president
- Legal Studies Association president

### Duties

The association presidents are responsible for the following:

- be the primary liaison for association members;
- keep in close communication with the BSCU members on BSCU and association activities;
- organize, implement, facilitate and report on events;
- seek ways to improve upon events;
- seek opportunities for future events/partnership events;
- keep the association's "team" motivated, focused, and on the same page;
- ensure the association's "team" understands the association's role in the BSCU strategic plan;
- ensure the association's "team" understands their responsibilities individually, as a "team", and as an association;
- provide updates with respect to CSU and BSCU policies and procedures, as required; and
- other duties as required.

### Term and compensation

- up to \$200 per semester
- May 1 to April 30

### Eligibility

Candidates for association president roles must meet or exceed the following criteria:

- must be enrolled in a program in the Faculty of Business and Professional Studies during the current academic year and upcoming school year (this is the term that the candidate would be applying to be the association president);
- must have completed one full school term at Capilano University;
- must be able to meet the commitments and the additional responsibilities of the position without negatively affecting their academic standing; and
- any additional association-specific criteria.

## Important Dates

### Election dates

#### Nominations period

Tuesday, February 26 at noon to Thursday, March 7 at noon

Nominees must submit completed nomination packages to [cro@csu.bc.ca](mailto:cro@csu.bc.ca) or drop off completed nomination packages with candidate information pages to the desk in the CSU Members Centre (Library 195) by the closing date. Nominations received after this time will not be accepted.

#### Early nomination package review deadline

Monday, March 4 at noon

Prospective candidates may submit their nomination package for early review to ensure their paperwork is in order. Submit completed packages to [cro@csu.bc.ca](mailto:cro@csu.bc.ca) or drop them off at the desk in the CSU Members Centre (Library 195) before the deadline.

#### Candidate information sessions

Tuesday, February 26 at noon to 1:00pm, Library 188

Tuesday, March 5 at noon to 1:00pm, Birch 162

Need more information about the BSCU, the CSU, and the role and responsibilities of being a BSCU or association leader before submitting your nomination package? Come to this information session to learn more about all of these, and to have all your questions answered.

#### Candidate orientation

Thursday March 7 at 3:00pm, Maple 116

All candidates are required to attend this candidate orientation meeting prior to campaigning. The chief returning officer (CRO) will provide an overview concerning the electoral procedures as well as other relevant rules and important information you need to know before you begin campaigning. If you are not able to attend this meeting, you must contact the CRO directly to arrange an alternate meeting time.

#### Campaign period

Friday, March 8 at 3:00pm to March 21 at 5:00pm

Before campaigning, you must attend a mandatory candidate orientation session, at which time you will receive a copy of the candidate's handbook, which will provide detailed information regarding campaign rules.

#### Candidate forums

Tuesday, March 12 at noon, CSU Members Centre (Library 195)

Thursday, March 14 at noon, CSU Members Centre (Library 195)

Candidates forums offer an opportunity for candidates to speak to students about their goals and visions for their work at the CSU and the BSCU. Audience members may also ask

candidates questions. While attendance at the forum is not mandatory, candidates are strongly encouraged to attend.

## **Polling period**

March 19 at 9:00am to March 21 at 5:00pm

Elections will be held using an online election process, which will be able to be accessed via [csu.bc.ca/vote](https://csu.bc.ca/vote).

## **Preliminary election results**

March 21 shortly after 5:00pm

Ballot tabulating will take place immediately after the polls have closed. Notice of the results will be posted online once the results have been tabulated.

## **Official results**

Subject to any recounts or other appeals required or requested, results will become official as soon as the chief returning officer's report is presented to the CSU's board of directors; the results shall be official and binding upon the society.

## **Election Rules at a Glance**

Election rules are extremely important to understand and follow. All candidates and students must abide by the CSU constitution, bylaw, and procedures as well as all directives, decisions, and rulings of the chief returning officer. An extract of some of the basic rules are below.

The full list of rules and regulations are outlined in the CSU's constitution, bylaws, and procedures manual to be found at: [csu.bc.ca/governance](https://csu.bc.ca/governance). Email the chief returning officer at [cro@csu.bc.ca](mailto:cro@csu.bc.ca) with any questions.

### **Early nomination form check deadline**

CSU Procedures Manual: Section XVI, Article 3, Clause 4.c

The chief returning officer may establish an early nomination form check deadline for the purposes of early verification and corrections of nomination packages. No corrections shall be allowed once nominations have closed.

### **No slates**

CSU Procedures Manual: Section XVI, Article 3, Clause 3.c & 6.i.vii

Candidates are strictly prohibited from running in slates, real or apparent, or sharing expenses for campaigning and the cost of campaign materials. A slate shall mean a group of candidates who run for elected office for mutual advantage, use similar slogans, or otherwise act as a slate, real or apparent.

### **No campaigning outside of campaign period**

CSU Procedures Manual: Section XVI, Article 3, Clause 6.a

There shall be an official campaign period beginning immediately after the conclusion of the Candidate Forum until the end of voting in an election

## **No campaigning within vicinity of polling stations**

CSU Procedures Manual: Section XVI, Article 3, Clause 6.b

Campaigning shall not be permitted in the vicinity of any polling station, as determined by the chief returning officer, and the chief returning officer may establish and announce times during which campaigning by any candidates, or any candidates on a given campus, shall not be permitted.

## **Poster sizes**

CSU Procedures Manual: Section XVI, Article 3, Clause 6.d.i

Posters no larger than 30cm x 45cm (11" x 17") may be put up, but no candidate may have more than one poster on any one bulletin board, and all postering must comply with the university's postering procedures and policies; in addition, the chief returning officer may establish further rules for postering.

## **Classroom speaking**

CSU Procedures Manual: Section XVI, Article 3, Clause 6.h

Candidates are allowed to speak to a classroom, as long as they get permission from the instructor before the class begins, limit talking to five minutes (or less if instructor gives less time). Reminder: the instructor has full control over who is allowed and not allowed to speak to their class.

## **Don't campaign with these**

CSU Procedures Manual: Section XVI, Article 3, Clause 6.i

Candidates shall not campaign with the use of road signs, leafleting of vehicles parked on campus, treating or gift giving including the distribution of food or drink, distributing or passing around devices that voters can cast a vote on, including mobile phones, tablets and laptops.

## **Campaign expenses**

CSU Procedures Manual: Section XVI, Article 3, Clause 8

The upper limit for campaign expenses that may be incurred per candidate is \$75 (except campus representatives, which is \$25).

## **Use of CSU resources**

CSU Procedures Manual: Section XVI, Article 3, Clause 7.c-e

Candidates shall not use the services, materials/resources, space of the CSU unless they are generally available to all members of the CSU, and if the candidate pays the market rate for them, if applicable. CSU clubs and BSCU associations shall not spend money or expend resources on behalf of any candidate.

## **Declaration of expenses**

CSU Procedures Manual: Section XVI, Article 3, Clause 7.c-e

All expenses incurred by each candidate must be submitted and signed within 72 hours after the campaign period (the form will be provided by the CRO). Candidates are strongly urged to contact the CRO with any questions including any rulings prior to getting discounted or free services, or some other organization covering their expenses. Submitting a false or deceptive



statement of expenses to the CRO, or failing to submit the expense report by the deadline is a serious offence.

## Serious offences

CSU Procedures Manual: Section XVI, Article 4, Clause 5

For serious offences, the chief returning officer may disqualify a candidate and may also lodge a complaint against the candidate with the board with a view to having the board suspend some or all of the candidate's society privileges.

## Candidate Statement

All candidates are encouraged to submit a candidate statement of up to 100 words to the chief returning officer by email by **Friday, March 8 at 10:00pm**. Late submissions will not be accepted.

This statement will be posted at polling stations and on the Capilano Students' Union website as well as submitted to campus publications. Other information you can incorporate into your statement may include an explanation of what makes you a good candidate, why you are running for the Business Society of Capilano University, a description of your goals, and some of the issues you would like to address while in office.

In order to be approved for distribution, the candidate statement must be text only and must comply with the requirements for campaign materials.



**INCLUDE THIS PAGE WHEN SUBMITTING NOMINATION**

**Election Nomination Form**

Sunshine Coast campus representative position requires five signatures. All other positions require 25 signatures. Remit this form to the CSU Members Centre by March 7, at noon.

| We, the undersigned, nominate _____<br>as a candidate for the position of _____ |                              |                |           |
|---|------------------------------|----------------|-----------|
| #   | Name as it appears on Cap ID | Student Number | Signature |
| 1   |                              |                |           |
| 2   |                              |                |           |
| 3   |                              |                |           |
| 4   |                              |                |           |
| 5   |                              |                |           |
| 6   |                              |                |           |
| 7   |                              |                |           |
| 8   |                              |                |           |
| 9   |                              |                |           |
| 10  |                              |                |           |
| 11  |                              |                |           |
| 12  |                              |                |           |
| 13  |                              |                |           |
| 14  |                              |                |           |
| 15  |                              |                |           |
| 16  |                              |                |           |
| 17  |                              |                |           |



**INCLUDE THIS PAGE WHEN SUBMITTING NOMINATION**

We, the undersigned, nominate \_\_\_\_\_  
 as a candidate for the position of \_\_\_\_\_

| #  | Name as it appears on Cap ID | Student Number | Signature |
|----|------------------------------|----------------|-----------|
| 18 |                              |                |           |
| 19 |                              |                |           |
| 20 |                              |                |           |
| 21 |                              |                |           |
| 22 |                              |                |           |
| 23 |                              |                |           |
| 24 |                              |                |           |
| 25 |                              |                |           |
| 26 |                              |                |           |
| 27 |                              |                |           |
| 28 |                              |                |           |
| 29 |                              |                |           |
| 30 |                              |                |           |
| 31 |                              |                |           |
| 32 |                              |                |           |
| 33 |                              |                |           |
| 34 |                              |                |           |
| 35 |                              |                |           |



**INCLUDE THIS PAGE WHEN SUBMITTING NOMINATION**

**Acceptance of Nomination and Nominee Declaration**

|  |  |
|--|--|
| Name as it appears on your Cap ID  |  |
| Name to appear on ballot (if different from above)   |  |
| Student number   |  |
| Position for which you are running   |  |
| Complete mailing address   |  |
| Phone number   |  |
| Email  |  |
| <p>By signing this form, I accept my nomination as a candidate for the Business Society of Capilano University for the position described above. Should I be elected to a BSCU position, I authorize the release of my personal information to BC Registry Services as required by the Societies Act, and I agree that the Capilano Students' Union may use my personal information to confirm my eligibility to serve with the BSCU.</p> <p>I, the undersigned candidate, hereby agree that:</p> <ol style="list-style-type: none"> <li>1. I will abide by the election rules and regulations</li> <li>2. I am eligible to be a candidate for the position I seek and am prepared to accept the duties and responsibilities for this role at the Business Society of Capilano University</li> <li>3. I understand that all election-related materials are my responsibility and that all publicity materials used by my campaign must be approved and authorized in advance by the CSU's chief returning officer (CRO); and</li> <li>4. I have received a list of all deadlines associated with the campaign period.</li> </ol> |  |
| Signature  |  |
| Date   |  |



**INCLUDE THIS PAGE WHEN SUBMITTING NOMINATION**

**Personal Information Release Form**

Members of the CSU or the campus media may wish to contact you to ask questions about your candidacy and/or for an interview to be published in the campus newspaper. The CSU publishes contact information for candidates running in the elections on our elections page of the website. The CSU requires your consent in order to publish your contact information.

Add any contact information that you would like to be made public below:

| Information Type | Information |
|------------------|-------------|
| Name             |             |
| Phone            |             |
| Email            |             |
| Signature        |             |
| Date             |             |

| INTERNAL USE ONLY |  |
|-------------------|--|
| CRO signature     |  |
| Date              |  |