

WATERLOO UNDERGRADUATE



STUDENT ASSOCIATION

Board of Directors Nomination Package*

2023-2024

Director

Federation of Students, University of Waterloo, operating
as Waterloo Undergraduate Student Association (WUSA)

* It is not necessary that a candidate complete this paper nomination
package if they complete all the steps in the online nomination form.

Received by:

Name

Date

Important:

- Please read this nomination form in its entirety.
- Only **undergraduate students and members of the Corporation** are eligible to sign nomination forms.
- Fill out all parts of your nomination form.
- For those running in the WUSA General Elections, applications are due **4 p.m. on Wednesday, January 25, 2023**, on vote.wusa.ca*
- A Candidate Info Session will be held on Thursday, January 26, 2023, at 5:30 p.m. This Info Session is mandatory as essential information will be shared concerning the responsibilities attached to the role, the elections process, and the campaigning period.
- Candidates are responsible for familiarizing themselves with the Waterloo Undergraduate Student Association's [by-laws](#), [elections & referenda procedures](#), and [all other applicable organizational documents](#).
- Candidates are encouraged to submit their information mainly through the online nomination process on vote.wusa.ca for inclusion in WUSA Elections promotional materials. If you choose to forgo the online process, please provide the following information in addition to this form: name, program and year, previous applicable involvement with WUSA/Waterloo (this area is to be brief point-form and not the place to expand on these points), a maximum 100 word bio/reasons why someone should vote for you, and any links to website/social/email address.*

*Not applicable for those running in a by-election.

Basic Duties of a Director



The Board of Directors primarily oversees its financial, legal, human resources, contractual, and strategic affairs. In addition to Federal laws, Provincial laws, and the By-laws and Policies of the Corporation, the Board of Directors is also bound by policies and procedures which regulate affairs of the corporation including many matters ranging from budgeting and risk management to rules for employment.

They can:

1. Collectively establish and review the policies of the Corporation;
2. Act for the benefit of the whole student body to the university with respect to academic or other education related issues;
3. Form committees which recommend stances to Board;
4. Act as fiduciaries ensuring the financial stability and managing risks of the corporation;
5. Delegate representatives to serve on university decision bodies or other bodies outside of the University.
6. Cooperate with other university bodies in the formation and facilitation of joint committees;

Directors must:

1. Attend all Board meetings, scheduled monthly. At these meetings, Directors can give a report on their ongoing stakeholder efforts and relevant work of committees.
2. Review agendas and supporting materials in advance of meetings;
3. Participate in decision-making by offering comments, suggestions, and recommendations;
4. At all times, act honestly, ethically, and diligently for the organization and its stakeholders;
5. Ensure the Corporation is adhering to its long-range plan and jointly create a new plan when it is up for renewal.

Other basic duties of a Director include:

1. Understand issues facing students at large and bring these to the attention of the Board and subcommittees to decide if advocacy stances need to be taken.
2. Meet with University and external stakeholders where necessary and advocate on student issues.
3. Maintain records of what was discussed at these meetings and share notes with relevant board members to promote collective understanding of agreements and action items.

Time Commitment:



Directors will be expected to spend approximately five to ten hours each week on Board-related activities. This fiduciary role comes with an honorarium to ensure the role can be done by any member best suited for the role with fewer financial barriers.

Candidate Eligibility:

Candidates for Director positions must be full members of the Waterloo Undergraduate Student Association. According to the bylaws, a full membership is defined as follows:

1. Each undergraduate student currently registered at the University of Waterloo.
2. Each undergraduate student currently registered in a co-operative work term at the University of Waterloo.
3. Each person who was an undergraduate student in the previous term who has not withdrawn or graduated from the University.
4. Each Officer of the Corporation who (i) was elected as an Officer while an undergraduate student, (ii) has graduated from an undergraduate program at the University, and (iii) has yet to complete his/her/their term of office.

In addition to be able to run in the election, Directors also must meet the following additional requirements:

1. Must be at least 18 years of age;
2. Must not be a person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;
3. Must not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside Canada;
4. Must not be an employee of the Corporation; and
5. Must not be an undischarged bankrupt or expect to become bankrupt during the duration of the term of office.



Nominations for Director positions require the signature of the candidate and the signature of twenty-five (25) other electors. These electors must be members of the Corporation.



The Chief Electoral Officer, or designate thereof, with the assistance of the ERO, shall verify the validity of each nomination form. If a nomination is invalid, the nomination will be rejected, and the candidate will be notified. Candidates whose nominations are rejected after the end of the nomination period will have two business days to make corrections and amendments.



Candidates who have not clarified their membership status by either adding sufficient classes to their schedule or arranging their fees will not be allowed to stand in the election.

How much does it cost to run?

Board Director campaigns have a strict spending budget of \$150.00 per candidate. Candidates will receive a reimbursement from the Waterloo Undergraduate Student Association for up to one hundred per cent of their spending budget. Spending budgets for campaigns can be found in the [WUSA Elections and Referenda](#) document [Section 7.1]. Candidates and referendum committee accruing three (3) or more demerit points will receive a reduced reimbursement. Disqualified candidates are not eligible for this subsidy.

Consent

I, _____ give my consent to this nomination for Director of the Waterloo Undergraduate Student Association.

Signature of Candidate

Faculty and Year of Study

Date

ID Number

Local Address

Permanent Address

Local phone number

Permanent phone number

E-mail address

WatIAM

Statement of Understanding

I understand that as a Director, I will be expected to balance the best interests of the undergraduate student body and those of the corporation. I understand that if elected, I will be required to complete documents such as Conflict of Interest Declaration forms, attend all board trainings and comply with all other responsibilities indicated in procedures, as well as the policies and bylaws of the Corporation.

Signature

Date

Director Nomination Form

We, the undersigned hereby nominate _____
for the office of Director of the Waterloo Undergraduate Student Association for the
2023-2024 term.

Please clearly print your full name, sign your full name, and indicate your ID Number.

Printed Name	Signature	ID Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____

Printed Name	Signature	ID Number
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____

(Director Candidates are encouraged to receive more than the minimum 25 signatures)

Candidate checklist:

- I am an undergraduate student, with fees paid/arranged in full
- Complete signatures for nomination