



GET ON BOARD

Saitsa Board of Directors Election

Information Package & Guidelines

2024/2025

Saitsa*

Who is Saitsa and the Board of Directors?

About Saitsa

The SAIT Students' Association (Saitsa) is a student-led non-profit organization representing SAIT Students. We operate a variety of student services, activities and programming designed to meet each student's unique needs and interests. We also advocate on behalf of SAIT students at the institutional level and all levels of government to ensure the students' voices are heard.

Before submitting a nomination package, we encourage you to visit Saitsa's website to familiarize yourself with Saitsa's mission, vision, programs and services we offer SAIT students.

Visit [Saitsa.com](https://saitsa.com)

Board of Directors

The Post-Secondary Learning Act (PSLA) requires Student Associations to be managed by a Board that the organization's members elect. Therefore, every winter semester, SAIT students elect 9 eligible students to represent the membership on the Board of Directors.

As the highest governing body, the Board has a fiduciary duty and a duty of care to the Association, which means that our Directors:

- * Are loyal to Saitsa;
- * Make reasonably informed decisions and
- * Take an active and direct role in Saitsa's key strategic matters.

Board of Director Responsibilities

To fulfil the mandate of the Board, Directors provide ongoing ownership linkage with the student body, set organizational policy in accordance with ownership needs, and provide oversight of operational compliance with the policy. Each Director is required to:

- ✦ Prepare for and attend monthly board meetings
- ✦ Connect with the student body through ownership linkage activities
- ✦ Become a liaison between students and the administration of a particular school (ex. School of Business)
- ✦ Participate on various SAIT committees representing the voice of students.

Before you begin the nomination process, we encourage you to visit Saitsa's website to learn about additional information about the responsibilities of the Saitsa Board of Directors.

Visit [Saitsa.com/Governance](https://saitsa.com/governance)

Time Commitment

The Board meets once a month for the official Board of Directors meeting and once a week for a team meeting. In order to fulfil their duties, Directors will dedicate approximately 10-15 hours a week to their responsibilities.

Directors Remuneration

Directors will receive a monthly honorarium of \$1,120 and up to \$1,000 per semester for tuition reimbursement.

Term

The term for a director is one year, from May of the current academic year to May of the following academic year.

Becoming A Candidate

Saitsa candidates are voting members of Saitsa who meet eligibility requirements for directorship as established in bylaws, have completed the nomination requirements, and have been authorized by the Chief Returning Officer (CRO) to contest an election. A voting member is an active student who has paid their Saitsa fees within the current academic year.

Eligibility criteria

Candidates must meet these criteria before running for election as established in the Saitsa Bylaws 5.20 and the Election & Referenda Policies & Procedures 6.0:

- * Complete an online nomination form, visit Saitsa.com/Candidate-Dashboard
- * Receive 20 valid nominator signatures;
- * Sign a declaration that they agree to abide by campaign rules (this forms part of the nomination package);
- * Ensure that their SAIT and Saitsa fees are paid in full;
- * Enrolled in a minimum of one (1) Saitsa Fee-paying course during 2 of the Fall, Winter, and/or Spring semesters;
- * Be in good standing;
- * Are not academically withdrawn; and
- * Attend one candidate's meeting.

Campaigning

To ensure that the Saitsa Board of Directors (BOD) elections are secure, free, fair, and transparent, there are certain rules that candidates must adhere to. Saitsa's full campaigning rules are outlined in the Elections Policies & Procedures at [Saitsa.com/Governance/Policies-and-Procedures](https://saitsa.com/governance/policies-and-procedures) and will be reviewed at the Candidates' Meeting.

What is Campaigning and Who Can Campaign?

- * Campaigning is the efforts undertaken by or on behalf of a candidate(s) designed to promote their election to the Board as a director(s).
- * Campaigning may only occur during the campaign period.
- * The following activities are considered campaigning:
 - Distribution, posting, or publication of any campaign materials
 - Public appearances and speeches
 - Social media posts
- * Only candidates and their campaign agents can campaign.
 - A campaign agent is a voting member affiliated with one candidate who is authorized to act on their behalf.

Things to Know When You Are Campaigning

- * Persons who are not voting members shall neither campaign in nor be permitted to influence the outcome of elections, by-elections, or referenda.
- * A voting member is an active student who has paid their Saitsa fees within the current academic year.

- * Only organizations or clubs with memberships that are majority or exclusively voting members shall be free to endorse or support candidates of their choice, except that directors and member staff will remain neutral during official engagements or working hours. Club members who are non-voting members are not permitted to campaign in or influence the outcome of the election, by-election, or referenda.
- * Candidates must maintain separate campaign promotions, materials, and expenses.
- * Candidates may spend up to \$300 on campaign related expenses and must submit an expense form along with all receipts.
- * Candidates and their campaign agents shall follow all Saitsa policies, bylaws, and election rules.
- * Campaign activities should be respectful of others, and based on integrity and truth.
- * Candidates may participate in slates. A slate is a group of two or more candidates who affiliate for the purposes of campaigning.
 - Slates may use their slate name and harmonize their designs and branding.
- * Slates are not permitted to:
 - Appear on each other's campaign materials;
 - Share their campaign expenses, materials; or
 - Share their campaign promotions. Each candidate is responsible for their own promotion of their campaign.
- * Election violations by a candidate or their campaign agent may result in the candidate facing disciplinary action ranging from a written warning up to disqualification.

Saitsa Hosted Outreach Opportunities

During the election process, Saitsa hosts election outreach opportunities for the candidates. These opportunities are not mandatory, but candidate participation is strongly encouraged.

Candidate Profile

- * Candidates may submit a 150-word (750-character) 'Candidate Profile' to Saitsa to be published on Saitsa's website. The profiles will also be on the voting ballot. Make sure to proofread your profile, as Saitsa will not edit the profiles for spelling or grammatical errors.

Candidate Photo/Video

- * Candidates may submit a candidate photo and up to a 120-second campaign video to Saitsa to be published on Saitsa's website.
- * Directions on taking your photo and producing your video will be provided in the Photo and Video Guideline when you become a candidate.

Candidate Meet & Greet Event

- * Candidates and/or their registered Campaign Agents may attend the Meet & Greet event. The Meet & Greet is a one-day event that provides students access to all candidates in one location. Candidates are each given a booth to present their campaign and engage with the voters.

Campaigning Tips & Tricks

- * 1. Talk with students
 - a. Knowing the current issues of students will help you define and present yourself during your campaign. Be genuine and thoughtful.
- * 2. Understand what you're running for

- a. Doing your homework will make you informed and more comfortable when approaching students. Know what the Board is responsible for.
- * 3. Be Realistic
 - a. Focus on realistic, achievable goals that would benefit students. Understand the authority of the Saitsa Board of Directors. For example, the Board does not have the power to provide free parking to students.
- * 4. Recruit a campaign agent
 - a. A campaign agent can make it easier to get the word out about how great you are.
- * 5. Typical ways to campaign
 - a. Posters
 - b. Social media
 - c. Classroom talks
 - d. One-on-one interactions
- * 6. Take advantage of Saitsa hosted outreach opportunities as noted above

Voting

- * All current Saitsa members are eligible to vote in the election.
- * Voting members receive a secure voting link from a third-party contractor through their SAIT email once the voting period commences.

- * Voting is done through Single Transferable Voting, which is outlined in the Election Policies & Procedures.
- * Following the close of voting, candidates, their candidate agents, and friends are encouraged to celebrate their efforts at the results announcement event.

Additional Leadership Opportunity if Elected

From within the elected Board, a President and Vice President are selected. These two leadership positions are typically the delegates/representatives to Saitsa's municipal, provincial, and federal advocacy groups. Compared to other Directors, the President and Vice President receive additional compensation for the additional responsibilities. However, please note that the President is expected to work additional hours and, therefore, would find it difficult to maintain a full-time course load.

For additional information about President and Vice President, please visit Saitsa's website.

Visit [Saitsa.com/Get-on-Board](https://saitsa.com/Get-on-Board)