

International Students' Association at York

2010 Elections Nomination Package

TO: All potential candidates in the 2010 General Election

PLEASE READ THE ENTIRE PACKAGE VERY CAREFULLY! FAILURE TO COMPLY MAY AFFECT YOUR ABILITY TO RUN.

All International Students' Association at York (ISAY) Executive Committee positions are open for the 2010 General Election:

- President
- Vice President
- Student Affairs Director
- Finance Director
- Events Coordinator
- Marketing Director
- Secretary

To run for a position you need to be a paid, current (2009-2010) ISAY member and you must collect 10 signatures of which **six (6) can be from any YORK student** and **four (4) must be from CURRENT ISAY MEMBERS** (please provide ISAY Member Numbers).

Email studentaffairs@isay.ca stating the position you are running for and 450 words outlining your qualifications and motivation for running by **Wednesday, March 17th at 8pm**. Nomination package must be submitted on **Wednesday, March 17th at 4.30pm** in the ISAY Office, 449D Student Centre.

You can only be nominated and run for **ONE** position in the single election period.

Please note that for the positions of President, Vice President and Student Affairs Director have minimum requirements as outlined below:

President: Must be an upper year York undergraduate student (completed 60 or more academic credits) in the following school year who has been an ISAY general member for at least one year.

Vice President: Must be at least a second year York undergraduate student (completed at least 30 academic credits) who has been an ISAY general member for at least one semester.

Student Affairs Director: Must be at least a second year York undergraduate student (completed at least 30 academic credits) who has been an ISAY general member for at least one semester.

Further note that only current (2009-2010) paid ISAY Members registered before 28 February are eligible to vote. For Glendon: only students recognized and registered members of the Glendon International Student Club are eligible to vote.



The 2010 election period is as follows:

<p>NOMINATION PERIOD March 12th – March 18th</p>	<ul style="list-style-type: none"> - Questions and concerns must be emailed to studentaffairs@isay.ca
<p>VERIFICATION PERIOD March 18th – March 19th</p>	<ul style="list-style-type: none"> - Incomplete forms may invalidate nominations - All qualified candidate information will be posted on the ISAY Website for the campaign period
<p>CAMPAIGN PERIOD March 20th – March 23rd</p>	<ul style="list-style-type: none"> - The campaigning period will then follow at 12:00 noon March 20th to 5:00 pm March 23rd - The ISAY Office (449D Students' Centre) is a safe zone. No campaigning or discussion of elections can take place in this office.
<p>ALL CANDIDATES DEBATES March 23rd Debate 1 scheduled for 10am Debate 2 scheduled for 5pm</p>	<ul style="list-style-type: none"> - All candidates debates will take place on Tuesday, March 23rd - There will be t2 candidates' debates to allow for people to meet the candidates and hear from them. - Candidates (or representatives) must attend both All Candidates Debates.
<p>VOTING March 23rd 10am-6pm</p>	<ul style="list-style-type: none"> - Voting will take place on one day Tuesday, March 23rd from 10am-6pm - Voting will start after the first Candidates Debate at 10am and will end at 6pm after the last Candidates' Debate - Only paid ISAY members from before Feb 28th are eligible to vote

Please read the description below for position duties

Article VI. Officers, Qualifications & Duties

Section D. Duties

All Executive Officers:

- Must attend all Executive Committee meetings. If he/she cannot attend the meeting, he/she shall notify and submit a note of regret to the President at least 24 hours in advance. If he/she could not attend the meeting, he/she shall read the meeting minutes and share opinions or ideas through the ISAY co-ordinators list-serve. If more than two meetings are missed per semester, without explanation, he/she will be dismissed from the executive committee;
- Must attend at least 50% of events run by the club. If he/she cannot attend an event, to which a commitment has been made he/she a notice of regret must be submitted to the



President and Events Coordinator, at least one week (7 days) in-advance of the event. If a notice of regret is not submitted disciplinary measures shall be taken.

- Must be in the office during their assigned office hours. Office hours shall be determined by the Executive Committee and announced to the general membership by the first day of the Fall/Winter academic Session.
- Executive officers are to perform such other duties as may be assigned from time to time.

Duties and responsibilities of the individual executive officers shall be as follows:

1) President:

- a. Act as the chief spokespersons for the ISAY;
- b. Attend all meetings of the Executive Committee and of the General membership. In the event that the chair is unable to be present, this duty shall fall to the Vice President;
- c. Be the primary representative of ISAY at external events
- d. Advise, assist and encourage the members of the executive in the execution of their duties;
- e. Adopt a pro-active role in encouraging international students to participate in the student community;
- f. With the aid of the Vice President will oversee and coordinate the duties of ISAY Staff
- g. Act in accordance with the ISAY's policy as determined by the Executive Committee.

2) Vice-President

- a. Act in accordance with the ISAY's policy as determined by the Executive Committee;
- b. Act as the chief spokesperson for the ISAY when the President is absent;
- c. Be responsible for internal communications at various levels of ISAY;
- d. With the aid of the President, will oversee and coordinate the duties of ISAY Staff
- e. Attend meetings with the President as representatives of the club and/or international students at York University.
- f. Act in accordance with the ISAY's policy as determined by the Executive Committee

6) Student Affairs Director:

- a. Planning and organizing activities and projects that will advocate for international students;
- b. Act as a representative of international/exchange students to address their concerns to student organizations and/or other student government and other such councils as recommended by the Executive Committee
- c. Be in charge of the distributing information concerning international and exchange students;
- d. Coordinate volunteers;
- e. Act in accordance with the ISAY's policy as determined by the Executive Committee.



3) Events Coordinator:

- a. To host and execute all events outlined and planned by the Executive Committee and general membership.
- b. To plan joint events with other student organizations and the administration;
- c. To serve as the President's main assistant in acting as a contact-person to sports and entertainment organizations;
- d. Act in accordance with the ISAY's policy as determined by the Executive Committee.

4) Financial Director:

- a. Recommend an operating budget for ISAY;
- b. Ensure that all money controlled or allocated by the board or the executive is use for the purposes, which it is intended;
- c. Ensure that no money is spent outside of the budget allocations without prior approval of the Board;
- d. Be given the power to request persons, papers, receipts and any other necessary documents to execute his/her duties; and
- e. Act in accordance with the ISAY's policy as determined by the Executive Committee.

5) Secretary:

- a. Be required to record minutes of all meetings of the Executive Committee and General meetings;
- b. Be a required to post the notices of all meetings via email;
- c. Be responsible for the supervision of incoming and outgoing ISAY correspondence;
- d. In consultation with the committee members develop the agendas for meetings of the Executive Committee, General Meetings and the Board; and
- e. Be required to distribute minutes to the Executive Committee and Board Meetings to their members.
- f. Act in accordance with the ISAY's policy as determined by the Executive Committee.

7) Marketing Director:

- a. Act in accordance with ISAY's policy as determined by the Executive Committee;
- b. Being responsible for advertisement placement and information distribution of events to all students and general members.
- c. Establishing contact with undergraduate media (Excalibur, etc.).
- d. Be responsible for the creation and distribution of information about all ISAY events;
- e. Act in accordance with the ISAY's policy as determined by the Executive Committee.



International Students' Association at York

Executive Elections – 2010 Nomination Form

Full Name	
Email	
Cell Phone	
Home Phone	
Student Number	
ISAY Member Number	
Position Running for	

Please note that only paid, current (2009-10) members can run and vote in elections. Also note that for the positions of President*, Vice President and Student Affairs Director*** have minimum requirements as outlined above.

****President:** Must be an upper year York undergraduate student (completed 60 or more academic credits) in the following school year who has been an ISAY general member for at least one year.

*****Vice President and Student Affairs Director:** Must be at least a second year York undergraduate student (completed at least 30 academic credits) who has been an ISAY general member for at least one semester.

Nomination signatures: Minimum of 10 signatures, of which 4 must be paid ISAY members and the rest any York student. Only current (2009-10), paid ISAY members from before February 28, 2010 are eligible to vote.

Full Name	ISAY Member Number or N/A	Student number	Signature
E.g.: John doe	000	211111100	john doe
1.			
2.			
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