

Organization for Arts Students and
Interdisciplinary Studies (OASIS)

Executive Committee and Council Elections
March 2021

Nomination Package

University of Alberta

Chief Returning Officer:
Yordanos Mengesha (mengesha@ualberta.ca)

Dear Candidates,

Welcome to the 2021 OASIS General Elections. As Chief Returning Officer, I applaud your decision to run for a position and represent undergraduates in your Faculty. This Nomination Package is your guide to participating in the elections, and it includes the following documents:

- A summary of OASIS;
- A description of the roles and responsibilities of Executives and Councillors;
- An elections timeline;
- An outline of the elections' rules and regulations;
- A notice concerning candidate information for the OASIS website and Facebook page;
- A nomination form;
- A nomination signature sheet;
- A candidates' information sheet; and
- A letter of academic eligibility.

It is your responsibility to ensure your nomination forms and sheets are completed **accurately and fully**. Please read your package carefully and make sure it includes all necessary documents.

Remember: Not knowing a rule is not an excuse for breaking it.

Your completed nomination package must be emailed to the CRO, Yordanos Mengesha by **March 5, 2021, 11:59pm**. No nominations will be accepted after this time.

If you have any questions regarding the elections, you may contact me via email at mengesha@ualberta.ca.

Finally, I encourage you to invite friends who are interested in OASIS to participate in the elections as candidates and voters.

Best of luck,

Yordanos Mengesha
Chief Returning Officer
OASIS

The OASIS Basics

What is OASIS?

The Organization for Arts Students and Interdisciplinary Studies (OASIS) is the representative body of undergraduate students in the Faculty of Arts at the University of Alberta. OASIS was created by a committee of Arts students through a restructuring process facilitated by the Students' Union over the summer of 2015. The newly restructured association was presented to the membership for feedback and ratification at a General Meeting in September 2015.

What does OASIS do?

OASIS is the meeting place between undergraduate Arts students and the Faculty of Arts. As a Faculty Association, OASIS is responsible for providing services and advocacy for its members. This includes coordinating graduation photos, locker rentals, events, and student representation on various bodies within the Faculty of Arts and the Students' Union.

General responsibilities within OASIS:

The primary purpose of OASIS is to represent and serve its membership. The OASIS Executive Committee is responsible for overseeing day-to-day operations, and the Council is responsible for overseeing the legislation and the activities of the Executive Committee. Executive duties include coordinating locker rentals, organizing events, reaching out to students, setting annual priorities, reviewing funding applications, and advocating for students' interests to the Faculty of Arts. Council duties include proposing or overseeing legislative changes, ratifying budgets and expenses, and reviewing the work of the Executive Committee and the Chief Returning Officer.

Time Commitment:

Weekly office hours are an important part of being an OASIS representative. Each Executive and Councillor is expected to hold set office hours every week. Office hours are a great way to familiarize yourself with day-to-day operations, be available to address student concerns on a drop-in basis, and complete OASIS-related tasks (dependent on in-person class offerings and are subject to adjustment to fit current health and safety protocols). Executives should expect to commit a minimum of **five** hours per week working on OASIS projects in addition to meetings. Councillors should expect to give OASIS a minimum of **two** hours per week.

Meetings:

Executives are required to attend weekly or biweekly meetings during the Fall and Winter terms, plus any other meetings that pertain to their portfolio. Councillors are required to attend Council meetings that occur half as often as Executive Committee meetings. All are expected to have read meeting agendas and any attached information, which will be emailed out before the meeting. They will also be expected to attend general meetings and OASIS events whenever

possible.

Positions Available

Executive Committee:

The Executive Committee is composed of one (1) President and six (6) Vice-Presidents. The Executives are responsible for the day-to-day operations of OASIS, including advocacy, event planning, coordination of services, budgeting, and more.

President:

The President is responsible for the vision and direction of OASIS, including but not limited to strategic planning and goal-setting, and ensuring that the mandate and values of the organization are upheld. Duties of the President include:

1. Calling general meetings;
2. Sitting on the Senior Board of the Council of Faculty Associations (COFA), the Executive Committee of the Faculty of Arts, and the Arts Faculty Council;
3. Acting as a signing authority;
4. Ensuring other Executives are completing their duties and goals;
5. Organizing the transition between outgoing and incoming executives;
6. Managing the attendance of executive members; and
7. Issuing written warnings as necessary.

Vice-President Academic:

The VP Academic is responsible for supporting the best interests of Departmental Associations in the Faculty of Arts. Duties of the VP Academic include:

1. Liaising with Departmental Associations and providing support for their activities;
2. Facilitating the creation and growth of Departmental Associations;
3. Fostering a healthy undergraduate academic culture, by means including but not limited to coordinating and supporting events and initiatives relating to undergraduate research and creative activities;
4. Holding granting sessions for Departmental Associations and Arts student groups (in conjunction with the VP Finance);
5. Coordinating advocacy concerning academic matters in coordination with other relevant members of the Executive Committee; and
6. Representing OASIS on the Academic Affairs Committee of the Faculty of Arts and the COFA Advocacy Board.

Vice-President Outreach:

The VP Outreach facilitates a variety of events for members of OASIS. Duties of the VP Outreach include:

1. Serving as the central coordinator of events for which OASIS is the primary event organizer, sponsor, and/or host, including speakers, fundraisers, and socials;
2. Planning and host the AGM and at least two (2) additional events per term;
3. Planning and hosting internal events such as volunteer appreciation and retreats; and
4. Sitting on the COFA Member Services Working Group.

Vice-President External:

The VP External is responsible for external advocacy and communications with groups external to the OASIS membership (i.e. Arts undergraduates). Duties of the VP External include:

1. Sitting on the Arts Faculty Council, the Executive Committee of the Faculty of Arts, and the COFA Advocacy Working Group;
2. Keeping in regular contact with relevant personnel within the Faculty of Arts and the Students' Union;
3. Directing the advocacy efforts of OASIS;
4. Acting as the point of first contact for all external inquiries, including media;
5. Securing sponsorships for OASIS; and
6. Assisting the Faculty of Arts in securing student representatives for the Arts Faculty Council and Arts governance committees.

Vice-President Finance:

The VP Finance is responsible for the maintenance and upkeep of the financial affairs of OASIS. Duties of the VP Finance include:

1. Maintaining the financial records of OASIS;
2. Being the first point of contact for financial institutions;
3. Developing an annual budget;
4. Producing an annual financial report for the annual general meeting and facilitating the budget question-and-answer period;
5. Producing regular financial reports for the OASIS Executive Committee and Council;
6. Creating and enforcing money control protocols;
7. Acting as a signing authority;
8. Conducting volunteer training as necessary for financial tasks such as issuing receipts;
9. Holding granting sessions for Department Associations and Arts student groups (in conjunction with the VP Academic);
10. Holding granting sessions for individual students (in conjunction with the VP Internal);
11. Organizing and supervising granting activities and paperwork;
12. Creating and chairing meetings of the Granting committee; and
13. Sitting on the COFA Finance and Administration Working Group.

Vice-President Internal:

The VP Internal is responsible for communications within OASIS, including with the general membership (i.e. Arts undergraduates). Duties of the VP Internal include:

1. Being the first point of contact for members of OASIS and facilitating communications between members and executives;
2. Maintaining an online presence for OASIS, which may include a website, blog, Facebook page, Instagram account, or other forms of social media;
3. Creating correspondence to members at regular intervals and liaising with relevant personnel in the Faculty of Arts to distribute it over Faculty communications channels;
4. Regulating and distributing internal documents, including meeting agendas and minutes;
5. Producing and distributing all OASIS publicity materials, including posters, handbills, digital content, and media advertisements;
6. Holding granting sessions for individual students (in conjunction with the VP Finance);
7. Sitting on the COFA Finance and Administration Working Group;
8. Acting in the President's stead if they are unable to fulfill a commitment; and
9. Coordinating office hours and meeting times of the Executive Committee and Council.

OASIS Council:

The OASIS Council is composed of eleven (11) Councillors, including:

- Two (2) Fine Arts Councillors (students enrolled in fine arts programs);
- Three (3) Humanities Councillors (students enrolled in humanities programs);
- Four (4) Social Sciences Councillors (students enrolled in social sciences programs);
- One (1) Interdisciplinary Councillor (a student enrolled in a program offered through the Office of Interdisciplinary Studies or the Bachelor of Arts in Mathematics); and
- One (1) International Councillor (an international student enrolled in the Faculty of Arts).

Duties of OASIS Councillors include:

1. Acting as Speaker in Council meetings on a rotating basis;
2. Proposing constitutional amendments, policy and procedure amendments, and new policies and procedures as necessary;
3. Reviewing and ratifying constitutional amendments, policy and procedure amendments, and new policies and procedures proposed by the Executive Committee;
4. Approving at their discretion unbudgeted Executive Committee expenses;
5. Reviewing Executive Committee reports and meeting minutes;
6. Overseeing the Elections Officer (provided they are not running for reelection to the OASIS Council or election to the OASIS Executive Committee);
7. Calling for a Judicial Panel review of an Executive's or the Chief Returning Officer's performance as necessary; and

8. Voting on impeachment recommendations from the Judicial Panel when necessary.

2021 OASIS General Elections Timeline

Nomination Deadline: Friday, March 5th, at 11:59pm.

This is the last day and time to submit a nomination package. No nomination shall be accepted after this deadline. When submitting your nomination package through email ensure the subject states: 'Nomination Package Submission', your name and then faculty. Please submit all the documents in a single pdf file.

Candidates' Meeting: Sunday, March, 7th at 6:00pm.

All nominated candidates will be required to attend an online meeting on google meets, a link will be forwarded to all qualifying candidates to go over election rules and regulations. A meeting link will be sent via email on **March 6th at 12pm**. Attendance is mandatory; candidates will be disqualified if they do not attend or send a proxy. If you are unable to attend, the Chief Returning Officer needs written or emailed notice, and you may send a proxy in your stead.

Campaign Start: Tuesday, March 9th at 9:00 a.m.

No campaigning is permitted before this time.

Voting: Wednesday, March 17th & Thursday, March 18th

Voting will take place via an online system through the Students' Union, concurrent with the Students' Council and General Faculties Council elections. Voting links will also be available on e-Class (tentative). Candidates and OASIS election results will be announced concurrent with the results of the Students' Council and General Faculties Council elections. Candidates must remove their physical campaign materials from campus two hours before polls close and any online sources of campaigning material (further details TBA).

Budget & Receipt Deadline:

A budget of campaign being submitted is not required for this year's election. The principle reason being that with the current situational conditions, campaign materials will be likely run entirely online because of restrictions. Candidates will not be needing to pay for the bare means of participation in an in-person election (i.e., posters). Whereas any form of online promotional posts (i.e., social media posts) do not require payment for the bare means of participation in an online-only election.

2021 OASIS General Elections Rules & Regulations

Please be sure to read this document and abide by the rules and regulations set forth in it. Candidates in breach of any of the following rules and regulations will be subject to disqualification or alternative consequences. The Chief Returning Officer will communicate any further rules and regulations at the Candidates' Meeting or before and during the campaign period as necessary.

Nominations:

Acceptance of a nomination package does not guarantee the eligibility of a candidate. If, at a later point in time, a candidate is found to be ineligible, that candidate will be disqualified. In order to be eligible to take office as an OASIS Executive or Councillor, nominees must be undergraduate students at the University of Alberta and currently enrolled in the Faculty of Arts. Nomination signature forms may be e-signed digitally. If any candidate is unable to do this, please email the CRO to have a google form template sent for you to use and have filled out instead as a nomination form (still requiring all the same information). Nominees for the OASIS Council must also state their program of study so as to confirm their eligibility for the Council position they are contesting. The earlier your forms are submitted, the more time the CRO has to validate signatures and inform you of any discrepancies. There will be no extensions granted for late forms.

Classroom Speaking:

It is up to candidates to organize any classroom presentations. Permission must be obtained from the instructor prior to speaking in any classroom.

Campaign Restrictions:

Candidates are NOT permitted to campaign in the following areas:

- Campus Libraries;
- University Admin Buildings;
- Students' Union info booths, services, or businesses;
- Public transit stations;
- Residences;
- University Hall; and
- The APIRG Office.

Digital Election Materials:

In light of the COVID-19 pandemic, candidates will not be able to distribute print election materials. However, they may publish digital campaign materials on social media or a personal website. Candidates are responsible for publishing their own digital election materials. Materials must include the OASIS website address and the voting days. All digital election materials must

be sent to the Chief Returning Officer for approval before publication. Any post made without CRO authorization will need to be immediately deleted (act is subject to further repercussions) .

Candidate Information for the OASIS Website and Facebook Page

Please send a description of yourself of approximately 200 words to Yordanos Mengesha at mengesha@ualberta.ca

This description will appear on the OASIS Facebook page and website. Your description should be based on a true understanding of yourself and must not include any content attacking other candidates. One purpose of this material is to encourage voters to vote for you. Please pay attention to your wording for this purpose.

In addition, please submit an electronic copy of a recent picture (1.5"X2") that clearly shows your face and shoulders to Yordanos Mengesha mengesha@ualberta.ca.

2021 OASIS General Elections Nomination Form

Name: _____

Student ID number: _____

Program/department of study: _____

Year of study: _____

Position contested: _____

The 2021 OASIS General Elections are governed by the rules and regulations set out in the OASIS Constitution and the 2021 OASIS General Elections Nomination Package, plus any further rules and regulations communicated to candidates by the OASIS Chief Returning Officer. Each candidate is responsible for ensuring that all aspects of their campaign are in accordance with these rules and regulations.

This form must be accompanied by the name, faculty and program of study, year of study, student ID number, and signature of **at least ten (10)** undergraduate Arts students endorsing the nomination, and must be turned in to the OASIS CRO, Yordanos Mengesha through email by **Friday, March 5th, 2021 at 11:59pm.**

I, the undersigned, hereby acknowledge and accept my nomination for the position named above, and declare that, to the best of my knowledge, I am eligible to contest this election and, if elected, to hold office.

Signature: _____

Date: _____

Signatures of Support from UAlberta Undergraduate Arts Students
2021 OASIS General Elections

We, the undersigned, being registered undergraduate students in the Faculty of Arts at the University of Alberta, hereby nominate _____ to contest the position of _____ in the 2021 Organization for Arts Students and Interdisciplinary Studies (OASIS) Elections to be held on March 17th and March 18th, 2021.

Name	Faculty & Program	Year	Student ID#	Signature
1				
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Letter of Academic Eligibility

Academic Eligibility:

To confirm your academic eligibility to run in the election, you should send the “Letter of Academic Eligibility,” to the Undergraduate Student Service (USS) to fill out this letter confirming your enrollment in the Faculty of Arts, then send their signed letter to the Chief Returning Officer.

Alternatively, if USS does not get back to you in time, you may send the Chief Returning Officer a copy or screenshot of your official verification of enrollment from beartracks. The document is available on beartracks by clicking “verification documents” under “my academics” on the right side of the website. Proceed to select “enrollment verification” once on the new page, select undergraduate under “academic career” and “fall 2020/winter 2021” under “selected desired term” for a document letter of proof of your registration status in the current Fall/Winter Terms and in the Faculty of Arts.

OASIS Chief Returning Officer
mengesha@ualberta.ca
University of Alberta

This letter confirms that _____, ID#: _____
is a registered student taking at least one course for credit in the Faculty of Arts, and at the last Faculty academic assessment was eligible to continue in a course of studies as defined in the Academic Standing regulations of the applicable Faculty sections of the Calendar.

Name: _____

Position: _____

Signature: _____

Date: _____