



**WLU STUDENT PUBLICATIONS NOMINATION PACKAGE  
PREPARED FOR THE 2023-24 ANNUAL GENERAL MEETING**

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## TABLE OF CONTENTS

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Letter from the President	2
Nomination rules and guidelines	3
Summary of important dates	5
Organizational information	6
Position description – President	7
Position description – Board Director	10
Declaration form	11
Signatures	12
Proof of registration	13
Scrutineer form	14

## LETTER FROM THE PRESIDENT

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Dear prospective candidate,

Congratulations on your decision to run for President and Publisher or a Board Director of Wilfrid Laurier University Student Publications! The President and Publisher and the Board of Directors are accountable for steering WLU Student Publications in a direction based on ethics, leadership, transparency, and commitment to quality. They help ensure that we stay committed to the organization's vision, mission, and values. They also conduct regular board meetings to ensure the overall success of the organization and its respective publications.

Submitting this package is your first step towards a truly unparalleled experience working with WLU Student Publication's incredible departments and staff. In this role, you will refine your knowledge and skill set in varying areas of student media, governance, leadership, administration, and ultimately gain insight into how WLU Student Publications functions from a variety of perspectives. Further, you will develop many transferable skills for your future endeavors.

As the current President and Publisher of WLU Student Publications, this position has pushed me to develop a lot of new skills both professionally and personally. It has provided me with situations unique to WLUSP and given me the space to grow alongside the organization and better prepare me for the job market outside of WLUSP. I have not only developed valuable professional skills in the areas of journalism, print, web, and radio, but I have also built important relationships with volunteers and staff within the organization and others within the Laurier community. With this job, I was able to assist in managing a non-profit while chairing a board of directors, which I couldn't foresee being available to me on this magnitude with other employers.

To truly get the most out of this position, you must be dedicated, highly motivated and display a strong passion for student driven media and volunteerism. You must be patient, calm and be ready to handle any circumstance that may arise while also looking to your fellow administration for support.

As you complete this package and prepare for elections, remember this is your opportunity to show the student membership at Laurier who you truly are, and why they should trust you to represent them for the next year and make important decisions on their behalf. I look forward to the upcoming elections and hearing from the candidates who, if successful in being elected, will lead WLU Student publications into a bright and successful future. If you have any questions or concerns, please do not hesitate to contact me, and the best of luck to you throughout this process!

Sincerely,

Abigail Heckbert  
President and Publisher  
Wilfrid Laurier University Student Publication

# NOMINATION RULES AND REQUIREMENTS

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## 1. CLOSE OF NOMINATIONS

**Failure to submit these forms by the deadline with result in invalid nomination.**

The forms contained in this nomination package must be completed in full and submitted as outlined below by Monday, January 16, 2023 at 11:59PM.

**Brantford:** If submitting in person, Brantford nominees must submit forms to the Brantford WLUSP office located at the Odeon Building in 50 Market Street, Brantford, ON N3T 2Z5. If submitting virtually, forms must be scanned and emailed in full to Abigail Heckbert, who can be reached via email at [president@wlusp.com](mailto:president@wlusp.com).

**Waterloo:** If submitting in person, Waterloo nominees must submit forms to the Waterloo WLUSP office located at 205 Regina Street, President's office (third floor). If submitting virtually, forms must be scanned and emailed in full to Abigail Heckbert, who can be reached via email at [president@wlusp.com](mailto:president@wlusp.com).

## 2. PLATFORMS AND CANDIDATE PHOTOS

Platforms must be submitted via email by Monday, January 16 at 11:59PM to [president@wlusp.com](mailto:president@wlusp.com). Late platforms will not be accepted. Board of Directors candidates' platforms must not exceed 150 words. President/Chair candidates' platforms must not exceed 250 words. If a platform is longer than these lengths it will be cut off with a slash.

Candidates must arrange to send their headshot via email to [president@wlusp.com](mailto:president@wlusp.com), or have their photo taken by a WLUSP photographer on either campus no later than 5:00PM on Monday, January 16<sup>th</sup>. Waterloo candidates can contact Yasmeen Almomani at [editor@thecord.ca](mailto:editor@thecord.ca). Brantford candidates can contact Jeremy Vyn at [photography@thesputnik.ca](mailto:photography@thesputnik.ca). Failure to arrange a photograph will result in a message reading "photo unavailable," when published on The Cord and The Sputnik's websites.

## 3. SPEECHES AND OPEN FORUMS

**Online open forum:** Candidates will be required to answer questions pertaining to their platform on the WLUSP website between the time of submitting their platform until the Annual General Meeting (date TBD).

**Virtual Open forum (Brantford & Waterloo):** Candidates for board will be given two (2) minutes to speak at an open forum held virtually (January 23, 2023) prior to the Annual General Meeting. Candidates for President will be given three (3) minutes to speak. This will be followed by a question-and-answer period.

**Radio Laurier Debate:** Candidates for the Board of Directors and President and Publisher will go on air at a time coordinated with the Station Manager for an hour-long show, formatted similarly to the Virtual Open Forum. Board Candidates will be given two (2) minutes to speak on air. Candidates for President will be given three (3) minutes to speak. This will be followed by a question-and-answer period.

**Annual General Meeting (Waterloo, simulcast in Brantford):** Candidates for the Board will be given three (3) minutes to speak during the Annual General Meeting which will be held virtually (date TBD). Candidates for President will be given five (5) minutes to speak. The speeches will be followed by a multi-campus question period; the chair of the meeting will set the time limit.

#### **4. CAMPAIGNING**

There shall be no campaigning outside of the Annual General Meeting; this includes but is not limited to posters, pamphlets, booths, mass emails, social media promotion/groups and websites. It is the candidates' responsibility to ensure campaigning does not occur, whether from the candidate or in the candidate's name. Word of mouth shall never constitute as campaigning. Proof of slander or libel of another candidate at any time is reason for immediate dismissal from the election. Violation of the above policies may result in immediate dismissal from the election.

#### **5. VOTING PROCESS AND RESULTS**

Advanced poll locations will be established on both campuses for a maximum of ten (10) hours during the week preceding the Annual General Meeting. Candidates are welcome to be present but may not campaign during advanced polls. Voting will also occur at the Annual General Meeting on both campuses.

At the Annual General Meeting, after votes have been cast, the meeting will recess to review the results on both campuses. Each candidate will have the option to have one (1) scrutineer on each campus during vote review process. A scrutineer is nominated by the candidate to ensure fair voting process, candidates must fill out the attached scrutineer form and submit with the nomination package.

Results will be announced at the virtual Annual General Meeting.

#### **6. APPEALS**

Any rulings by the chair will be made known to the candidate through email to the candidate used to register. If a candidate wishes to appeal a ruling of the Chair of the AGM before the election, the candidate must send an email to the Chair at [president@wlusp.com](mailto:president@wlusp.com) within 24 hours of being notified of the decision of the Chair of the Annual general meeting. This email should include the reasons for said appeal. If one wishes to appeal a decision made at the Annual General Meeting, the appeal must be made immediately after the ruling is made at which time the chair will recess the meeting to allow the WLUSP Board of Directors to rule on the appeal.

## **7. ELECTION POLICY**

Though the above information outlines required process for all candidates, WLUSP's elections policy is available online for further information. Find this policy at: [www.wlusp.com/about/policy-and-procedures/](http://www.wlusp.com/about/policy-and-procedures/)

## SUMMARY OF IMPORTANT DATES

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**Monday, January 16 at 11:59PM:** Complete nomination packages due to Abigail Heckbert.

**Monday, January 16 at 11:59PM:** Candidate photo must have been emailed to [president@wlusp.com](mailto:president@wlusp.com) or taken by Cord or Sputnik staff.

**Monday, January 16 – February 3:** Online open forum will be open for comments from viewers and applicants.

**Monday, January 20 (time TBD):** Virtual Open Forum

**Friday, January 21 – February 4:** Early Voting (Waterloo & Brantford)

**Monday, January 23 – Friday, January 27:** Radio Laurier candidate interviews

**TBD:** Annual General Meeting on Zoom (with Waterloo and Brantford candidates)

## ORGANIZATIONAL INFORMATION

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Wilfrid Laurier University Student Publications (WLUSP) is a volunteer based not-for-profit media group. WLUSP, autonomous from both the Students' Union and the university has a membership comprised of individuals of the Laurier student body who pay fees levied through the university. This funds WLUSP's publications, websites, and online radio station.

### **PRINT PUBLICATIONS**

**The Cord:** a weekly newspaper produced for the Waterloo campus and community

**The Sputnik:** a monthly newspaper produced for the Brantford campus and community

**The Community Edition:** a monthly newspaper distributed to the Kitchener-Waterloo community

**Blueprint Magazine:** a graphic and literary magazine distributed four times annually

**The Keystone:** Waterloo campus's official yearbook

**The Carnegie:** Brantford campus's official yearbook

**WLU'er:** Laurier's official multicampus student handbook

### **OTHER ENTITIES**

**Radio Laurier:** Laurier's online campus radio station

**Laurier Student Poll:** a market research group focusing on public opinion on campus

### **WEBSITES**

[wlusp.com](http://wlusp.com), [thecord.ca](http://thecord.ca), [communityedition.ca](http://communityedition.ca), [thesputnik.ca](http://thesputnik.ca), [radiolaurier.com](http://radiolaurier.com), [blueprintmagazine.ca](http://blueprintmagazine.ca), [laurierstudentpoll.com](http://laurierstudentpoll.com)

WLUSP is also responsible for organizing Laurier's undergraduate and graduate photography and composites.

**NOTE:** The above information provides a rudimentary framework of the organization. More information can be found on all of the above listed websites or by contacting individuals within the organization. Contact information can be found at [www.wlusp.com](http://www.wlusp.com)

## POSITION DESCRIPTION – PRESIDENT and PUBLISHER

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**POSITION DESCRIPTION:** President and Publisher

**REPORTS TO:** Board of Directors

**SUPERVISES:** Executive Director and all publication department heads including Cord Editor-in-Chief, Sputnik Editor-in-Chief, Keystone Editor-in-Chief, Carnegie Editor-in-Chief, Blueprint Editor-in-Chief, Radio Laurier Station Manager, Brantford Administration, WLUSP Summer Interns

**TERM OF OFFICE:** May 1, 2023 to April 30, 2024

**HOURS:** 40 hr/ week

**GENERAL FUNCTION:** Elected by the student body, the WLUSP President is responsible for overseeing the operations of WLUSP. The President hires and supervises the work of all student publication managers and Editors-in-Chief. In addition, the President is responsible for overseeing the budgeting process and ensuring budgets are passed by the board of directors as per WLUSP policy. The president will provide strategic oversight to the Executive Director and assist the Executive Director in the management of day-to-day operations. The President also serves as chair of the WLUSP board of directors and acts as publisher to all publications, with the exception of The Community Edition.

**REQUIREMENTS:** In order to be eligible for election to the position of President/Chair and Publisher, the candidate must be a member (volunteer or staff) of a WLUSP publication.

### **PRESIDENTIAL RESPONSIBILITIES**

**The President serves as chair of the WLUSP board of directors and is responsible for overseeing the management and accountability of all operations of WLUSP. It is the responsibility of the President to keep the board of directors informed of progress in operations or any situation that may cause legal risk or substantial financial change to the organization. The President is responsible for the following tasks:**

- Serve as the chair of the WLUSP board of directors
- Convene regular meetings with the Board of Directors of Student Publications.
- Work with the Board of Directors to engage in: strategic and business planning, long term visioning, and decision making at the board level.
- Oversee and monitor the work of the Executive Director
- From time-to-time recruit and hire new Executive Director
- Perform regular performance evaluations of the Executive director

- Supervise budgetary compliance and review and approve amendments, within the authority granted by the board
- Represent the Corporation in relations with the university and other outside organizations
- Coordinate public relations activities and represent WLUSP to the media
- Sit on the WLU Advertising & Sponsorship Committee to represent the interests of the corporation
- Chair, plan and manage the logistics of the annual general meeting
- Coordinate the response to any matters affecting the legal status of the corporation, including, but not limited to: matters of libel, employment contract disputes, and other legal matters
- Act within the guidelines, policies, and regulations of the WLU Student Publication's Board of Directors in the best interest of the members of the corporation
- Ensure the Corporation is in compliance with all federal, provincial and municipal legislation and regulatory requirements
- Ensure that Student Publications is operating in accordance with its existing bylaws, policies, and guidelines
- Attend all meetings/conferences on behalf of WLUSP as required by the Board of Directors
- Submit regular reports to the Board, outlining work completed, and bringing relevant matters to the attention of the Board
- Prepare a year-end transition report for the incoming President
- Any other reasonable duties, as required by the Board of Directors.
- Oversee the corporate auditing process and any government audits
- Negotiate contracts regarding: the acquisition of materials, equipment and services, the operating relationship with WLU, the continuing employment of staff members

#### **PUBLISHER RESPONSIBILITIES:**

**The Publisher is responsible for all editorial and media content produced by WLUSP, excluding The Community Edition in which the Executive Director serves as the publisher for. It is the Publisher's responsibility to ensure that all content produced and distributed by WLUSP staff and volunteers is in compliance with the values of the corporation and the WLUSP Code of Conduct. The Publisher will:**

- Manage all direct report staff and ensure the effective supervision of all staff and volunteers
- Oversee all human resources activities across the organization and directly facilitate or have facilitated human resources related activities for editorial and media content production, including, but not limited to the hiring and termination of staff

and volunteers.

- Facilitate regular professional development activities for staff and volunteers
- Oversee and participate in activities undertaken to recruit and orient new staff and volunteers
- Participate in hiring of relevant staff in the months preceding the term of office, and the last months of the term of office
- Assist the Executive Director in preparing the interim and operating budget
- Act as a liaison and mediator between departments
- Assist members of the Corporation and the public in resolving any complaints regarding the publishing and broadcast activities of WLUSP, and act as a mediator where necessary
- Ensure compliance with media law
- Oversee unsigned and unattributed work to ensure compliance with WLUSP policy and media law
- Ensure that all content produced by WLUSP meets or exceeds the corporation's high standards
- Ensure that all content produce by WLUSP complies with the Values of the organization and the WLUSP Code of Conduct.
- Where necessary discipline staff who intentionally breach expectations of standard, organizational values or WLUSP Code of Conduct.

## POSITION DESCRIPTION – BOARD DIRECTOR

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**REPORTS TO:** WLUSP Membership

**SUPERVISES:** Executive Director, President and Publisher

**TERM OF OFFICE:** May 1, 2023 to April 30, 2024

**GENERAL FUNCTION:** Elected by the student body, the board of directors is responsible for overseeing the strategic direction of the organization and ensuring compliance with all policy, by-laws, provincial and federal law.

Requirements: In order to be eligible for election to the position of Director, the candidate must be a member of WLUSP. The candidate must be a student of WLU during the election process and term of office.

**SPECIAL RESPONSIBILITIES:**

- Directors are eligible to hold officer positions which include vice-chair, treasurer, and secretary
- Directors are responsible for developing strategic plans on a regular basis to guide the future direction of the organization.
- Directors are legally responsible for the organization and can at no time withhold information that would benefit or negatively impact the organization
- Directors are held to non-disclosure agreements that restrict the dissemination of privileged information.
- Directors will set policy to help govern the organization, its employees and serve the membership
- Directors will ensure that WLUSP's operations fall within the mission, vision and values as set out by the board of directors from time to time.
- Directors will ensure compliance of the organization with all laws and regulations restricting the various operations of the corporation.

## DECLARATION FORM (FORM 1 of 4)

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**CANDIDATE NAME:** \_\_\_\_\_

**SEEKING ELECTION FOR:** Select all positions that apply with a 'checkmark.' Candidates may apply for both but can only hold office as either President/Chair or Director.

\_\_\_\_\_ : **WLUSP President**

\_\_\_\_\_ : **WLUSP Director**

**WLU STUDENT NUMBER:** \_\_\_\_\_

**PREFERRED EMAIL ADDRESS:** \_\_\_\_\_

**LOCAL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**Please print below:**

I, \_\_\_\_\_, hereby declare my candidacy for Wilfrid Laurier University Student Publications \_\_\_\_\_ (President or Director). I understand and will comply with election policies, regulations and dictates of the Chair of the Annual general meeting as outlined in this nomination package. In support of my candidacy, I have completed and submitted the supporting documents contained in the nomination package. Furthermore, I confirm that I will be 18 years of age or older as of May 1, 2023 in accordance with the Ontario Corporations Act.

**SIGNATURE OF CANDIDATE:**

**DATE:**

\_\_\_\_\_  
\_\_\_\_\_

This form must be returned to Abigail Heckbert (Waterloo) by 11:59PM on Monday, January 16.

## SIGNATURES (FORM 2 of 4)

Ten (10) signatures of students currently enrolled at WLU must accompany all nominations for President or Director. It is wise to get extra signatures to account for misprinted student numbers.

We, the undersigned members of Wilfrid Laurier University Student Publications hereby nominate \_\_\_\_\_ (candidate name) for the position of \_\_\_\_\_ (President/Director).

#	Name	Student Number	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

This form must be returned to Abigail Heckbert (Waterloo) by 11:59PM on Monday, January 16.

PROOF OF REGISTRATION (FORM 3 of 4)

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CANDIDATE NAME: \_\_\_\_\_

WLU STUDENT NUMBER: \_\_\_\_\_

**This form must be signed below by an employee of the Wilfrid Laurier University Registrar's Office.**

Brantford registrar's office location: Service Laurier. Grand River Hall, 202 Colbourne St.  
Waterloo registrar's office location: 202 Regina St. North. 2<sup>nd</sup> Floor.

The above-named candidate is a registered part-time or full-time undergraduate or graduate student at Wilfrid Laurier University.

**REGISTRAR'S OFFICE SIGNATURE:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

**This form must be returned to Abigail Heckbert (Waterloo) by 11:59PM on Monday, January 16.**

## SCRUTINEER FORM (FORM 4 of 4)

Photocopy this page to have it filled out for two (2) scrutineers, maximum of one (1) on each campus per candidate.

CANDIDATE NAME: \_\_\_\_\_

SCRUTINEER NAME: \_\_\_\_\_

SCRUTINEER STUDENT NUMBER: \_\_\_\_\_

Please print below:

I, \_\_\_\_\_ (candidate name) hereby  
declare \_\_\_\_\_ (scrutineer name) as  
my scrutineer. I recognize that the scrutineer acts on my behalf and that I am responsible  
for their conduct and behavior.

CANDIDATE SIGNATURE:

DATE:

\_\_\_\_\_

\_\_\_\_\_

SCRUTINEER SIGNATURE:

DATE:

\_\_\_\_\_

\_\_\_\_\_

This form must be returned to Abigail Heckbert (Waterloo) by 11:59PM on Monday, January 16.