



WLU STUDENT PUBLICATIONS NOMINATION PACKAGE
PREPARED FOR THE 2025-26 ANNUAL GENERAL MEETING

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LETTER FROM THE PRESIDENT

Dear prospective candidate,

Congratulations on your decision to run for President, Publisher and Chair or a Board Director at Wilfrid Laurier University Student Publications! The President, Publisher and Chair 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 Publications' 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, Publisher and Chair of WLU Student Publications, this position has pushed me to develop a lot of new skills, both professionally and personally. I have experienced several situations and overcome challenges unique to WLU Student Publications, providing the space to grow alongside the organization while better preparing myself for the broader media job market outside our office. Not only have I further gained valuable knowledge in the areas of journalism, print, web and radio, but I have also built significant, strong relationships with members at WLU Student Publications and many others within the greater Wilfrid Laurier University community. In this role, I was able to assist in managing a non-profit while chairing a board of directors, which is an opportunity different employers may not be able to offer on the same magnitude.

To truly gain the most out of this position, you must be dedicated, highly motivated, willing to work collaboratively and very passionate about student-driven media and volunteerism. You must be patient, calm and 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 that 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 all candidates, at least one of whom is sure to lead WLU Student Publications into a bright and successful future. If you have any questions or concerns, please do not hesitate to contact me. The best of luck to you throughout this process!

Sincerely,

A handwritten signature in black ink that reads "Umaymah Suhail". The signature is written in a cursive, flowing style.

Umaymah Suhail
President, Publisher and Chair
Wilfrid Laurier University Student Publications

NOMINATION RULES AND GUIDELINES

1. CLOSE OF NOMINATIONS

The forms contained in this nomination package must be completed in full and submitted as outlined below by *Monday, Jan. 13, 2025 at 11:59 p.m. EST*. **Failure to submit these forms by the deadline with result in an invalid nomination.**

Brantford: If submitting in person, Brantford nominees must submit forms to the Brantford WLUSP office located at the Odeon Building on 50 Market St., Brantford, ON N3T 2Z5. If submitting virtually, forms must be scanned and emailed in full to Umaymah Suhail at president@wlusp.com.

Waterloo: If submitting in person, Waterloo nominees must submit forms to the President's office located on the third floor at the Waterloo WLUSP building on 205 Regina St. N., Waterloo, ON N2J 3B5. If submitting virtually, forms must be scanned and emailed in full to Umaymah Suhail at president@wlusp.com.

2. PLATFORMS AND CANDIDATE PHOTOS

Platforms must be submitted via email by *Monday, Jan. 13 at 11:59 p.m. EST* to president@wlusp.com. **Late platforms will not be accepted.** Candidate platforms for the Board of Directors must not exceed 150 words. Candidate platforms for the President, Publisher and Chair 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 or have their photo taken by a WLUSP photographer on either campus no later than *11:59 p.m. EST on Monday, Jan. 13, 2025*. Waterloo candidates can contact Brontë Behling at editor@thecord.ca. Brantford candidates can contact Serena Anagbe at 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 published on WLU Student Publications' websites between the time of submitting their platform until the Annual General Meeting.

Virtual Open Forum (Waterloo & Brantford): All candidates will be given an opportunity to speak at an open forum held virtually over Microsoft Teams on Monday, Jan. 27, 2025 prior to the Annual General Meeting. Candidates for the Board of Directors will be given two minutes to speak. Candidates for President, Publisher and Chair will be given three minutes to speak. This will be followed by a question-and-answer period.

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

Annual General Meeting (Waterloo & Brantford): We will need to meet a quorum of 50 members to begin the Annual General Meeting, which will be held virtually over Microsoft Teams sometime during the week of Feb. 10, 2025. This is a mandatory WLUSP-wide information session where the incoming President, Publisher and Chair and Student Board of Directors for the 2025-26 year will be announced. Candidates for the Board of Directors will be given three minutes to speak. Candidates for President, Publisher and Chair will be given five minutes to speak. The Chair of the meeting will set the time limit. The speeches will be followed by a multi-campus question period.

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 each candidate's responsibility to ensure that campaigning does not occur, whether from the candidate themselves or someone else 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 10 hours during the week preceding the Annual General Meeting. Candidates are welcome to be present, but they 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 scrutineer on each campus during the vote review process. A scrutineer is nominated by the candidate to ensure a fair voting process. Candidates must fill out the attached scrutineer form and submit it with the nomination package.

Election results will be announced at the virtual Annual General Meeting.

6. APPEALS

Any rulings by the Chair will be made known to the candidate via the email address they used to register. If a candidate wishes to appeal a ruling before the election, the candidate must send an email to the Chair at president@wlusp.com within 24 hours of being notified of the ruling. 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 decision is made, at which time the Chair will recess the meeting to allow the WLU Student Publications Board of Directors to rule on the appeal.

7. ELECTION POLICY

Though the above information outlines the required process for all candidates, WLU Student Publications' elections policy is available online for further information. You can find our policy and procedures here: <https://wlusp.com/about/policy-and-procedures/>.

SUMMARY OF IMPORTANT DATES

Monday, Jan. 13, 2025 at 11:59 p.m. EST: Complete nomination packages due to Umaymah Suhail. Candidate photos must have been emailed to president@wlusp.com or taken by a WLUSP photographer.

Monday, Jan. 13 to Jan. 27, 2025: Online Open Forum will be open for comments from viewers and applicants.

Monday, Jan. 27, 2025 (time TBD): Virtual Open Forum.

Monday, Jan. 27 to Friday, Jan. 31, 2025: Radio Laurier candidate interviews.

Tuesday, Jan. 28 to Feb. 4, 2025: Early voting (Waterloo and Brantford).

The week of Feb. 10, 2025 (specific date and time TBD): Annual General Meeting over Microsoft Teams (with both Waterloo and Brantford candidates).

ORGANIZATIONAL INFORMATION

WLU Student Publications is a volunteer-based not-for-profit media group. Autonomous from both the Students' Union and Laurier, we have a membership comprised of individuals within the Laurier student body who pay fees levied through the university. This funds our publications, websites and online radio station.

PRINT PUBLICATIONS

The Cord: A monthly student newspaper produced for Laurier's main campus and Waterloo 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 arts magazine distributed twice per term.

The Keystone/Carnegie: Laurier's official yearbook, including all campuses.

The WLU'er: Laurier's official multi-campus 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

<https://wlusp.com/>

<https://thecord.ca/>

<https://www.thesputnik.ca/>

<https://blueprintmagazine.ca/>

<https://yearbook.wlusp.com/>

<https://radiolaurier.com/>

WLU Student Publications 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 any of the above-listed websites or by contacting individuals within the organization. Contact information can be found at <https://wlusp.com/contact/>.

POSITION DESCRIPTION FOR THE PRESIDENT, PUBLISHER AND CHAIR

POSITION DESCRIPTION: President, Publisher and Chair

REPORTS TO: Board of Directors

SUPERVISES: Executive Director, The Cord Editor-in-Chief, The Sputnik Editor-in-Chief, The Keystone/Carnegie Editor-in-Chief, Blueprint Magazine Editor-in-Chief, Radio Laurier Station Manager, Brantford Administration and WLUSP Summer Interns

TERM OF OFFICE: May 1, 2025 to April 30, 2026

HOURS: 35 hours/week

GENERAL FUNCTION: Elected by the student body, the WLU Student Publications President, Publisher and Chair is responsible for overseeing all operations at the organization. The President, Publisher and Chair hires and supervises the work of all student publication managers and editors-in-chief. In addition, the President, Publisher and Chair is responsible for overseeing the budgeting process and ensuring that budgets are passed by the Board of Directors as per WLUSP policy. The President, Publisher and Chair will provide strategic oversight to the Executive Director and assist them in the management of day-to-day operations. The President acts as Chair of the WLUSP Board of Directors and Publisher to all student-run publications.

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

RESPONSIBILITIES:

The President, Publisher and Chair of the WLUSP Board of Directors and is responsible for overseeing the management and accountability of all operations at WLU Student Publications. It is the responsibility of the President, Publisher and Chair 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, Publisher and Chair is responsible for all editorial and media content produced by WLU Student Publications, excluding The Community Edition where the Executive Director serves as the Publisher. It is the responsibility of the President, Publisher and Chair 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 President, Publisher and Chair is responsible for the following tasks:

- Serve as the chair of the WLUSP Board of Directors;
- Convene regular meetings with the Board of Directors;
- 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, perform regular performance evaluations of the Executive Director as well as from time-to-time, recruit and hire new 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 and 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 Publications' 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 are operating in accordance with its existing bylaws, policies and guidelines;
- Attend all meetings and 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, Publisher and Chair;
- 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 and the continuing employment of staff members;
- 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 the WLUSP Code of Conduct.

POSITION DESCRIPTION FOR BOARD OF DIRECTORS

REPORTS TO: WLUSP Membership

SUPERVISES: Executive Director and President, Publisher and Chair

TERM OF OFFICE: May 1, 2025 to April 30, 2026

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 Student Director, the candidate must be a current member of WLUSP. The candidate must be a Laurier student during the election process and their term of office.

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;
- Directors will ensure compliance of the organization with all laws and regulations restricting the various operations of the corporation.

DECLARATION FORM (1 OF 4)

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, Publisher and Chair or Board Director.

_____ : WLUSP President

_____ : WLUSP Director

LAURIER 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, 2025 in accordance with the Ontario Corporations Act.

SIGNATURE OF CANDIDATE:

DATE:

This form must be returned to Umaymah Suhail (Waterloo) by 11:59 p.m. EST on Monday, Jan. 13, 2025.

SIGNATURES (2 OF 4)

Ten signatures of students currently enrolled at Laurier must accompany all nominations for President, Publisher and Chair or Board 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/Board 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 Umaymah Suhail (Waterloo) by 11:59 p.m. EST on Monday, Jan. 13, 2025.

VERIFICATION OF ENROLMENT (3 OF 4)

Find and download your Verification of Enrolment from LORIS and attach it to this form.

This form must be returned to Umaymah Suhail (Waterloo) by 11:59 p.m. EST on Monday, Jan. 13, 2025.

SCRUTINEER FORM (4 OF 4)

Photocopy this page to have it filled out for two scrutineers, a maximum of one 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
behaviour.

SIGNATURE OF CANDIDATE:

DATE:

SIGNATURE OF SCRUTINEER:

DATE:

This form must be returned to Umaymah Suhail (Waterloo) by 11:59 p.m. EST on Monday, Jan. 13, 2025.