



## SCHEDULE OF EVENTS

**Nominations open:** Monday, February 5, 2018 at 8:30 am

**Nominations close:** Thursday, February 15, 2018 at 3:00 pm

**Orientation meeting:** Thursday, February 15, 2018 at 5:00 pm in Galileo's

**Campaigning begins:** Saturday, February 24, 2018 at 8:30 am

**Town Hall Speeches:** Wednesday, February 28, 2018 at 12:15 pm - Markin Hall Atrium

**Town Hall Speeches:** Thursday, March 1, 2018 at 12:15 pm - Markin Hall Atrium

**Executive Debate:** Friday, March 2, 2018 at 12:15 pm - Markin Hall Atrium

**Campaigning closes:** Monday, March 5, 2018 at 8:30 am

**Voting begins:** Tuesday, March 6, 2018 at 9:00 am

**Voting ends:** Friday, March 9, 2018 at 3:00 pm

**Results Announced:** Friday, March 9, 2018 at 5 pm in the Zoo



# THE STUDENTS' UNION ELECTIONS

## BECOME THE NEXT CAMPUS-WIDE LEADER



# LEADERS IN ACTION CASA LOBBY EFFORTS





## WELCOME

# 2018/2019



*Election 2018/2019 participants:*

*I would like to congratulate you for taking the initiative to get involved in your Students' Union. The role of the ULSU is underappreciated on our campus. Most students come into direct contact with the ULSU, so they know about key services like the Health and Dental Plan. That service is invaluable, but the ULSU is so much more than that.*

*The ULSU is a team of 21 students: five full-time executives and sixteen representatives drawn from a diverse range of constituencies. They govern an organization with nine full-time employees. The ULSU is a major operation.*

*Time commitments for the available positions range from about ten hours per month (for most positions) to 35-plus hours per month (for executive positions).*

*Some of the most important functions of the ULSU are:*

- To serve as student advocates at every level, from grade appeals to provincial and federal government lobbying*
- To provide crucial services like the Health and Dental Plan, ULSU Food Bank, Emergency Grants, Service Centre and The Zoo*
- To enhance the student experience with events ranging from Fresh Fest to the Student Speaker Challenge*
- To oversee the Students' Union building and office*

*This booklet contains some very important information. Use it to learn about the available positions, the nomination procedure, the election rules, deadlines and more.*

*Reading and understanding this booklet will give you a leg up on every step of the process, from nomination to the completion of the election and beyond. Read it carefully!*

*For any other information about the election or about the Students' Union, contact me at [cro.elections@uleth.ca](mailto:cro.elections@uleth.ca), or contact the ULSU office at 403-329-2222.*

*Remember, an engaged citizenry is essential to a healthy democracy, and an engaged student body is essential to a healthy university campus.*

*Sincerely,*

*Cheri Pokarney  
ULSU Chief Returning Officer*



## VISION & MISSION

# 2018/2019



VP Academic 2012/2013 - Julie Adolf  
Speaker - Ken Jennings

### VISION

The University of Lethbridge Students' Union will deliver extraordinary service, facilities, programs and opportunities that exceed the expectations of our students. The Students' Union will be recognized locally, provincially, and nationally as a dynamic and innovative leader in the Canadian University Community.

### MISSION

The mission of The Students' Union is to provide our students, as well as faculty, staff, and alumni a portal to the unique University of Lethbridge experience. The Students' Union compliments the academic programs and enhances the overall educational experience and quality of campus life for students and other members of the U of L family.

As the heart of the student community, we are committed to student success by delivering a diverse program of cultural, educational, social and recreational services. We strive to surpass the needs of our multi-cultural student community, create a positive learning experience, and maintain a healthy balance between academic and leisure activities.





# Are You:

*Outgoing,  
Enthusiastic,  
Creative,  
Highly Motivated,  
A Team Player?*



## **INVOLVEMENT = EMPOWERMENT**

### **What is involved with being an effective leader . . .**

#### **Executive Council:**

- Full-time honoraria positions
- Commit 35 hours per week
- Become a professional student advocate
- Plan and host student events
- Lobby government on student issues
- Oversee the ULSU office and building

#### **General Assembly Representative:**

- Part-time honoraria positions
- Commit 10 - 20 hours per month depending on the position
- Represent your constituency
- Attend monthly meetings
- Oversee ULSU spending
- Assist with student events



**ALL POSITIONS ARE AVAILABLE**

2018/2019

# Which Position Will You Choose?

## **EXECUTIVE COUNCIL POSITIONS**

- President
- VP Academic
- VP External
- VP Student Affairs
- VP Operations & Finance



**The positions listed in black are for U of L Lethbridge campus students only.**

**Position listed in BLUE is for Calgary campus students only.**

## **GENERAL ASSEMBLY POSITIONS**

- 6 Faculty of Arts & Science Reps.
- 1 Faculty of Education Rep.
- 1 Faculty of Management Rep.
- 1 Faculty of Health Sciences Rep.
- 1 School of Fine Arts Rep.
- 1 Residence Rep.
- 1 International Rep.
- 1 First Nations, Métis, Inuit Rep.
- 1 [Calgary Campus Rep.](#)





# ORGANIZATIONAL CHART

# 2018/2019

## GENERAL ASSEMBLY

- 1 President
- 1 VP Academic
- 1 VP External
- 1 VP Student Affairs
- 1 VP Operations & Finance
- 1 Calgary Campus Rep
- 6 Arts & Science Reps
- 1 Education Rep
- 1 Management Rep
- 1 Health Sciences Rep
- 1 Fine Arts Rep
- 1 First Year Rep (*elected in September*)
- 1 Residence Rep
- 1 International Rep
- 1 First Nations, Métis, Inuit Rep

## EXECUTIVE COUNCIL

President

VP Academic

VP Student Affairs

VP External

VP Operations & Finance

## GENERAL MANAGER

Bookkeeper,  
Service Centre  
Manager

Operations  
Coordinator

Administrative  
Assistant

Health Plan  
Administrator

Zoo  
Managers

Chief  
Returning  
Officer

Communications  
Coordinator

Executive  
Assistant

Service Centre  
Staff

Imaginus  
Staff

Pub & Kitchen  
Staff



## TWO GOVERNING BODIES

2018/2019

**1. The EXECUTIVE COUNCIL** is responsible for running the business affairs of the Students' Union and is directly responsible to the General Assembly. The Executive Council consists of:

1. President
2. Vice President Academic
3. Vice President External
4. Vice President Student Affairs
5. Vice President Operations & Finance

**Powers and Responsibilities of the Executive Council:**

1. Observe and uphold the objectives of the ULSU;
2. Execute, adhere to, and implement all General Assembly decisions and policies;
3. Oversee the office and the employees of the ULSU;
4. Oversee the regular operations of the ULSU;
5. Authorize and approve general expenditures as defined in the Financial Policy, the Constitution, or any other portion of the ULSU Bylaws and Policies, as within the purview of the Executive Council; be the primary body to present initiatives to the General Assembly; and,
6. Represent all member of the ULSU.
7. One or more member(s) of the Executive Council must participate in and complete responsibilities associated with the lobby groups that the ULSU subscribe to.

**2. The GENERAL ASSEMBLY** is responsible for the approval of all Students' Union decisions, Policies and Bylaws, and is directly responsible to the students of The University of Lethbridge. The General Assembly consists of:

1. The Executive Council
2. 10 Faculty Representatives
3. 1 Residence Representative
4. 1 First Year Representative (Elected in September)
5. 1 First Nation, Métis, Inuit Representative
6. 1 International Student Representative
7. 1 Calgary Campus Representative.
8. Chair of the General Assembly - externally appointed by the President

**Powers and Responsibilities of the General Assembly:**

1. Observe and uphold the objects of the ULSU;
2. Approve expenditure in accordance with ULSU Legislation;
3. Authorize all new employee positions;
4. Authorize changes to the budget;
5. Authorize expenditures from the Capital Replacement Fund;
6. Serve as a check and balance to the Executive Council;
7. Be well informed of the activities of the ULSU;
8. Serve as the judicial branch of the ULSU, holding all responsibilities regarding discipline of permanent full time employees and the members of the General Assembly; and,
9. Act as representatives of the ULSU.





## THE PRESIDENT

### Course Allowances and Requirements for the President

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of one (1) and a maximum of two (2) full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session;

### Responsibilities

1. The President is the ceremonial head of the Students' Union;
2. The President is the official representative of the Students' Union and shall attend seminars, conferences, and general meetings on behalf of the Students' Union;
3. The President is responsible for ensuring that the Students' Union is well staffed, and run in an organized and efficient manner;
4. The President is the sole signing authority on all official Students' Union correspondence on matters of political position and opinion, and has financial co-signing authority as outlined in the ULSU Constitution;
5. The President is responsible for the maintenance of the efficient administration of the affairs of the Students' Union;
6. The President, in conjunction with the VP Operations & Finance, oversee all matters related to human resources at the Students' Union;
7. The President acts as a liaison between the Students' Union, the University of Lethbridge Faculty, Staff and Administration, and the community;
8. The President, along with the Executive Assistant, is responsible for the preparation of agendas;
9. The President will appoint an external Chair for meetings of the General Assembly, to be ratified by the General Assembly, and will chair meetings of the General Assembly in the Chair's absence;
10. The President will chair, or delegate to an appropriate chair, all Town Hall Meetings of the Students' Union, except those relating to Elections and Referenda;
11. The President is a delegate to any provincial and federal lobby groups the Students' Union subscribes to;
12. The President will ensure that all written reports are completed;
13. The President will attend all meetings of the General Assembly, the Executive Council, the University of Lethbridge Board of Governors, the General Faculties Council, the University of Lethbridge Senate, and various other committees and councils as outlined by the ULSU Bylaws and Policies;
14. The President will relay all pertinent information to the General Assembly in a timely manner; and,
15. The President will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
16. The President will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
17. The President will fulfill any other responsibilities inherent in the legislation of the Students' Union.



## **THE VICE PRESIDENT ACADEMIC**

### **Course Allowances and Requirements for the VP Academic**

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of one (1) and a maximum of two (2) full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session;

### **Responsibilities**

1. The VP Academic is the academic liaison to all active members of the Students' Union on any proceedings of an academic nature;
2. The VP Academic is the liaison to each Faculty Representative in regard to all faculty and related academic matters;
3. The VP Academic is tasked with maintaining an awareness of current issues and developments regarding academic matters relevant to the Students' Union and University of Lethbridge students and therefore, leads and coordinates the Students' Union's efforts on academic advocacy;
4. The VP Academic has the authority to recommend the appointment of student members to University of Lethbridge committees on behalf of the Students' Union;
5. The VP Academic shall seek to gain student representation on appropriate University of Lethbridge committees if such representation does not exist;
6. The VP Academic will, in conjunction with the Operations Coordinator, organize an academic speakers' series or event and other activities of an academic nature;
7. The VP Academic will promote undergraduate research at the University of Lethbridge;
8. The VP Academic will act as a student advisor concerning Grade Appeals and to the GFC Undergraduate Student Discipline Committee;
9. The VP Academic will oversee the Students' Union Note Bank comprised of notes provided by students from the University of Lethbridge;
10. The VP Academic will remain current on academic issues and developments, and inform the Executive Council, the General Assembly, and the students body as required;
11. The VP Academic will attend all meetings of the General Assembly, the Executive Council, the General Faculties Council, and various other committees and councils as outlined by the ULSU Bylaws and Policies;
12. The VP Academic will relay all pertinent information to the General Assembly in a timely manner;
13. The VP Academic will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
14. The VP Academic will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
15. The VP Academic will fulfill any other responsibilities inherent in the legislation of the Students' Union.



## THE VICE PRESIDENT EXTERNAL

### Course Allowances and Requirements for the VP External

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of one (1) and a maximum of two (2) full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session;

### Responsibilities

1. The VP External of the Students' Union is tasked with maintaining an awareness of current issues and developments related to all levels of government relevant to the Students' Union and University of Lethbridge students.
2. Is the primary advocate of students to all external stakeholders.
3. Is responsible for promoting the Students' Union to the external community through a variety of projects and events.
4. The VP External has the authority to speak on behalf of the Students' Union when advocating to all levels of government.
5. The VP External shall act as the primary Government Relations Officer of the Students' Union.
6. To be a delegate, normally the primary delegate, to any provincial and federal lobby groups of which the Students' Union subscribes.
7. To be the primary advocate for University of Lethbridge Students to the City of Lethbridge.
8. Act as the primary policy researcher for all political policies of the Students' Union and/or its affiliated lobby organizations.
9. Organize activities and events that would outreach to the external community;
10. In conjunction with the Communications Coordinator and Executive Assistant, oversee all methods of communication and technology, including but not limited to: The Students' Union Website; Social Media; The Mobile App; The Students' Union Blog; and, Students' Union Press releases.
11. Organize activities and events of a political nature, with the understanding that these shall be limited to activities and events related to post-secondary education.
12. The VP External will attend all meetings of the General Assembly, the Executive Council, the University of Lethbridge Senate, and various other committees and councils as outlined by the ULSU Bylaws and Policies;
13. The VP External will relay all pertinent information to the General Assembly in a timely manner;
14. The VP External will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
15. The VP External will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
16. The VP External will fulfill any other responsibilities inherent in the legislation of the Students' Union.



## THE VICE PRESIDENT STUDENT AFFAIRS

### Course Allowances and Requirements for the VP Student Affairs

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of one (1) and a maximum of two (2) full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session;

1. The VP Student Affairs is responsible for ensuring a diverse and engaging experience for all members of the Students' Union through events, clubs, and other activities;
2. The VP Student Affairs is the liaison between clubs and the General Assembly;
3. The VP Student Affairs will facilitate communication between the General Assembly and the active members of the Students' Union;
4. The VP Student Affairs has the authority to discipline Clubs, Fraternities, and Sororities on behalf of the Students' Union to ensure all groups are adhering to the Constitution, Bylaws, and Policies of the Students' Union;
5. The VP Student Affairs will make presentations to the General Assembly and Executive Council on behalf of Clubs, Clubs' Council, Sororities, and Fraternities;
6. The VP Student Affairs will facilitate the ratification process between Clubs, Fraternities, and Sororities and the General Assembly by making the paperwork and necessary information readily available;
7. The VP Student Affairs will ensure that all ratification forms have been reviewed prior to submission to the General Assembly and will address any concerns on behalf of Clubs, Fraternities, or Sororities at the General Assembly meeting;
8. The VP Student Affairs will, along with the Executive Assistant, be responsible for the preparation of the agendas for all Clubs Council meetings;
9. The VP Student Affairs will chair all meetings of Clubs Council;
10. The VP Student Affairs will be responsible for the orientation of the incoming General Assembly through an annual retreat at which the VP Student Affairs, in conjunction with the other members of the Executive Council will present all relevant materials to the incoming General Assembly;
11. The VP Student Affairs will coordinate volunteers for all Students' Union events or delegate a representative to do so;
12. The VP Student Affairs shall be responsible for the effective communication on behalf of the Students' Union to the University of Lethbridge Community;
13. The VP Student Affairs will, in conjunction with the Operations Coordinator, organize activities, events, and projects of a non-academic nature;
14. The VP Student Affairs will attend all meetings of the General Assembly, the Executive Council, and various other committees and councils as outlined by the ULSU Bylaws and Policies;
15. The VP Student Affairs will relay all pertinent information to the General Assembly in a timely manner;
16. The VP Student Affairs will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
17. The VP Student Affairs will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
18. The VP Student Affairs will fulfill any other responsibilities inherent in the legislation of the Students' Union.



## **THE VICE PRESIDENT OPERATIONS & FINANCE**

### **Course Allowances and Requirements for the VP Operations & Finance**

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of one (1) and a maximum of two (2) full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session;

1. The VP Operations & Finance is the Chief Financial Officer of the Students' Union and shall uphold all the responsibilities thereof;
2. The VP Operations & Finance is responsible for ensuring that the Students' Union is well staffed, and run in an organized and efficient manner;
3. The VP Operations & Finance has financial co-signing authority as outlined in the ULSU Constitution;
4. The VP Operations & Finance has the authority to ensure that operational policies and legislation of the Students' Union are adhered to;
5. The VP Operations & Finance will, in conjunction with the General Manager and Bookkeeper, monitor the financial situation and accounts of the Students' Union, ensure that accurate records are maintained with respect to all financial and operational matters of the Students' Union, and be responsible for all capital maintenance of the Students' Union;
6. The VP Operations & Finance will report the state of pertinent finances of the Students' Union to the General Assembly and Executive Council at each meeting;
7. The VP Operations & Finance will ensure that the financial accounts of the Students' Union are audited annually, commencing no later than one (1) month after the fiscal year end, for the information of the active membership of the Students' Union;
8. The VP Operations & Finance will oversee the applications and the approval process of all Students' Union grants;
9. The VP Operations & Finance will oversee operational aspects of the Students' Union Building;
10. The VP Operations & Finance will, in conjunction with the President, oversee all matters related to human resources at the Students' Union;
11. The VP Operations & Finance will be responsible for the coordination of any Students' Union Constitutional, Bylaw, or Policy revisions;
12. The VP Operations & Finance will initiate projects and carry out duties of an operational or financial nature;
13. The VP Operations & Finance will attend all meetings of the General Assembly, the Executive Council, the University Budget Advisory Committee, and various other committees and councils as outlined by the ULSU Bylaws and Policies;
14. The VP Operations & Finance will relay all pertinent information to the General Assembly in a timely manner;
15. The VP Operations & Finance will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
16. The VP Operations & Finance will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
17. The VP Operations & Finance will fulfill any other responsibilities inherent in the legislation of the Students' Union.





## THE FACULTY REPRESENTATIVES

### Course Allowances

Must enroll in at least one (1) class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge;

1. Facilitate communication between the General Assembly and the active members of the ULSU;
2. Represent the faculty from which they are elected by bringing forth information and perspectives from their respective faculties and the student body;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least one (1) ULSU committee;
9. Sit on at least one (1) University committee;
10. Must volunteer at two (2) ULSU functions and/or events each semester.
11. Each Faculty Representative has one (1) vote on all General Assembly business items.
12. The Faculty Representatives will fulfill and ensure ULSU legislation is being maintained.
13. The Faculty Representatives will be voted in by the constituency they will represent thereafter.
14. The Faculty Representatives must be of the constituency electing him or her.

## THE RESIDENCE REPRESENTATIVE

### Course Allowances

Must enroll in at least one (1) class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge;

1. Facilitate communication between the General Assembly and the students housed in the Residence Buildings at the University of Lethbridge;
2. Represent the students who live in residence at University of Lethbridge, and bring forth information and perspectives from this group;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least one (1) ULSU committee;
9. Sit on at least one (1) University committee;
10. Must volunteer at two (2) ULSU functions, events, or activities each semester.



11. The Residence Representative has one (1) vote on all General Assembly business items.
12. The Residence Representative will ensure and maintain ULSU legislation is being adhered to.
13. The Residence Representative will be voted in by the constituency he or she will represent thereafter.
14. The Residence Representative must be of the constituency electing him or her.
15. To be eligible for the position of Residence Representative, the candidate must meet all eligibility requirements designated in the Voting and Eligibility Requirements Bylaw, as well as receive the endorsement of the Residence Council, that endorsement being objective and the criteria of which are laid out in the Organization of Residence Students Constitution, Bylaws, and Policies.

## THE INTERNATIONAL STUDENT REPRESENTATIVE

### Course Allowances

Must enroll in at least one (1) class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge;

1. Facilitate communication between the General Assembly and the international students of the University of Lethbridge;
2. Represent the international students of the University of Lethbridge main campus, and bring forth information and perspectives from this group;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least one (1) ULSU committee;
9. Sit on at least one (1) University committee;
10. Must volunteer at two (2) ULSU functions, events, or activities each year.
11. The International Student Representative has one (1) vote on all General Assembly business items.
12. The International Student Representative will ensure and maintain ULSU legislation is being adhered to.
13. The International Student Representative will be voted in by the constituency he or she will represent thereafter.
14. The International Student Representative must be of the constituency electing him or her.

## THE FIRST NATIONS, MÉTIS, AND INUIT STUDENT REPRESENTATIVE

### Course Allowances

Must enroll in at least one (1) class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge;

1. The First Nations, Métis, and Inuit Student Representative will facilitate communication between the General Assembly and the First Nations, Métis, and Inuit students of the University of Lethbridge;
2. Represent the First Nations, Métis, and Inuit students of the University of Lethbridge main campus, and bring forth



information and perspectives from this group;

3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least one (1) ULSU committee;
9. Sit on at least one (1) University committee;
10. Must volunteer at two (2) ULSU functions, events, or activities each semester;
11. The First Nations, Métis, and Inuit Student Rep has one (1) vote on all General Assembly business items;
12. The First Nations, Métis, and Inuit Student Rep will ensure and maintain ULSU Legislation is being adhered to;
13. The First Nations, Métis, and Inuit Student Rep will be voted in by the constituency he or she will represent thereafter
14. The First Nations, Métis, and Inuit Student Representative must be of the constituency electing him or her.

## THE CALGARY CAMPUS REPRESENTATIVE

### Course Allowances

Must enroll in at least one (1) class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge;

1. Facilitate communication between the General Assembly and students attending classes at the University of Lethbridge Calgary Campus;
2. Represent active members of the ULSU attending classes at the University of Lethbridge Calgary Campus, and bring forth information and perspectives from this group;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist with and coordinate Students' Union activities on the University of Lethbridge Calgary Campus;
6. Help administer the Students' Union Health and Dental plans on the University of Lethbridge Calgary Campus;
7. Act as a student advisor concerning the Grade Appeal process on the University of Lethbridge Calgary Campus, in consultation with the VP Academic;
8. Ensure the well being and good working order of ULSU property and equipment on the Calgary Campus;
9. Submit a monthly report to the President summarizing his or her activities for that month. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
10. The Calgary Campus Representative have one (1) vote each on all General Assembly business items;
11. The Calgary Campus Representative may strike committees on their campus, comprised of student volunteers from their campus to assist with the coordination of events, the collection of information and perspectives, and the discussion of issues pertaining to the ULSU;
12. The Calgary Campus Representative will ensure and maintain ULSU legislation is being adhered to;
13. The Calgary Campus Representative will be voted in by the constituency he or she will represent thereafter.
14. The Calgary Campus Representative must be of the constituency electing him or her.



## **TIME REQUIREMENTS & RESTRICTIONS**

### **1. Hour Requirements**

1. Members of the ULSU Executive Council are required to work a minimum of thirty five (35) hours per week, which will include time spent attending Executive Council meetings, General Assembly meetings, and committee meetings;
2. Faculty Representatives, International Student Representative, First Nations, Métis and Inuit Representative, and the Residence Representative are required to work a minimum of ten (10) hours per month, which will include attending all General Assembly meetings;
3. The Calgary Campus Representative is required to work a minimum of twenty (20) hours per month, which will include time spent attending all General Assembly meetings.

### **2. Office Hours**

1. Members of the Executive Council shall hold a minimum of six (6) office hours each week. These hours shall not fall on only one day;
2. All scheduled office hours must occur during regular ULSU hours of operation (8:30 am - 4:30 pm).

### **3. Summer Hours**

1. General Assembly members are not required to fulfill their duties during the summer months; however, special arrangements may be made if the Executive Council requires assistance to fulfill a duty or complete a project or hold a General Assembly meeting;
2. The Executive Council may approve funds as required for representatives who assist during the summer months to receive an honorarium.



## HONORARIA

2018/2019

### 4. Restrictions on Secondary Employment

1. Members of the Executive Council are permitted to hold part-time employment up to fifteen (15) hours per month. Any additional employment must be approved by the General Assembly;
2. All other members of the ULSU General Assembly are permitted to hold other employment, but arrangements must be made with any other employer to allow the member to attend all General Assembly meetings.

## HONORARIA

Each member of the General Assembly will receive the following honoraria, the amounts indicated are subject to government legislated deductions:

1. President and Vice Presidents: \$ 2,431.00 per month gross from May – April; and, Executive Council honoraria are subject to national CPI increases annually;
2. Faculty Representatives, International Student Representative, First Nations, Métis and Inuit Representative, and Residence Representative: \$50.00 each per month gross from September – April;
3. Calgary Campus Representative: \$150.00 each per month gross from August - April.
4. General Assembly members are bound by the Honoraria Bylaw they were elected under, and any changes made to this Bylaw will take effect on May 1st of the following year.







## FREQUENTLY ASKED QUESTIONS

2018/2019

**Q:** Is student government at a university level the same as it is in high school?

**A:** *No it is not the same at all. ULSU council members oversee the entire Students' Union organization which includes businesses, staff members and all operations. They are accountable to students for the entire ULSU annual budget and for every dollar they spend. They attend a lot of committee meetings, host events and lobby the government for changes so students have a better university experience. These are just a few of their responsibilities. At 35 hours per week, Executive Council positions are considered full-time employment.*

**Q:** Why would I want to run for a position on student council?

**A:** *You can make a huge difference for students on campus by implementing initiatives. You are the students' voice on all committees you sit on. You will also gain a tremendous amount of experience that will benefit your life for years to come, in ways that you can't even imagine.*

**Q:** What if I want to run for a General Assembly position but won't be in town to attend all of the monthly meetings?

**A:** *For those that are unable to attend some of the meetings, there are provisions in place so members can SKYPE in to participate in the discussion and vote on motions.*

**Q:** How can I find more detailed information about a specific position, than what is offered in this booklet?

**A:** *You can contact the current representative and he/she will answer all of your questions. You can find their contact information at [www.ulsu.ca](http://www.ulsu.ca). The current Executive Council and General Assembly members will each be spending one hour throughout the nomination period at random areas throughout campus to talk to students about their position and what it entails. Please keep your eyes open for these events or contact Cheri our CRO at [su.manager@uleth.ca](mailto:su.manager@uleth.ca) for specific dates and times.*

**Q:** What do I do if I can't decide between running for an Executive Council or General Assembly position?

**A:** *Some students run for a General Assembly position first and if they feel they can take on more responsibilities they will quite often run for an Executive Council position the following year.*

**Q:** Will my parents be proud of me if I'm elected?

**A:** *Yes of course they will, as long as you don't let your studies slide.*

Do You Have a Question?





## NOMINATIONS & ELIGIBILITY OF CANDIDATES

Any person wishing to be nominated as a candidate must fulfill all candidacy requirements stated in the bylaw governing the position they wish to be nominated for;

### A prospective candidate, in order to be nominated, must:

1. Fill out the official ULSU nomination form in ink including his or her name, phone number, University of Lethbridge student identification number, and position for nomination;
2. Sign the nomination form in the presence of the CRO, Administrative Assistant, or Executive Assistant;
3. Have the official ULSU nomination form signed by ten (12) active members of the ULSU, including their student identification numbers and signatures;
4. Confirm, by signing the nomination form, that he or she shall comply with all ULSU legislation;
5. Pay a nomination deposit to the CRO or the ULSU Administrative Assistant if running for an Executive Council position;
6. The deposit shall be refunded in full to a candidate for an Executive Council position if he or she receives a minimum of ten percent (10%) of the votes for that position;
7. Include a letter from the University of Lethbridge Registrar verifying good academic standing as per the academic standards laid out in the University of Lethbridge Calendar;
8. A nominee must include a financial standing report obtained via the Cash Office section of The Bridge Web Information System verifying that at least 50% of your total student fees for the semester has been paid. A nominee may request and receive special exemption from this via approval from the General Assembly. Such request must be made either to the CRO or the Executive Council forty-eight (48) hours prior to the closing of nominations to ensure appropriate time for a mailbox ballot of the General Assembly;
9. Submit the official nomination form, the academic standing letter, the financial standing report, and the deposit if required, to the CRO, the ULSU Administrative Assistant or the Executive Assistant before the closing of the nomination period;
10. Refunds shall not be made available to candidates who are disqualified from or withdraw from the election;
11. Members of the ULSU may only be nominated for one (1) position on the General Assembly per election;
12. Any person who was elected to the General Assembly and then impeached shall not be eligible to be nominated for any position;
13. A candidate's nomination shall not be deemed valid unless the candidate, or a delegate, as approved by the CRO, attends the orientation session as required by the ULSU;
14. If any candidate is not able to attend, he or she must submit written notification to the CRO at least forty-eight (48) hours before the orientation session;
15. The CRO must make a ruling as to the inability of the potential candidate to attend the orientation, and must render the decision on and relay the decision to the potential candidate within twenty-four (24) hours of receiving the notice.



*You can make a difference!*



# ELECTION RULES

# 2018/2019

## CAMPAIGNING

1. Each candidate shall campaign in a reasonable and responsible manner, including:
  - Being personally responsible and liable for any damages resulting from the campaign;
  - Being responsible for ensuring that practices that are unfair to other campaigns, as determined by the CRO, are not followed by a candidate's supporters; and,
  - Being responsible for complying with the provisions of ULSU legislation and regulations outlined during the orientation session.



## CAMPAIGN MATERIALS

The ULSU office, materials, and equipment may not be used for campaigning purposes by any individual or organization.

1. Campaign materials will be limited to posters, clothing, ribbons, buttons, and banners;
2. Any other campaign materials must be approved by the CRO;
3. No stickers of any kind will be used as campaign material;
4. Campaign materials may not be used for the spread of any message of hate;
5. Every printed advertisement, or other printed material having reference to an election or referendum will include on its front, in legible form, the name of the candidate or the position on a referendum question;
6. The CRO must establish internet campaigning rules to be announced at all orientation sessions;
7. The following are the allowances for posters:
  - No poster may obscure or cover other campaign materials or business signs;
  - All candidates must comply with the building codes set out by the University;
  - Each campaign will be limited to a maximum of one (1) banner per building and three (3) in total.

## CAMPAIGN EXPENSES

1. Election candidates may not exceed a one hundred and fifty dollar (\$150.00) expense limit for a campaign, expenses allowable defined in ULSU legislation and at the discretion of the CRO.
2. A fair market value assessment of all donations must be included in the budget of the campaign.
3. A prospective candidate for an Executive Council position must, in order to be nominated, include a twenty dollar (\$20.00) nomination deposit with the nomination form;
  - The deposit shall be refunded in full to a candidate for an Executive Council position if he or she receives a minimum of ten percent (10%) of the votes for that position.
4. Each Executive Council candidate will receive a maximum of a fifty dollar (\$50.00) reimbursement for campaign expenses upon itemized receipts being submitted to the CRO.
5. The CRO reserves the right to request a clear and complete statement of an individuals campaign expenses.



## CAMPAIGN FINES

1. Should an individual exceed the applicable expense limit, the CRO, on behalf of the ULSU, will fine them fifty cents (\$0.50) for every dollar in excess of the limit.
2. If the CRO should find any campaign materials around the campus after the campaign end time, he or she, on behalf of the ULSU, will fine the individual or organization as follows:
  - A maximum fine of twenty-five dollars (\$25.00) per banner;
  - A maximum fine of ten dollars (\$10.00) per poster; and,
  - For all other campaign material, a five dollar (\$5.00) fine per item will be levied.
3. Mutilation or removal of any campaign material without authority of the owner or the CRO will result in a fifty dollar (\$50.00) fine per instance to responsible candidates.





## WHO TO ASK

1. Cheri Pokarney is this year's Chief Returning Office for the Students' Union. You may ask her any and all questions you may have. Email [cro.elections@uleth.ca](mailto:cro.elections@uleth.ca), or phone the ULSU office at 329-2222 and leave a message for her.
2. You may find complete Students' Union By-Law and Policy information on the website at [www.ulsu.ca](http://www.ulsu.ca)
3. For specific information regarding the position you are running for, you may contact the current Students' Union Executive at 329-2222, or just stop in and talk to him/her.

## ULSU WEB SPACE - [www.ulsu.ca](http://www.ulsu.ca)

Each Candidate will be given space on The Students' Union website for the following information:

1. A photo of yourself, preferably a head shot so people can see who you are (15 cm minimum) or one that can be cropped.
2. Approximately 200 word bio along with the title of the position you are running for.
3. Approximately 300 words on what you know about the position you are running for.
4. Approximately 300 words on what some of your initiatives would be if you are elected.
5. Please email this information to Susan at the Students' Union office; [susan.curtis@uleth.ca](mailto:susan.curtis@uleth.ca). You may submit them as early as Monday Feb 19th and the **DEADLINE is noon on Friday, March 2nd**. They will be uploaded to the ULSU website during the campaign period. The earlier you hand it in, the better your chances of success, students love to read them. Bio's will remain on the website during the voting period.

## CANDIDATE PROMOTIONAL BULLETIN BOARD

The ULSU will be creating large bulletin boards to promote all candidates and these boards will be placed in high traffic areas on campus. Each Candidate will be given space for the following information:

1. A digital photo of yourself (15 cm minimum), the position you are running for and your field of study.
2. No more than 50 words on why you would be a good candidate for this position.
3. No more than 50 words on what your main initiative will be if you are elected.
4. Please email this information to Riley at the Students' Union office; [su.communications@uleth.ca](mailto:su.communications@uleth.ca) beginning Tuesday, Feb 20th. The **DEADLINE** for this information is Monday, Feb 26th at 4:30 pm. The bulletin board will not be made public until campaigning begins and will remain during the voting period.

## FACEBOOK

1. Each candidate can create one official facebook page, which will be administrated by the CRO.
2. The candidate may create their page no earlier than the date campaigning opens (Saturday, Feb. 24th at 8:30 am) and will not post or upload any information to the page once campaigning ends (Monday, March 5th at 8:30 am).
3. On the official page, the candidate will be allowed to put biographical information, campaign platforms, qualifications and photos.
4. Candidates may also send their facebook page link to [susan.curtis@uleth.ca](mailto:susan.curtis@uleth.ca) and she will add it to their space on the ULSU website.

## E-MAIL

Campaigning through e-mail is **not** allowed.





# CHECK LIST

# 2018/2019

## THINGS TO DO

1. **Positions:** Familiarize yourself with the various positions available and make your choice. If you are unsure what position to run for, the information sessions might help you decide. Please contact Cheri at [cro.elections@uleth.ca](mailto:cro.elections@uleth.ca) for date & time.
2. **Nomination Form:** Obtain your nomination form at Rm SU180, at any time during nomination week. Completely fill out your nomination form and hand it in no later than Thursday, Feb. 15th at 3:00 pm.
3. **Letters of Good Standing:** Hand in your letter of good academic standing from the Registrars Office to Rm SU180 before 3:00 pm, Thursday, Feb. 15th. Hand in your letter of good financial standing from the Cash Office to Rm SU180 before 3:00 pm, Thursday, Feb. 15th.
4. **Mandatory Orientation:** Attend the mandatory Orientation meeting on Thursday, Feb. 15th at 5:00 pm, room - Galileo's.
5. **Election Rules:** Know the Election rules and regulations especially on campaigning (this will be discussed in detail at the above orientation meeting.)
6. **Bio & photo for the ULSU Website:** Your Bio and photo for the ULSU website can be submitted to [susan.curtis@uleth.ca](mailto:susan.curtis@uleth.ca) beginning Monday, Feb. 19th, deadline is noon on Friday, March 2nd. Please see page 21 for details.
7. **Candidate Promotional Bulletin Board:** You may submit your information and photo for the Candidates bulletin board beginning Tuesday, Feb 20th. The deadline is Monday Feb 26th at 4:30 pm and can be submitted to [su.communications@uleth.ca](mailto:su.communications@uleth.ca) Please see page 21 for details.
8. **Facebook Page:** You may create your candidates' page anytime during campaign period **only**. Please see page 21 for details.
9. **Campaign Dates:** Make sure you do not campaign before the start date (Saturday, Feb. 24th at 8:30 am) and that you have all your campaigning materials removed by the closing date (Monday, March 5th at 8:30 am).
10. **Town Hall Speeches:** Lethbridge campus candidates prepare to give your Town Hall speech on Wednesday, Feb 28th at 12:15 pm in the Markin Hall Atrium, and on Thursday, March 1st at 12:15 pm in the Markin Hall Atrium.
11. **Executive Council Debate:** Current Executive Council members and Executive Council candidates participate in the debate held on Friday, March 2nd at 12:15 pm in the Markin Hall Atrium.
12. **Respect:** Be respectful of other candidates campaigning materials and the University's property.



### PLEASE NOTE

There will be a mandatory orientation meeting on Thursday, February 15th at 5:00 pm in Galileo's. All **Lethbridge campus candidates** must attend for your nominations to be valid. Calgary Campus candidates will be contacted by the CRO for orientation arrangements.

All successful Executive Council & General Assembly candidates will be expected to attend the Council Changeover Retreat near the end of April, as well as the ULSU's annual Recognition Dinner and Awards night in April.



# CALENDAR

# 2018/2019

## SCHEDULE OF EVENTS

|             |                                                                                                                                                                                |                                                                                                                                                          |                                                                             |                                                                                                       |                                                                                                                                                                  |                                                                                                 |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Sun Feb 4   | Mon Feb 5<br><b>Nominations open</b><br>8:30 am                                                                                                                                | Tue Feb 6                                                                                                                                                | Wed Feb 7                                                                   | Thur Feb 8                                                                                            | Fri Feb 9                                                                                                                                                        | Sat Feb 10                                                                                      |
| Sun Feb 11  | Mon Feb 12                                                                                                                                                                     | Tue Feb 13                                                                                                                                               | Wed Feb 14                                                                  | Thur Feb 15<br><b>Nominations close</b><br>3:00 pm<br><br>Orientation meeting<br>5:00 pm in Galileo's | Fri Feb 16                                                                                                                                                       | Sat Feb 17                                                                                      |
| Sun Feb 18  | Mon Feb 19<br>READING WEEK<br><br>Email your bio & photo, for the <b>ULSU website</b> to susan.curtis@uleth.ca now until Mar 2. It won't be uploaded until campaigning begins. | Tue Feb 20<br>READING WEEK<br><br>Email bio & photo for bulletin board to su.communications@uleth.ca now until Mar 2nd. It won't be public until Feb 26. | Wed Feb 21<br>READING WEEK                                                  | Thur Feb 22<br>READING WEEK                                                                           | Fri Feb 23<br>READING WEEK                                                                                                                                       | Sat Feb 24<br><b>Campaigning begins</b> at 8:30 am<br><br>May create your facebook page 8:30 am |
| Sun Feb 25  | Mon Feb 26<br><b>DEADLINE</b> to Email bulletin board info to su.communications@uleth.ca                                                                                       | Tue Feb 27                                                                                                                                               | Wed Feb 28<br><b>EC &amp; GA Town Hall Speeches</b> , 12:15 pm in MH Atrium | Thur March 1<br><b>EC &amp; GA Town Hall Speeches</b> , 12:15 pm in the Markin Hall Atrium.           | Fri March 2<br><b>EC Debate</b> , 12:15 pm in MH Atrium.<br><b>Noon DEADLINE</b> to Email your bio & photo, for the <b>ULSU website</b> to susan.curtis@uleth.ca | Sat March 3                                                                                     |
| Sun March 4 | Mon March 5<br><b>Campaigning ends</b><br>8:30 am<br><br>No more uploads to your facebook page 8:30 am                                                                         | Tue March 6<br>On-line <b>voting opens</b><br>9:00 am                                                                                                    | Wed March 7                                                                 | Thurs March 8                                                                                         | Fri March 9<br>On-line <b>voting closes</b> at 3:00 pm.<br><br>Announcement in the <b>Zoo at 5:00 pm</b>                                                         | Sat March 10                                                                                    |







# FEDERAL & PROVINCIAL LOBBY EFFORTS







The Students' Union  
4401 University Drive. W. Lethbridge, AB T1K 3M4  
Ph: (403) 329-2222, Fax: (403) 329-2224  
CRO email: [cro.elections@uleth.ca](mailto:cro.elections@uleth.ca)  
Website: [www.ulsu.ca](http://www.ulsu.ca)