

IT'S ALL GREEK TO ME



YOUR GUIDE TO FRATERNITIES AND SORORITIES

WELCOME

Welcome everyone to the 2012/2013 academic year! This guide is full of information to help you learn how to ratify as a sorority or fraternity and will provide information that you will need to know throughout this year. I suggest all sororities and fraternities take time to read this guide, because it is full of information that is relative to your group.

Sororities and Fraternities have a special place at the university, and with the growing number of fraternities and sororities on campus it was too difficult to see these organizations as clubs. Lisa Rodych took initiative and created a separate fraternity and sorority policies and bylaws to better meet the needs of the sororities and fraternities because they have different needs than clubs.

The VP Internal Affairs is here to provide information and help the fraternities and sororities with different tasks. I am eager to help all the sororities and fraternities have a successful year and encourage them to collaborate with each other utilizing Greek council. Sororities and Fraternities help further build the University of Lethbridge community and because of their unusual structure are separate from clubs I look forward to working with all of you and helping to create a great relationship between you and the ULSU. If you have any questions or concerns do not hesitate to stop by the office, email, or phone me. I am a resource for you and will help you in any way I can. The ULSU website (www.ulsu.ca) is also a great resource for additional information.

I look forward to working with you in the upcoming year.

Sincerely,

Shuna Talbot
Vice President Internal Affairs
University of Lethbridge Students Union
Office: SU180E
Phone: (403)329-5155
E-mail: su.internal@uleth.ca



IMPORTANT NOTE

This document describes “Ratified Fraternities and Sororities” and “ratification procedures” for the University of Lethbridge Students’ Union (ULSU).

This Handbook is intended to direct the founding, organization and maintenance of “ratified” student organizations at the University of Lethbridge. For the sake of this document, the following definition will apply throughout:

Ratified Sororities/Fraternities: any student ran sorority or fraternity whose chartering documents are solely established under the auspices of ULSU statutes, and which has been formally recognized by the ULSU General Assembly in its current year, and is in good standing on matters of fees, membership and financial obligations.

Ratified sororities and fraternities are legally organized under the terms and conditions of the Constitution, By-Laws and Policies of the University of Lethbridge Students’ Union. “Ratification” of a fraternity or Sorority provides certain privileges and sets specific responsibilities on the part of its officers.

Fraternities and Sororities may/do exist outside of Students’ Union’s By-Laws - they may be organized under the terms of a University department or faculty, or under the terms of the Societies Act of Alberta, or they may exist unofficially as a loose collection of mutually interested individuals. However they exist, the ULSU is only committed to the assistance and provision of services to those which are “ratified”, as described herein.

Every effort is made to ensure that this document fairly represents the spirit, intentions, and letter of ULSU statutes and policies and those of the University of Lethbridge itself.

In the event that any Ratified Club or Society is subsequently found to have practices or by-laws which are deficient in any circumstance, the ULSU is empowered to seek resolution by one, or more, of the following means:

- Referral to the ULSU By-Laws, Constitution and Policies
- Referral to the Students’ Union General Assembly
- Referral to a 3rd party mediation process, if necessary

Subject to the authority granted by the Province of Alberta, the ULSU General Assembly is the ultimate arbiter of any matter arising from any ambiguity contained in any Club or ULSU documents, or in the event of any confusion or dispute arising within a Ratified Club or Society, or between Ratified Clubs.



CONTACT INFORMATION

<p>The Students' Union (ULSU) Rm: SU180 • 4401 University Dr. Lethbridge, AB T1K3M4 www.ulsu.ca • Ph: 403-329-2222 • Fax: 403-329-2224</p>	<p>The Zoo – Campus Pub • Ph: 403-329-2195 <i>Ben Giesbrecht</i> – Zoo Manager • Ph: 403-317-5037 Email: pub.manager@uleth.ca</p>
<p>VP Internal – Shuna Talbot Rm: SU180 • Ph: 403-329-5155 Email: su.internal@uleth.ca</p>	<p>Physical Plant – Work Orders – Tunnel Painting Ph: 403-329-2602 • Rm: S138</p>
<p>ULSU General Manager – Cheri Pokarney Rm: SU180 • Ph: 403-329-2769 Email: su.manager@uleth.ca</p>	<p>Theatre Box Office – Ticket Orders Ph: 403-329-2616 • Rm: W510</p>
<p>ULSU Operations Coordinator – Tracy Merrifield Rm: SU180 • Ph: 403-329-2017 Email: su.operations@uleth.ca</p>	<p>Lethbridge Public Interest Research Group (LPIRG) <i>Sheila Rogers</i> – Ph: 403-332-5243 • Rm: SU242 Email: pirg@uleth.ca • www.lpirg.org</p>
<p>Risk & Safety Services – Toby Clark Ph: 403-329-2099 • Fax: 403-329-2685 • Rm: AH128 Email: clarkt@uleth.ca www.uleth.ca/riskandsafetyservices</p>	<p>CKXU – Campus Radio Station Aaron- Manager • Ph: 403-329-2108 Fax: 403-329-2224 Email: manager@ckxu.com www.ckxu.com</p>
<p>Risk & Safety Services – Anna Baxter Ph: 403-329-7176 • Fax: 403-329-2685 • Rm: AH127 Email: anna.baxter@uleth.ca www.uleth.ca/riskandsafetyservices</p>	<p>The Meliorist – Campus Newspaper Ph: 403-329-2334 • Email: meliorist@uleth.ca www.themeliorist.com</p>
<p>ULSU Website – Susan Curtis • Ph: 403-329-2503 Rm: SU180 • Email: susan.curtis@uleth.ca www.ulsu.ca</p>	<p>Conference & Event Services – Campus room Bookings Ph: 403-329-2244 • Fax: 403-329-5166 Email: cnf@uleth.ca</p>
<p>ULSU Communication Coordinator – Abby Groenenboom Rm: SU180 • Ph: 403-329-5221 Email: su.communications@uleth.ca</p>	<p>Information Technology Screen Savers • Rahil Tarique Email: rahil.tarique@uleth.ca • Ph: 403-329-2131 Help Desk-Club Email & Club Website Ph: 403-329-2490</p>
<p>Administrative Assistant Ph: 403-329-2222 • Fax: 403-329-2224 Room bookings U of L Atrium, Andy's Place, Markin Hall Atrium, The ULSU ballrooms and Galileo's</p>	<p>Campus Security Ph: 403-329-2603 • Fax: 403-329-5152 Rm: L911; EMERGENCY & After Hours: 403-329-2345</p>



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1. PROCEDURE OF RATIFICATION

1.1 Overview

To be considered for ratification by the General Assembly, the following must be submitted for by a sorority or fraternity to the VP Internal Affairs:

- A. A completed ULSU **Fraternity/Sorority Application for Ratification** form- available in the forms sections of this book or online at www.ulsu.ca. The signature of the fraternity or sorority president (or equivalent) & 15 current undergraduate students. On the ratification form it indicates that the fraternity or sorority agrees to comply with the Constitution, Bylaws and Policies of the Students' union.
In the first year of ratification, a fraternity or sorority will only require a minimum of five member's information
- B. The fraternity or sorority President (or equivalent) and one other executive must sign the ULSU **Sanctioned Fraternity/Sorority Agreement** form and submit it with the **Fraternity/Sorority Application for Ratification**. This form commits the sorority or fraternity to honour the provisions set out by the Constitution, Bylaws and Policies of the Students' Union.
- C. Each sorority or fraternity must submit a **Fraternity/Sorority Outline of Procedures** form- available in the forms section of this book or online at www.ulsu.ca. If you have any questions or need help with this form contact the VP Internal Affairs for more information. Please note that there are annual changes to the ULSU Bylaws and Policies and some may apply to fraternities and sororities. These amendments may directly affect sororities and fraternities current outline of procedures. If this occurs fraternities and sororities will be informed by the VP Internal Affairs who can assist with necessary amendments to the outline of procedures.
- D. Each fraternity and sorority must submit a \$20 non-refundable ratification application fee.



1. PROCEDURE FOR RATIFICATION

- E. To complete the ratification process please submit the following to the Students' Union Office:
- Completed Fraternity/Sorority Application for Ratification
 - The ULSU Fraternity/Sorority Sanctioned Agreement
 - A current Fraternity/Sorority Outline of Procedures
 - The Ratification Fee
- F. Your application for ratification will be presented to the General Assembly by the VP Internal Affairs. The General Assembly has the authority to ratify or decline ratification for any student fraternity or sorority. Each sorority or fraternity will be notified of the General Assembly's decision the following the meeting in which the ratification motion was addressed.

1.2 Outline of Procedures

- A. The fraternity/sorority outline of procedures purpose is to be an equivalent to a constitution that clubs have to submit for ratification. The ULSU respects the privacy of fraternity/sorority constitutions and have resolved this issue with this document. This document of procedures outlines the purpose, structure and rules that guide the sorority or fraternity. It should be concise and well outlined. For a new fraternity or sorority, the outline of procedures will usually be drafted by the founding members as it is required for ratification. It is not necessary for the entire membership to be involved in the creation and revision of the outline of procedures; however members should be allowed to offer input.

The Outline of Procedures form; located in the form section of this book or online (www.ULSU.ca). There are sections for all the different information you need for your outline of procedures document. Below you will find detailed information of what should be included under each section.

- B. Name of the fraternity or sorority



1. PROCEDURE FOR RATIFICATION

C. Vision and Mission of the fraternity or sorority

The mission and vision is what you see as the purpose of your fraternity or sorority, and how you want your fraternity or sorority to be perceived. It should state overall objectives and can have goals of your fraternity or sorority or simply be a more general purpose.

D. Definition of Membership

This should be summary of what is needed in order to be a member of the sorority or fraternity, and should include the rights and obligations each member has. This is where you will outline any fees associated with membership. It should also outline when or how a person becomes a full member. Be sure to outline what constitutes a “voting member” as opposed to a “non-voting member” if necessary.

E. Accountability Clause

A clause in the outline of procedures must acknowledge that the fraternity or sorority will abide by ALL Students’ Union and University of Lethbridge Bylaws and Policies. Unless otherwise approved by the General Assembly. It should also state that a fraternity or sorority may face de-ratification if a Bylaw or Policy is contravened without GA approval.

A fraternity or sorority must also state that they will comply with the Human rights act at all times.

Further information regarding the Constitution, Bylaws and Policies may be obtained from one or more of the following sources

- download a copy of the ULSU’s Constitution, By-Laws & Policies from the website: www.ulsu.ca.
- ULSU VP Internal: su.internal@uleth.ca
- ULSU General Manager: su.manager@uleth.ca

F. Executive Positions

A fraternities and sororities must include a title and definition of all Executive positions, as well as a description of the duties and powers of the executive positions. The size and composition of the Executive is to be determined by the sorority or fraternity, subject to the following necessary criteria:



1. PROCEDURE FOR RATIFICATION

- At least three (3) executive positions must be elected by the members of the sorority or fraternity.
- Only current, full-time U of L students may hold executive positions.
- At least two executive members must have signing authority for the finances of the sorority or fraternity.

G. Election Procedure

Outline your fraternity or sorority's procedure of election in detail. It is recommended that your executive meet a minimum of once a month during the academic year.

H. Procedure of Amendments

A fraternity or sorority must have the ability to amend its outline of procedure therefore; a section detailing how amendments will occur must be included in the outline of procedures. Any amendments must be accepted by the sorority or fraternity membership in a general meeting. All finalized amendments to the outline of procedures must be submitted to the VP Internal Affairs.

1.3 Important Information

- A. Any sorority or fraternity may apply for ratification anytime from May 1st prior to the academic year, and ceases to be ratified April 30th of that academic year – unless alternative arrangements
- B. Nominations and selection of an executive for a fraternity/sorority can be carried out through one of these procedures:
- New fraternity or sorority – the executive of a new fraternity or sorority will be self appointed until they are ratified and an election can be held
 - By Committee - An impartial committee is appointed from amongst the fraternity/sorority members to ensure that there is at least one qualified and willing nominee for each Executive position. The committee starts its work prior to the scheduled election, at which time it will present its slate of nominees.



1. PROCEDURE FOR RATIFICATION

- Nominations from the floor - Nominations can be accepted from the floor either at a meeting prior to the scheduled election or on the scheduled election date itself. The nominations must be authorized immediately by the nominee through a signed form or letter accepting the nomination.
- Combination - Once the Nominating Committee has presented its slate of nominations, the floor is opened to nominations from the assembly. These nominations are dealt with as stated above.
- Voting by Acclamation - In the event that there is only a single nominee for an Executive position, a vote by either a “show of hands” or a “secret ballot” must be conducted, where a minimum of 50% plus 1 votes of a quorum of Club members will determine if the nominee is to be accepted as “acclaimed” to the Executive.
- Voting through Election - In the event that there are 2 or more nominees for an Executive position, a vote by secret paper ballot or online ballot must be conducted, where the successful candidate will be that person with the largest number of votes from a balloting of a quorum of Club members.
- Secret Ballot Conduct - The fraternity or sorority must select an impartial 3rd person to serve as a Chief Returning Officer (CRO) for the election of fraternity or sorority executive other than through acclamation. The CRO must conduct a Secret Balloting of members in accordance with ULSU Bylaws. For assistance with a Secret Ballot, the Club may also consult the ULSU Chief Returning Officer, VP Internal or General Manager.

Note the fraternities and sororities are responsible for any costs that may incur from an election.

1.4 Banking

- A. The ULSU has chosen BMO as the central bank for use in this system. BMO and the ULSU have had a long, successful relationship in the past. Branch details are as follows:



1. PROCEDURE FOR RATIFICATION

BMO

606 4th Ave South, Lethbridge, AB T1J 0N7

Hours of Operation: Monday-Thursday 9:30am - 4:30pm, Friday 9:30am – 5pm

Main Contact: Barbara -403 382 3245

B. What fraternities and Sororities need to take with them to BMO

- A letter from the ULSU confirming that you are a ratified sorority or fraternity in good standing and further allowing the ULSU to have background signing authority. This letter must be signed by two of the three following: ULSU VP Operations & Finance, ULSU President, or the ULSU General Manager.
- Each club must also supply the bank with their completed club banking form, signed by both the previous and the current (new) signing authorities.

C. Opt-Out Process

There is an opt-out process for those fraternities or sororities that have an established record of outstanding financial accountability and compliance. To opt-out, they are required to present their case at a meeting of the General Assembly, proving their track record and external checks and balances are sufficient enough that they do not need to be a part of the ULSU centralized banking. The decision will be made by a majority vote of the General Assembly. They will be considered opted out on a continual basis unless a change in affiliation has occurred.



2. EVENTS & LIABILITY

2.1 Events

All Fraternity and Sorority events that are held on campus or use ULSU resources for promotion, planning, or execution must be sanctioned at the discretion of the VP Internal. A complete and detailed event proposal must be submitted to the VP Internal two (2) weeks prior to the event.

A ratified Sorority or Fraternity may reserve rooms SU300A, SU300B, and/or SU300C free of charge for fraternity or sorority event as long as you book 20 days in advance (Excluding Cabarets see 2.2 Cabarets)

Event Information to include:

(Please note that due to the diversity of events, additional information may be required)

1. Club name
2. Contact person/primary event organizer
3. Contact information (phone & email)
4. Type of event
5. Date & time of event
6. Location
7. Location type
8. Purpose of the event
9. Location capacity
10. Approximate number of attendees
11. Ticket price
12. Event Details (provide as much information as possible)
13. Event staff
14. Club Executive responsibilities
15. Transportation arrangements (car pooling, public transportation, private passenger, bus, etc.)
16. Potential risks -- what will be done to mitigate these?
17. Will alcohol be served?
 - Description of alcohol service, consult ULSU Policy XX-Club Alcohol Policy and the U of L Alcohol Policy.
18. Will food be served?
 - Description of food service, consult University Food Policies 9.8 to 9.11, unless using a licensed food vendor.
19. Detailed budget
 - Include expenses, revenues, and sources of funding if deficit occurs.

On the following page you will find an Event Proposal Template



2. EVENTS & LIABILITY

Event Proposal Template

*Please submit this proposal at least 30 days prior to your event
If any of the following do not apply to your event please put N/A*

Fraternity/Sorority Name: _____ Date of Application: _____

Contact Person: _____ Phone: _____

E-mail: _____

Date of Event: _____ Start Time: _____ End Time: _____

Attendance (approx.): _____ Ticket Price: _____

Event Description: _____

Location of Event/ Type: _____

Equipment: _____
(Please indicate any SU equipment you may need, or will supply yourself)

Event Staff: _____

Food/Beverage Requirements: _____

Transportation Requirements: _____

Potential Risks: _____

Please attach a detailed budget including expenses, revenues, and sources of funding if deficit occurs



2. EVENTS & LIABILITY

2.2 Cabarets

In order to secure the use of SUB300A, SUB300B, and/or SU300C for A CABARET, a fraternity or sorority must submit a \$200.00 deposit for the ballroom(s) to the Operations Coordinator

ALL CABARETS MUST BE APPROVED BY THE ULSU EXECUTIVE COUNCIL. For proper approvals to be arranged, the following timelines MUST be honored: for large sororities/fraternities with a history of hosting cabarets, a minimum of 1 month is required to approve and plan a cabaret*. For sororities/fraternities with no history of hosting cabarets, a minimum of 2 months is required to approve and plan a cabaret*

A. Event Booking:

Come to the Students' Union office (SU180) and speak with either the Operations Coordinator, or VP Internal. They will review your event in detail and make arrangements for submission to the Executive Council for approval - or advice on how to prepare an Event Proposal.

B. Event Dates:

Fraternities and Sororities need to request dates very far in advance. SUB Ballrooms are available to all Clubs, Sororities, Fraternities and U of L Departments, as well as the ULSU itself. The Students' Union will consider dates on the basis of many considerations...not just "first come/first served". The history and resources of the fraternity or sorority will be a major deciding factor.

C. Deposit:

When hosting a cabaret, a deposit of \$200 is required to book your event. The deposit will be refunded after the date of the cabaret as long as no damages or losses are incurred by the Students' Union. There will be no refund for an event which is cancelled less than 2 weeks from the event date.

D. Event Proposal:

The deposit must accompany a written event proposal that contains a summary of the event and a detailed budget. The even proposal must be submitted to, and approved by the VP Internal.



2. EVENTS & LIABILITY

E. Event Contract:

A Contract between the fraternity or sorority hosting a cabaret and the ULSU will be drawn up, and negotiated with the ULSU Operations Coordinator. However, this is contingent upon an approved event proposal. This is intended to establish responsibilities for specific aspects of the event. It will also outline any financial arrangements between the fraternity or sorority and the Students' Union.

F. Costs:

Fraternities and sororities are responsible for all costs of the cabaret including production, advertising, damage(s) and wages arising from the cabaret.

G. Bar Sales:

The Students' Union is required to provide services. If bar sales do not cover the agreed upon minimum sales, clubs will be required to pay for staffing costs. **

* Some sororities and fraternities have their own insurance policies, established networks and financial means to guarantee their events. For sororities and fraternities without these resources additional time is required for meeting to plan the event.

** This amount is arrived at considering the bare minimum of time and expense which the ULSU and the U of L engage in to arrange for: i) additional staffing; ii) liquor permits; iii) set-up and take-down; iv) Insurance clearances; v) Special food and alcohol orders associated with the event. (If anything, this amount does not represent more than half of what the Students' Union and U of L invest in the planning of a cabaret event.)

THE FOLLOWING INFORMATION IS CRUCIAL FOR YOU TO KNOW AND UNDERSTAND FOR THE PROTECTION OF THE INDIVIDUAL CLUB EXECUTIVES!

2.3 Fraternity/ Sorority Liability, Event Waivers & Driver Agreements

The ULSU will not be held liable for any fraternity and sorority event that is held off campus that has not been sanctioned by the VP Internal

A. If you are hosting an event with any of the following:

- Alcohol • travel • transportation • fund-raising, permits, licenses, etc. inherently risky events
- Minor participation (underage students)

You will need;

- **Waivers** to protect yourself, the fraternity/sorority, the U of L and the ULSU
- Assistance with insurance and documentation
- **Driver's Agreements** for off-campus events involving private/rented vehicles
- **Event Proposal**



2. Events & Liability

If you are unsure what to do, ask yourself;

- Is the fraternity/sorority insured against liability for this event?
- Am I personally protected in the event of liability?
- Is the fraternity/sorority partnering with responsible partners or sponsors? Do they have insurance?

Meet with the VP Internal and Toby Clark at Risk & Safety Services to review any and all Risk issues and necessary liability documentation as the first step in your event planning.

2.4 Who Are Risk and Safety Services?

Risk & Safety Services are committed to assisting students at the University of Lethbridge and are a Resource for risk, safety and insurance matters.

A. Contact Risk & Safety Services for:

- Assistance with event planning for on/off campus events, trips or conferences.
- Guidance with organizing student fund-raising efforts
- Driver agreements if arranging for transportation.
- Information when renting a vehicle or chartering a bus.
- Preparing for events involving alcohol on or off campus.
- Waiver creation and waiver administration.
- Direction on advertising student events.
- Travel Risk assessment for fraternity/sorority events
- Travel Risk sessions for practicum, internship, co-op or exchange locally or internationally.
- First Aid & WHMIS Training.

B. Contact Information

U of L Risk Management Website

www.uleth.ca/hum/riskandsafetyservices

Toby Clark - Risk Analyst

- Room - AH128 • Email - clarkt@uleth.ca
- Phone - 403-329-2099 • Fax - 403-329-2685

Anne Baxter - Manager, Risk & Safety Services

- Room - AH127 • Email - anne.baxter@uleth.ca
- Phone - 403-329-7176 • Fax - 403-329-268



3. FUNDING

3.1 Grants

Fraternities and Sororities will NOT have access to club funding through club grants or club start- up Grants

A. Fraternities and Sororities may have grants made available to subsidize a particular initiative or event, as long as they:

- Promote the purpose of the fraternity or sorority
- Promote student involvement
- Is open to all members of the Students' Union
- Occurs within the academic year
- Grants are not used for the purchase of alcohol
- Resources or materials obtained with the grant remain the property of the fraternity or sorority and remain in fraternity or sorority inventory

If the sorority/fraternity disband or are de-ratified, the fraternity or sorority must return ALL resources or materials to the Students' Union

B. Grant Applications

- Must be submitted to the VP Internal no less than 6 business days prior to a General Assembly meeting
- VP Internal will submit all complete grants to the General Assembly for approval
- The General Assembly has final authority to approve or reject any Grant application
- Grant application requirements are:
 - i. A Letter of Intent
 - ii. A complete budget detailing all costs to which the Students' Union would be contributing
 - iii. Proof of a BMO account
(Other account if you have been approved through the opt-out process)
- A fraternity or sorority are eligible for ONE grant of a maximum of \$200.00 a year
- The VP Internal may request a follow up report, including receipts, once a Grant has been approved. You will have two (2)weeks to submit this report once the VP Internal has requested it



3. FUNDING

3.2 Travel and Conference Grants

Travel and Conference Grants must be used for travel and/or conference and related event expenditures. Applications are available from the Students' Union office - SU180, or online at www.ulsu.ca

A. Application deadlines

Applications must be submitted within the following timelines to be considered:

At least five (5) days prior to the date of the event,

- At least five (5) business days prior to a regularly convened Executive Council meeting.
- Applications which are submitted well in advance of the event may be held back for approval to the closest Executive Council meeting to evaluate the number of people attending the same event.

B. Application requirements

- A completed Travel and Conference Grant application form which includes:
 - the applicants' signature to acknowledge the "Terms of Agreement",
 - A letter of intent
 - If applying as a sorority or fraternity, a majority of the sorority or fraternity executive members must have their signatures on the letter of intent
 - An itinerary of the conference or event
 - A detailed budget outlining all costs and revenues which are known and applied for, to which The Students' Union may be contributing
 - Proof of registration confirmation may be required if the application is for a conference, seminar or event
 - Proof of one of the following; travel arrangements such as receipts for vehicle rental, airfare, other transportation arrangements, or accommodation booking if applicable.

C. Application and Funding Limits

- An individual may be given funding to a maximum of fifteen percent (15%) of total expenses but may not exceed two hundred dollars (\$200.00).
- A sorority, fraternity, club or group of students may be given funding to a maximum of twenty-five percent (25%) of the total expenses but may not exceed six hundred dollars (\$600.00).
- If three (3) or more individuals apply for funding to attend the same conference or event they may, at the discretion of The General Assembly, be considered a group.
- For individual, club or group travel outside of North America, the funding maximums cited in 3.1 and 3.2 may be increased by 50% to a maximum of \$300 for individuals and to a maximum of \$900 for sororities, fraternities, clubs or groups.



3. FUNDING

D. Frequency of Application

- A student, fraternity, sorority, club or group may be eligible to receive a maximum of two (2) Travel and Conference Grants per academic year.

E. Funding Dispersal

- All applications will receive an approval or denied confirmation e-mail from the VP Operations & Finance within 2 business days following the Executive Council meeting.
- A cheque will be made available for approved applications at the Students' Union office within 5 business days following the Executive Council meeting.
- Cheques will be made available upon proof of registration confirmation (if applicable).²⁸
- The Students' Union reserves the right to withhold funding in the event that there is substantial change in circumstances or information around which the authorizing motion was based.
- Funds which are approved are not transferable to another project, conference, person, budget, fraternity or sorority which was not identified in the original authorizing motion.

F. Upon Completion

- Any funds which are not spent on the approved travel and conference/event expenses must be returned to The Students' Union.
- Report with a \$200 word minimum about the conference or event may be requested by a Students' Union Executive or staff officer within ten (10) business days of the completion of the conference or event.
- Should a student or group fail to submit the requested report within 2 weeks of a request following a conference or event, he/she shall be responsible for returning the full amount of the Travel and Conference Grant to The Students' Union.
- Use of the Students' Union Travel and Conference grants for anything other than the approved event constitutes fraud and the Students' Union reserves the right to seek reimbursement through invoicing, fee assessment and/or civil claims.

G. The Executive Council has the authority to approve or deny approval for any Travel and Conference Grant Application.

- Travel and Conference Grants which have been approved or denied by the Executive Council must be included as items for information in the following General Assembly meeting



4. GREEK LIFE COUNCIL

4.1 Overview

The objective of Greek Life Council will be to facilitate regular communication between the fraternities, sororities and the ULSU. It will provide a forum where representatives from all ratified fraternities and sororities can exchange ideas, share information, work together, and make decisions pertaining to the overall welfare of all ratified fraternities and sororities, including such aspects as Greek expansion and colonization, rush and collaborative events.

- Membership

- Two executive members of each ratified fraternity or sorority
- The VP Internal

Unless the Internal is a member of a fraternity or sorority then the VP Academic/ VP Internal Commissioner will be a member. If both the VP Academic and VP Internal Commissioner are also members of the ratified fraternity or sorority, then a member of the General Assembly will be a member

- Meetings

- Greek Life Council will meet at least once a month during the academic year (no meeting will occur during the fall or spring final examination periods)
- The VP Internal, or ULSU delegate will Chair the Greek Life Council until another chair from the Greek Life Council membership can UNANIMOUSLY be chosen at a regularly convened Greek Life Council meeting
 - The chair may only vote in the case of a tie
- Quorum for Greek Life Council is fifty percent (50%) plus one

If you have any questions or would like more information please contact the VP Internal Affairs or check online at www.ulsu.ca

If you'd like Information regarding Alcohol Policy, Advertisements, Tunnel Paintings, and much more please check out the Club Handbook





FORMS

The following pages of forms can be ripped out of the book as needed, or you can stop by the Students' Union office to pick one up



NOTES:



ULSU FRATERNITY/SORORITY APPLICATION FOR RATIFICATION

Official Fraternity/Sorority Title: _____ Date: _____


Contact Name: _____ Email: _____ Club Website: _____

Brief description of your Fraternity/Sorority (this is for the ULSU website and the annual ULSU Year in Review):

Fraternity/Sorority Executive (All Executive members must be full-time U of L students)

NAME	POSITION	PHONE	EMAIL	I.D. NUMBER

Fraternity/Sorority Membership (Please provide a complete list - minimum 15)

NAME	PHONE or EMAIL	I.D. NUMBER	
1			Remember to submit your Up-To-Date Fraternity/Sorority Outline of Procedure, Fraternity/Sorority Agreement Form, & \$20 Non-Refundable Ratification Fee along with this form.  THE UNIVERSITY OF LETHBRIDGE STUDENTS' UNION, 4401 UNIVERSITY DR, RM SU180, LETHBRIDGE AB, T1K 3M4 PH: 403-329-2222, FAX: 403-329-2224 WWW.ULSU.CA
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We the aforementioned fraternity/sorority ensure that all of the above information is current and accurate. We agree to comply with the Constitution, Bylaws, and Policies of the Students' Union and specifically the Fraternities and Sororities Bylaws. We further agree to have two representatives from our fraternity/sorority hold a seat on Greek Council and will attend all meetings.

Signature of fraternity/sorority President (or equivalent): _____



SANCTIONED FRATERNITY/SORORITY AGREEMENT FORM

THE UNIVERSITY OF LETHBRIDGE STUDENTS' UNION, RM SU180, 4401 UNIVERSITY DR, RM SU180,
LETHBRIDGE AB, T1K 3M4, PH: 403-329-2222, FAX: 403-329-2224 – WWW.ULSU.CA

The _____ fraternity/sorority undertakes that in order to become and remain a ratified fraternity/sorority by the ULSU, the fraternity/sorority shall:

1. Operate the fraternity/sorority in such a manner that it will not contravene the Constitution, Bylaws, or Polices of the ULSU, and the rules that govern the University of Lethbridge.
2. Be bound by the individual Right Protection Act, and by the Canadian Charter of Rights and Freedoms.
3. Be bound by any rulings of the General Assembly of the ULSU.
4. Be responsible for the maintenance and security of the fraternity/sorority space such as offices and other rooms they may have booked, including keys assigned by the ULSU.

The _____ fraternity/sorority also understands and acknowledges that:

1. Any abuse of space and/or other benefits extended by the ULSU to the fraternity/sorority shall be the responsibility of the fraternity/sorority and the fraternities/sororities members alone.
2. At the discretion of the ULSU, any duly authorized member of the General Assembly and/or duly authorized employee of the ULSU has the right to immediately suspend those privileges as a result of the abuse of space and/or other benefits extended by the ULSU.
3. The fraternity/sorority will obtain insurance at its' own expense for any off-campus events (if applicable) and show due diligence for the safety of fraternity/sorority members and participants as required by the ULSU.

We acknowledge that we have read the Constitution, Fraternities and Sororities Bylaws, and Fraternities and Sororities Policy of the ULSU and agree to all terms and conditions imposed by these documents and the above. The following signatures are duly authorized by the fraternity/sorority.

Signature (in ink)

Signature (in ink)

Name (please print)

Name (please print)

President (or equivalent)

Any Second Executive Position

Date

Date



FRATERNITY/SORORITY OUTLINE OF PROCEDURES

THE UNIVERSITY OF LETHBRIDGE STUDENTS' UNION, RM SU180, 4401 UNIVERSITY DR, RM SU180,
LETHBRIDGE AB, T1K 3M4, PH: 403-329-2222, FAX: 403-329-2224 – WWW.ULSU.CA

(Please circle one) **Fraternity** *yes* **Sorority** *yes*

**Name of
Fraternity/Sorority:**

Vision and Mission:

Definition of Membership:

(Include rights & obligations)

Accountability Clause:

Executive Positions:

(Title & Responsibilities)

1.

2.

3.

4.

5.

Election Procedure:

**Procedure for Amendments
to This document:**



