



# CONSTITUTION

**The Students' Union, the University of Lethbridge**

Last amended April, 2016

A large, abstract graphic composed of several overlapping, semi-transparent rectangular planes in various shades of gray and black, creating a 3D effect. The planes are arranged in a way that suggests depth and movement, with some planes appearing to be in front of others.

2017-2018

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## **ARTICLE I – NAME**

*Last Amended February 2013*

1. The name of the organized undergraduate student body of the University of Lethbridge shall be "The Students' Union," the University of Lethbridge, established in accordance with the Universities Act (1971), and the Post-Secondary Learning Act (2004) of the Province of Alberta, and hereinafter referred to as "the Students' Union" or abbreviated where appropriate to "the ULSU".

## ARTICLE II – DEFINITIONS

*Last Amended April 2015*

1. **“Academic Year”** shall refer to the period extending from May 1 April 30.
2. **“Active members”** are all students registered in undergraduate programs at the University of Lethbridge paying ULSU fees, and all students registered in undergraduate programs at the University of Lethbridge who are sixty-five (65) years of age or older.
3. **“By-election”** refers to an election to fill vacant positions on the ULSU General Assembly before the term of office expires.
4. **“Calendar year”** refers to a period extending from January 1 to December 31 of a given year.
5. **“Calgary Campus Representative”** to the General Assembly is that member of the General Assembly elected from amongst students enrolled at the University of Lethbridge Calgary Campus, either through a general election or internal by-election of the General Assembly.
6. **“Campaign Expense”** refers to any and all expenditures by a candidate or on a candidate’s behalf for election advertising, equipment, or other expenditures associated with campaigning, at the discretion of the Chief Returning Officer.
7. **“Campaigning”** refers to any act by a candidate or on the behalf of any person or issues which has the potential to gain support for a candidate in an election or gain support of an issue including, but not limited to, spread of information through word of mouth, use of campaign materials, and speaking at a town hall meeting.
8. **“Casual Employees”** are those people employed by the ULSU who have not been hired on a continuing, year-round basis.
9. **“Chief Returning Officer”** refers to an individual employed to oversee ULSU Elections, Referenda and hereafter will be referred to as the “CRO”
10. **“Club”**, is an organization ratified by the ULSU, established for members to pursue a common interest or goal.
11. **“Club Constitution”** is the document which outlines the objectives and procedures for governance of a club.
12. **“Clubs’ Council”** is a representative body consisting of delegates from clubs ratified by the ULSU.
13. **“Club Executive”** is defined as the members of a club responsible for the administration of the club.

14. **“Commissioner”** is a non-voting member of the Executive Council elected through an internal by-election of the General Assembly to assist a particular member of the Executive Council with project based initiatives.
15. **“Eligible voter”** refers to an active member of the ULSU who meets the eligibility criteria for a ULSU election or referendum.
16. **“Faculty Representative”** is a member of the General Assembly elected from amongst students of a particular faculty to represent them, either through a general election or internal by-election of the General Assembly.
17. **“Fall Semester”** refers to that which is defined by the University of Lethbridge Registrar as the Fall Semester.
18. **“First Year Representative”** refers to a person elected in a general election or by-election to both serve as an undergraduate student representative to first year students and vote in the Students’ Union General Assembly.
19. **“Final Examination Period”** refers to that which is defined by the University of Lethbridge Registrar as the final examination period.
20. **“Fiscal year”** refers to the period extending from May 1 of a given year to April 30 of the following year.
21. **“Full-time Employees”** are those associates employed by the ULSU for a minimum of 35 hours per week on a continuing year round basis.
22. **“Full-time Student”** refers to an undergraduate student upon whom the designation of full-time student is conferred by the University of Lethbridge Registrar.
23. **“General Election”** refers to the annual election organized by the ULSU for the purpose of electing the following year’s General Assembly.
24. **“Graduate Student”** refers to a student upon whom the designation of graduate student is conferred by the University of Lethbridge Registrar.
25. **“General Manager of the Students’ Union”** is an individual hired by the General Assembly to oversee the operations of the ULSU under the supervision of the General Assembly, hereafter referred to as the “General Manager”.
26. **“ULSU legislation”** refers to the Constitution, Bylaws and Policies of the ULSU.
27. **“In Camera”** refers to a period of a meeting of the General Assembly which is not open to the public due to its sensitive subject matter of either a confidential or personal nature.

28. **“International Student”** refers to any student whose nation of citizenship is not Canada, and who is not a landed immigrant in Canada. Classification as an international student impacts fee assessment only.
29. **“Part-time employees”** are those people employed by the ULSU on a continuing year-round basis to be part-time employees as defined within the Alberta Employment Standards Code.
30. **“Part-time Student”** refers to an undergraduate student upon whom the designation of part-time student is conferred by the University of Lethbridge Registrar.
31. **“Plebiscite”** refers to a balloting of the active members of the ULSU on a question, the results of which are not binding upon the ULSU.
32. **“President of the ULSU”** refers to the person elected in a general election or by-election to serve in the executive role which principally concerns itself with overall sound management and official representation of the ULSU of all matters academic, financial, legal and external in nature, and will hereafter be referred to as the “President”. The tie breaking vote for elections and any governing body goes to the ULSU's President.
33. **“Procedures”** shall refer to the common practices of the ULSU or any body created under its auspices, which shall adhere to ULSU legislation.
34. **“Reading Week”** refers to that which is defined by the University of Lethbridge Registrar as reading week.
35. **“Referendum”** refers to a balloting of the active members of the ULSU, the results of which are binding upon the ULSU.
36. **“Regularly Scheduled Class Weeks”** refers to any seven day period extending from Sunday to Saturday during which courses are scheduled, as determined by the University of Lethbridge Registrar.
37. **“Residence Representative”** refers to the General Assembly member elected from amongst students living in residence and enrolled at the University of Lethbridge, either through a general election or internal by-election of the Organization of Residence Students.
38. **“Reserve”** is defined as a specified fund identified and approved by the General Assembly for restricted use, and that may carry over from year to year and which is segregated from Students’ Union daily operating accounts.
39. **“Scrutineer”** is that person designated by an election candidate or a representative campaigning in support of or against a referendum or plebiscite to audit the procedures of ULSU officials during the assessment of balloting or electronic vote counting for an election, referendum, or plebiscite.

40. **“Spring Semester”** refers to that which is defined by the University of Lethbridge Registrar as the spring semester.
41. **“Student”** refers to any person upon whom the designation of student is conferred by the University of Lethbridge Registrar.
42. **“Student body”** refers to all persons registered in one or more undergraduate or graduate courses through the University of Lethbridge.
43. **“Student Organization”** refers to a student group, including a club, organization and/or committee, which has been either ratified or recognized by the ULSU General Assembly and/or the University of Lethbridge.
44. **“Student Representative”** shall refer to any member of the General Assembly, or any body created under its auspices, as well as any person being appointed by the ULSU to represent the interest of or rights of students, or the interests of or rights of the ULSU, to any body.
45. **“Students’ Union Executive Council”** is comprised of the President, Vice-Presidents, and the non-voting Commissioners.
46. **“Students’ Union General Assembly” or “University of Lethbridge Students’ Council”** consists of the ULSU Executive, the ten (10) Faculty Representatives, the Residence Representative, the Calgary Campus Representative, the International Student Representative, the First Nations, Métis, Inuit Student Representative and the First Year Representative, hereafter referred to, where appropriate, as the General Assembly.
47. **“Summer Session”** refers to that which is defined by the University of Lethbridge Registrar as a summer session.
48. **“University”** shall refer to the University of Lethbridge, or any body created under its auspices.
49. **“Town Hall Meeting”** refers to a general meeting open to all active members of the ULSU, for the purpose of consulting or informing.
50. **“Vice-President Academic of the ULSU”** refers to a person elected from amongst student candidates in a general election or by-election to serve in the executive role which principally concerns itself with academic issues and shall hereafter be referred to as the “VP Academic”.
52. **“Vice-President External”** refers to a person elected from amongst student candidates in a general election or by-election to serve in the executive role which principally concerns itself with external issues and shall hereafter be referred to as the “VP External”.
53. **“Vice-President Operations and Finance of the ULSU”** refers to a person elected from amongst student candidates in a general election or by-election to serve in the executive role which principally concerns itself with financial and operational issues and shall hereafter be referred to as the “VP Operations and Finance”.

54. **“Vice-President Student Affairs of the ULSU”** refers to a person elected from amongst student candidates in a general election or by-election to serve in the executive role which principally concerns itself with internal issues and shall hereafter be referred to as the “VP Student Affairs”.



## **ARTICLE III – GOVERNANCE**

*Last Amended February 2013*

1. The Students' Union General Assembly
  - 1.1. The Students' Union shall be governed by the General Assembly.
  - 1.2. The General Assembly must ensure that the ULSU is governed in accordance with the legislation of the ULSU, as well as statutes of the Province of Alberta, and the Federal Government of Canada.
2. Meetings of the General Assembly will follow the structure of Robert's Rules of Order, which will be conveyed at the first properly convened meeting of the General Assembly.
3. All General Assembly members, appointed representatives and employees, when not acting on the direct orders of the General Assembly are bound to follow and uphold the order of all ULSU legislation. Any violation of these rules must be disclosed to the General Assembly.
4. Operation Manual
  - 4.1. An operation manual shall contain all ULSU legislation.
  - 4.2. Other manuals required to be available at all meetings, Executive and General Assembly, shall include:
    - 4.2.1. Robert's Rules of Order;
    - 4.2.2. A copy of all major contracts, agreements, and University policies to which the ULSU must adhere; and,
    - 4.2.3. An up-to-date annual budget of the ULSU.

## ARTICLE IV – THE MISSION, VISION AND OBJECTS

*Last Amended February 2013*

1. The **Vision Statement** of the ULSU shall be:
  - 1.1. The Students' Union, the University of Lethbridge, will deliver extraordinary service, facilities, programs, and opportunities that exceed the expectations of our members. The Students' Union will be recognized locally, provincially, and nationally as a dynamic and innovative leader in the Canadian University Community.
  
2. The **Mission Statement** of the ULSU shall be:
  - 2.1. The mission of the Students' Union, the University of Lethbridge is to complement the academic programs of the University and enhance the overall educational experience and quality of campus life for our membership.
  
  - 2.2. 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, educational, social, and recreational membership, and create a positive learning experience, and maintain a healthy balance between academic and leisure activities.
  
3. The objects of the ULSU
  - 3.1. The objects of the Students' Union shall be:
    - 3.1.1. To provide for the administration of the affairs of Students' Union members;
    - 3.1.2. To foster the development and management of student organizations, and once developed, to affiliate with those institutions in accordance with ULSU legislation;
    - 3.1.3. To advance the interests of its members and to promote the general welfare of all University of Lethbridge students;
    - 3.1.4. To promote a liberal education consistent with the mission and vision statement of the University of Lethbridge;
    - 3.1.5. To advocate for the rights of students without discrimination and particularly without discrimination based on race, colour, creed, gender, nationality, place of origin, religion, sexual orientation, age, mental, or physical health or political beliefs;
    - 3.1.6. To foster the intellectual growth of all students in order to benefit the individual, the University of Lethbridge Community, and society at large; and,
    - 3.1.7. To encourage students to engage in intellectual pursuits and active citizenship.
  
  - 3.2. The Students' Union shall further these objects through, but not limited by, the following:
    - 3.2.1. Acting as a channel of communication between its active members and the University of Lethbridge, as outlined in University of Lethbridge documents, and any other body external to its membership;
    - 3.2.2. Supplying of goods, services, and facilities to students and student organizations for the promotion of social, cultural, and educational activities;
    - 3.2.3. Organizing and actively promoting activities and programs to meet the diverse needs of our membership;

- 3.2.4. Representing its members, individually and collectively, to the University of Lethbridge, levels of government and affiliated student organizations; and,
  - 3.2.5. The acquisition, maintenance, and ownership of any capital or real property that is of direct benefit to ULSU members.
- 4. The Students' Union shall not hold any religious affiliations, and shall not hold affiliations with any political party.
- 5. The Students' Union shall be governed by democratic principles and practices, statutes of Provincial and Federal law, ULSU legislation, and accepted standards for Robert's Rules of Order.

## **ARTICLE V – LEGISLATION**

*Last Amended February 2013*

1. The ULSU may, in accordance with the objects of the ULSU, adopt, amend or rescind all legislation of the ULSU, in accordance with the rules outlined in Article XI – Amendatory Process.
2. The Master Constitution, Bylaws and Policies:
  - 2.1. The Master Constitution, Bylaws and Policies is a loose-leaf binder labelled Master Constitution, Bylaws, and Policies containing the primary printed copy of the Constitution, Bylaws, and Policies of the ULSU;
  - 2.2. A Master Copy of the Constitution, Bylaws, and Policies must be maintained, reviewed and updated at the end of every term of office of a General Assembly, as they see fit, within the objects of the ULSU;
  - 2.3. The Master Copy of the Constitution, Bylaws, and Policies is to be kept in the ULSU Safe,
    - 2.3.1. A duplicated Master Constitution, Bylaws, and Policies filed with current ULSU legislation, must be provided to ULSU Lawyers;
  - 2.4. In the event that the Master Constitution, Bylaws, and Policies be destroyed or lost, a new Master Constitution, Bylaws, and Policies will be produced from the ULSU lawyer’s copy. In the event that a lost Master Constitution, Bylaws, and Policies is located after the production of a new Master Constitution, Bylaws, and Policies, the older copy shall be destroyed by the ULSU Executive Council;
  - 2.5. As legislation is updated, the dates of each amendment will be noted in the Master Constitution, Bylaws, and Policies, along with the contents of each amendment and a rationale for the changes in an appendix; and,
  - 2.6. Upon changes to the ULSU legislation, the ULSU Executive Assistant shall enter the new legislation into the Master copy, moving previous versions to an appendix and noting the date of the amendment, and whether or not the amendment was made by referendum on the previous and current legislation.

## **ARTICLE VI – MEMBERSHIP OF THE ULSU**

*Last Amended February 2013*

1. Active membership in the Students' Union consists of:
  - 1.1. Any person registered as an undergraduate student at the University of Lethbridge, who is required to pay the membership fees of the Students' Union; and,
  - 1.2. Any person sixty-five (65) years of age or older registered as an undergraduate student at the University of Lethbridge.
  
2. Honorary Membership in the ULSU consists of:
  - 2.1. Members of the University of Lethbridge Alumni Association; and,
  - 2.2. Anyone granted honorary membership by the ULSU General Assembly through a simple majority.

## ARTICLE VII – MEMBERSHIP AND RIGHTS OF MEMBERS

*Last Amended February 2013*

1. Any active member of the ULSU shall have equal opportunity to access and participate in all services and events provided by the ULSU.
2. Every document, record, or other instrument recording the actions or operations of the Students' Union, which is property of the Students' Union, must be open for inspection, in an unaltered state, to any active or honorary member of the Students' Union upon request, with the exception of those documents, records, and instruments deemed confidential under Article VII, Section 3., of this Constitution.
  - 2.1. This information will be made available as soon as possible after the request, with every reasonable effort being made to make it available within five business days of a request being made.
  - 2.2. Requests for such information may be made to any General Assembly member or employee of the ULSU.
    - 2.2.1. The General Assembly member or employee of whom the information is requested may redirect the request to a member or employee who regularly deals with the information being requested, if necessary.
3. The following items shall be deemed confidential:
  - 3.1. Items under negotiation or litigation;
  - 3.2. Business operation records;
  - 3.3. Contract terms of employees, or contracts which are deemed legally confidential;
  - 3.4. Preliminary research results;
  - 3.5. In camera session minutes of the General Assembly and bodies created under its auspices;
  - 3.6. Information otherwise protected under the Statutes of the Province of Alberta, the Government of Canada, or Common Law; and,
  - 3.7. Individual student information.
4. Every active and honorary member of the Students' Union has the right to witness the proceedings of and to be sponsored to speak at meetings of the Students' Union General Assembly and of any board or committee created under the auspices of the ULSU, provided that:
  - 4.1. The chair of that meeting does not determine his or his presence to be unduly disruptive; and,
  - 4.2. The Students' Union General Assembly or the board or committee in question has not moved into an in camera session.

## ARTICLE VIII - MEMBERSHIP FEES AND STUDENT LEVIES

*Last Amended February 2013*

- 1 All part-time and full-time undergraduate students at the University of Lethbridge pay ULSU fees in accordance with a duly authorized referendum and with the approval of the University of Lethbridge Board of Governors, with the following exception:
  - 1.1 Students sixty-five (65) years of age or older.
  
- 2 ULSU fees:
  - 2.1 Active members of the Students' Union pay, in the Fall, Spring and Summer semesters and sessions, in accordance with the ULSU Fees and Levies Policy, the following:
    - 2.1.1 An Operating Fee;
    - 2.1.2 A Building Fee;
      - 2.1.2.1 The portion of this fee that is the 1<sup>st</sup> Choice Centre for Sports and Wellness contribution shall be collected until two million five hundred thousand dollars (\$2,500,000) has been raised; and,
    - 2.1.3 A Capital Replacement Fee.
  
- 3 In addition to the ULSU membership fees, full-time undergraduate students are subscribed to the mandatory ULSU Health and Dental Plan, subject to the terms, conditions, and rates as governed by the Health and Dental Plan policies, with opt-out and appeals governed by the aforementioned policies as well as the Health and Dental Plan Opt-Out / Add-on Appeals Policy.
  
- 4 Undergraduate students, shall also be required to pay levies to the following organizations, subject to referendum, in accordance with the Student Fees and Levies Policy:
  - 4.1 Each Full-time and Part-Time undergraduate student will be assessed:
    - 4.1.1 A CKXU Radio Levy;
    - 4.1.2 A LPIRG Levy;
    - 4.1.3 A Campus Women's Centre Levy; and,
    - 4.1.4 Any other levy approved by referendum, and designated by the ULSU Fees and Levies Policy.
  
- 5 The monies collected for the Capital Replacement Fee shall be governed by the Capital Replacement Fund terms of reference; this governance is bound by referendum and the Students' Union Building Agreement.
  
- 6 This article, and the amount of fees and levies, as stated in the ULSU Fees and Levies policies, may only be altered by the terms of a referendum

## ARTICLE IX – THE GENERAL ASSEMBLY

*Last Amended February 2013*

- 1 Within the limits of the legislation of the ULSU, in accordance with section 95 of *The Post-Secondary Learning Act*, the General Assembly shall be the principal representative, deliberative, policy-making and governing body of the ULSU. In the exercise of functions granted to other bodies within the ULSU, the General Assembly shall have primacy in all matters over all such bodies, and they shall be bound in the exercise of their functions by the mandates of General Assembly.
- 2 The General Assembly shall be elected annually by the active members of the ULSU from amongst the active members of the ULSU.
- 3 Members of the General Assembly will hold office for a term of one (1) year commencing May 1 the year they are elected and ending April 30 the following year.
- 4 Rights of voting in Council:
  - 4.1 Only members of General Assembly are entitled to vote at a properly convened General Assembly meeting.;
  - 4.2 Voting may not take place in camera; and,
  - 4.3 A member of the General Assembly may lose or have suspended the right to vote if he or she is unduly disruptive or rude, as determined by the Chair of the General Assembly.
- 5 Upon taking office as a member on General Assembly, the person commits to do their due diligence in being aware of, and to uphold the legislation of the Students' Union, the Province of Alberta, and the Government of Canada.
- 6 Upon taking office, the General Assembly agrees to protect all confidential information obtained as a result of their position.
- 7 Wherever, in ULSU legislation, the Statutes of the Province of Alberta or those of the Government of Canada, the approval of General Assembly is required, it refers to a majority vote of fifty percent (50%) plus one (1) taken at a properly convened meeting of the General Assembly, unless otherwise specified, and subject to quorum provisions.
- 8 Members of the General Assembly shall not be referred to as employees within the legislation of the ULSU, except where otherwise specified.
- 9 General Assembly shall cease to receive any benefits related to their position upon ceasing to hold office, except benefits to which they are entitled by virtue of their completed term.



## **ARTICLE X - MATTERS OF EXECUTIVE CHARACTER**

*Last Amended February 2013*

- 1 The Executive Council will have full authority to deal with all matters which are of an executive character.
- 2 The Executive Council must report all decisions publicly by way of providing minutes in a medium which is accessible to all members.
- 3 A decision of the Executive Council may be overruled by a two-thirds (2/3) majority vote taken by the General Assembly.
- 4 The Executive Council does not have the authority to decide the executive or non-executive nature of any matter when it has previously been established.
- 5 Matters of Executive or non-Executive nature or character are defined by ULSU legislation.

## **ARTICLE XI - AMENDATORY PROCESS**

*Last Amended February 2013*

1. Amendments or additions to the ULSU Constitution must be made by referendum; and,
  - 1.1. Amendments may not be made by referendum if the proposed amendment takes effect retroactively.
  
2. In order to amend the Constitution by referendum, the following conditions must be met:
  - 2.1. The proposed amendment must be reproduced in full in or attached to the question posed in the referendum;
  - 2.2. The referendum motion states that the results of the referendum are binding upon the ULSU;
  - 2.3. The referendum follows the rules established in ULSU legislation; and,
  - 2.4. The proposed amendment does not change during the amendatory process in any way.
  
3. Amendments to ULSU Bylaws and Policies are passed by the ULSU General Assembly, with the procedure of this approval outlined within ULSU legislation; and,
  - 3.1. Any changes to ULSU Fees and Levies must be made by referendum.
  
4. Amendments or additions to the ULSU Bylaws and Policies may be made as follows, at the discretion of the General Assembly:
  - 4.1. First, the proposed Bylaw and/or Policy additions or amendments are voted on by the General Assembly at a properly convened meeting of the General Assembly.
  - 4.2. Second, the proposed amendments or additions and an explanation of the same must be:
    - 4.2.1. Posted on the Students' Union Website and Social Media sites.
  - 4.3. Third, the proposed Bylaw and/or Policy additions or amendments become effective upon a vote in favour of the proposed additions or amendments by not less than two-thirds (2/3) of voting members present at a the next properly convened meeting of the General Assembly.
  
5. Where a motion to adopt a Constitutional Article, Bylaw, or Policy, is intended to replace and/or update an existing one, then it must be accompanied by a motion to delete, replace, or amend the previous motion.
  
6. An amendment to the legislation will be noted as such in the Master Constitution, Bylaws, and Policies Appendix, along with the date of amendment, and rationale thereof.

## ARTICLE XII – FINANCE

*Last Amended February 2013*

1. The General Assembly has the authority to deal with all ULSU property and finances, including, but not restricted to:
  - 1.1. ULSU fees and levies,

The General Assembly does not, however, have the authority to change the amount of fees and levies charged to active members, without referendum;
  - 1.2. All monies donated to or otherwise received by the ULSU;
  - 1.3. All monies received through business operations and/or ventures on behalf of the ULSU;
  - 1.4. All capital and liquid assets of the Students' Union.
2. The Students' Union's fiscal year shall span from the 1 of May through the 30 of April.
3. An Annual Budget for each fiscal year must be passed no later than May 7 each year. This budget may not place the ULSU in a deficit situation.
4. It shall be the duty of the VP Operations and Finance, as well as the General Manager of the ULSU to ensure the fiscal responsibility and well being of the ULSU and its assets.
5. The VP Operations and Finance shall be accountable to the General Assembly for proper financial management of the ULSU.
6. The VP Operations and Finance shall report to the Board of Governors, the University of Lethbridge, regarding the proper financial management of the ULSU, as requested.
7. Within sixty (60) days of the end of the ULSU fiscal year, General Assembly will procure the auditing of the Students' Unions' Accounts, and prepare a report which meets the standards set forth by the Canadian Institute of Charter Accountants. This report will be presented to the General Assembly and the Board of Governors, the University of Lethbridge. The auditor's report and results are public documents, and will be made available to the public.
8. It shall be the duty of the General Assembly to ensure that the ULSU and all of its constituent parts do not incur any expenditure that is not in pursuance of the objects of the ULSU.
9. It shall be within the competence of the General Assembly to amend the budget as necessary throughout the year.
  - 9.1. This action may only be performed at a properly convened meeting of the General Assembly;  
and,
  - 9.2. The budget may be amended by a simple majority of the General Assembly.
10. Reserve:
  - 10.1. It shall be within the competence of the General Assembly, in emergency situations, or

- situations suiting the purposes of dedicated reserves, allocate funds from the reserves, subject to the terms and conditions as may be established for specified reserves;
- 10.2. Should the reserves grow to a substantial amount, it is within the competency of the ULSU to authorize the creation of an Endowment fund, to produce ongoing funds for the ULSU;
    - 10.2.1. The amount invested must not compromise the financial security of the ULSU;
  - 10.3. It shall be within the competency of the General Assembly to manage, oversee, and commit the reserve funds, in accordance with the rules presented in ULSU legislation; and,
  - 10.4. Intentions and purposes of reserve funds shall be articulated in ULSU Policy.
11. It shall be within the competency of the General Assembly to authorize the purchase of capital assets that incur a liability on further financial years.
  12. The ULSU shall hold its accounts at a Canadian Charter Bank, Alberta Treasury Branch, Alberta Charter Credit Union, or Canadian Charter Investment House, selected by Executive Council.
  13. The Executive Council has the authority to be responsible for preparation of an annual budget for the period of May 1 to April 30 of the upcoming year, and authorize general expenditures in the annual budget.
  14. Signing Authority
    - 14.1. The financial signer's shall be the General Manager, the President of the ULSU, and the VP Operations and Finance, or another Executive Council member or Commissioner, as determined by the General Assembly.

## **ARTICLE XIII – QUORUM**

*Last Amended February 2013*

1. Quorum for meetings of the Executive Council is four (4) members present.
2. Quorum for regular and emergency meetings of the General Assembly is fifty (50) percent plus one (1) member of all voting members of the General Assembly, including at least two-thirds (2/3) of the members of the Executive Council.

## **ARTICLE XIV - STUDENT ORGANIZATIONS**

*Last Amended February 2013*

1. The General Assembly has the authority to ratify, or deny ratification, to any student group, including clubs, organizations and/or committees, within the limits prescribed within ULSU Legislation.
2. The ULSU may provide finances and assets to ratified student groups to aid in the fulfillment of the objects and purposes for which such groups were established, provided those objects are compatible to those of the ULSU.
3. Each ratified group shall be accountable to the General Assembly regarding the finances and assets granted to them by the ULSU.
4. Failure of a ratified group to properly account to the General Assembly upon request, or failure to fulfill the objects and purposes for which the group was established, may result in deratification of the group by the General Assembly.
5. All ratified groups must obey ULSU legislation, and follow statutes of the Province of Alberta, and the Government of Canada.
6. Organizations which receive a student levy through the ULSU will be given the money in trust. Should the organization fail to provide proper financial statements, or should the statements indicate mismanagement of funds, the ULSU reserves the right to withhold any funds or resources until such time as the situation has been properly dealt with at the discretion of the General Assembly.

## ARTICLE XV - CONFLICT OF INTEREST

*Last Amended February 2013*

1. The following events or circumstances constitute a “conflict of interest” and may not be engaged in by any student representative, ULSU employee, and/or student member of the University Board of Governors:
  - 1.1. Having any personal, financial, or business interest in organizations supplying property, goods or services to the Students' Union or its businesses, services or affairs;
  - 1.2. Receiving directly or indirectly any cash payment, gift, gratuity or any other personal reward that the person knows, or should have known, is intended to influence ULSU business transactions, or that of its businesses, services, or affairs;
  - 1.3. Influencing a decision of the ULSU to further that person’s private interests;
  - 1.4. Attempting to use bribery, intimidation, blackmail, or coercion to influence any ULSU or University initiative or operation;
  - 1.5. Using confidential information for any purpose other than that for which it was obtained;
  - 1.6. Having undeclared interests external to the ULSU, including other employment or membership to other organizations which influences decisions of the ULSU;
  - 1.7. Voting on motions relating to groups, organizations, or committees of which he or she is a member, with the exception of his or her elected faculty affiliation;
  - 1.8. Voting on motions relating to clubs of which he or she is a member, with the exception of club ratifications;
  - 1.9. Voting on motions relating to funding applications which that person has submitted to the ULSU to benefit that person;
  - 1.10. Engaging in personal activities, political allegiances, and/or external employment that has any influence upon the ability of any ULSU representative or employee to fulfill the responsibilities associated with his/her position; and,
  - 1.11. Misrepresenting his or her position or the powers associated with that position.
2. Section 1 applies equally to executive members of any body created under ULSU auspices, and their appointed representatives.
3. A member must declare any potential conflict of interest, and refrain from participating in deliberations, or voting in respect to that interest.
4. No member of the Executive Council or the Chief Returning Officer may hold a remunerated position with the ULSU during their term of office.
5. The ULSU shall not enter into any contract that compromises the integrity of the ULSU by working against the objects or legislation of the ULSU.
6. The General Assembly shall not enter into a contract with any entity in which a member of the General Assembly or his or her family has a material interest.
7. No member of the ULSU shall knowingly enter into a conflict of interest.

## **ARTICLE XVI – THE STUDENTS' UNION BUILDING**

*Last Amended February 2013*

1. The ULSU shall control and manage the Students' Union Building in compliance with the building agreement between the University and the ULSU.
  - 1.1. The ULSU shall approve renovations to the areas of the Students' Union Building under its control, in compliance with the building agreement between the University and the ULSU.
2. The Students' Union shall work with the University to ensure that the Students' Union Building is properly maintained.
3. The ULSU will maintain and participate in the Students' Union Liaison Committee (SULC).





# BYLAWS

The Students' Union, the University of Lethbridge

Last amended April 2016

A large, stylized 3D geometric graphic at the bottom of the page. It is composed of several overlapping, semi-transparent rectangular planes in various shades of gray and black, creating a complex, angular shape that resembles a modern architectural structure or a stylized letter 'L'. The planes are outlined with white lines, giving it a three-dimensional appearance.

2017-2018

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## **BYLAW I – GENERAL ASSEMBLY**

*Last amended April 2015*

1. The ULSU General Assembly will have all the powers granted to it under *The Post Secondary Learning Act*, and will exercise these powers subject to such limitations as are set out in the ULSU Legislation.
2. The voting members of the ULSU General Assembly shall include:
  - 1.1. The Executive Council;
  - 1.2. Ten (10) Faculty Representatives;
  - 1.3. The Residence Representative;
  - 1.4. The Calgary Campus Representative;
  - 1.5. The International Student Representative;
  - 1.6. The First Nations, Métis, Inuit Student Representative; and
  - 1.7. The First Year Representative.
3. The non-voting members of the ULSU General Assembly shall include:
  - 3.1. The Chair of the General Assembly;
  - 3.2. The General Manager of the Students' Union.

## **BYLAW II – THE EXECUTIVE COUNCIL AND THE GENERAL ASSEMBLY**

*Last Amended April 2015*

1. The Executive Council shall be comprised of:
  - 1.1. The President;
  - 1.2. The VP Academic;
  - 1.3. The VP External;
  - 1.4. The VP Operations and Finance; and,
  - 1.5. The VP Student Affairs.
  
2. A majority vote of the Executive Council will be at least two-thirds (2/3) of the voting members present at a properly convened meeting of the Executive Council.
  
3. The powers and responsibilities of the Executive Council are as follows:
  - 3.1 Observe and uphold the objectives of the ULSU;
  - 3.2 Execute, adhere to, and implement all General Assembly decisions and policies;
  - 3.3 Oversee the office, General Manager, and the employees of the ULSU;
  - 3.4 Oversee the regular operations of the ULSU;
  - 3.5 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;
  - 3.6 Be the primary body to present initiatives to the General Assembly; and,
  - 3.7 Represent all members of the ULSU.
  
4. One or more member(s) of the Executive Council must participate in and complete responsibilities associated with the lobby groups that the ULSU subscribes to.
  
5. Unless otherwise indicated within the ULSU legislation, a majority vote of the General Assembly shall be at least fifty percent (50%) plus one (1) member of the voting members present at a properly convened meeting of the General Assembly.
  
6. The powers and responsibilities of the General Assembly are as follows:
  - 6.1 The General Assembly shall be the primary decision making body for the ULSU on all issues, excepting those of referenda whose results are binding upon the General Assembly, and shall be held responsible to all decisions; and,
  - 6.2 The General Assembly will:
    - 6.2.1. Observe and uphold the objectives of the ULSU;
    - 6.2.2. Approve expenditure in accordance with ULSU Legislation;
    - 6.2.3. Authorize all new employee positions;
    - 6.2.4. Authorize changes to the budget;
    - 6.2.5. Authorize expenditures from the Capital Replacement Fund;
    - 6.2.6. Serve as a check and balance to the Executive Council;
    - 6.2.7. Be well informed of the activities of the ULSU;
    - 6.2.8. 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,

- 6.2.9. Act as representatives of the ULSU.
- 7. The ULSU General Assembly may mandate or authorize the Executive Council to perform duties that are within the purview of the General Assembly; however,
  - 7.1 Any such delegation of duty or authority shall expire upon the end of the current General Assembly's term of office.
- 8. Meetings
  - 8.1 The Executive Council will have at least:
    - 8.1.1. Two (2) meetings per month during the period from May to August; and,
    - 8.1.2. Weekly meetings during the period from September to April.
  - 8.2 Executive Council Agenda Submission Deadline:
    - 8.2.1 Items for meetings of the Executive Council must be submitted to the Executive Assistant a minimum of one (1) business day prior to the scheduled meeting;
  - 8.3 The General Assembly will have:
    - 8.3.1. One (1) meeting before May 7<sup>th</sup> of each term to:
      - 8.3.1.1. Become familiar with position portfolios and the general organization of the Students' Union; and,
      - 8.3.1.2. Approve the annual budget for the upcoming year.
    - 8.3.2. Meetings during the summer at the discretion of the Executive Council.
    - 8.3.3. One meeting per month during the Fall and Spring semesters.
  - 8.4 General Assembly Agenda Submission Deadline:
    - 8.4.1. Items for meetings of the General Assembly must be submitted to the Executive Assistant at a minimum of six (6) business days prior to the scheduled meeting; and,
    - 8.4.2. If a meeting is called within six (6) business days, the President will set a reasonable deadline for submission of agenda items.

## **BYLAW III – HONORARIA**

*Last Amended April 2015*

1. Each member of the General Assembly will receive the following honoraria, the amounts indicted are subject to government legislated deductions:
  - 1.1. Executive Council Members:
    - 1.1.1. \$2,431.00 per month gross from May – April; and,
    - 1.1.2. Executive Council honoraria are subject to national CPI increases annually; using the 2013-2014 fiscal year as the base year;
  - 1.2. Faculty Representatives, First Year Representative, International Student Representative, First Nations, Métis and Inuit Representative, and Residence Representative
    - 1.2.1. \$50.00 each per month gross from September – April;
  - 1.3. Calgary Campus Representative:
    - 1.3.1. \$150.00 per month gross from August - April.
2. 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 1<sup>st</sup> of the following year.
3. Advances in Honoraria must be approved through Executive Council.

## **BYLAW IV – GENERAL ASSEMBLY OBLIGATIONS**

*Last Amended April 2015*

### **1. Hour Requirements**

- 1.1. Members of the ULSU Executive Council are required to work a minimum of thirty-five hours (35) hours per week, which will include time spent attending Executive Council meetings, General Assembly meetings, and committee meetings;
  - 1.1.1. It is the duty of each individual to maintain an accurate record of work hours, and report them to the VP Operations and Finance.
- 1.2. The Faculty Representatives, International Student Representative, First Nations, Métis and Inuit Representative, First Year Representative, and the Residence Representative are required to work a minimum of ten (10) hours per month, which will include attending committee meetings, and all General Assembly meetings
- 1.3. 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**

- 2.1. Members of the Executive Council shall hold a minimum of six (6) office hours each week;
- 2.2. These hours shall not fall on only one day;
- 2.3. If any Executive Council member is unable to maintain office hours on certain dates, he or she shall provide written notice of the change to the President within three (3) business days of the expected change(s); and,
- 2.4. All scheduled office hours must occur during regular ULSU hours of operation.

### **3. Summer Hours**

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

4. Posting of Office Hours
  - 4.1. All office hours must be posted in a public area of the Students' Union office by the President; and,
  - 4.2. A copy of each Executive Council member's office hours must be delivered to the ULSU Administrative Assistant no later than May 7<sup>th</sup> for Summer Semesters, September 15<sup>th</sup> for the Fall Semester, and January 15<sup>th</sup> for the Spring Semester.
  
5. Course Allowances and Requirements
  - 5.1. Executive Council:
    - 5.1.1. For Fall and Spring Semesters, each Executive Council Member must be enrolled in a minimum of one (1) and a maximum of two (2) courses per semester; and,
    - 5.1.2. During the Summer Sessions each Executive Council Member may take a maximum of one (1) course per session.
    - 5.1.3. One course is defined as 3.0 credit hours.
  
  - 5.2. General Assembly:
    - 5.2.1. All other General Assembly members 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; and,
    - 5.2.2. The VP Operations and Finance shall ensure that all members of the ULSU General Assembly have met the registration requirements listed above within ten (10) business days of the add/drop date of the Fall and Spring Semesters.
  
6. Restrictions on Secondary Employment
  - 6.1. Members of the Executive Council are permitted to hold part-time employment during their term in office to a maximum of fifteen (15) hours per month; however,
    - 6.1.1. The Executive Council Member may work more per month if approved by the General Assembly.
  
  - 6.2. 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.
  
7. General Assembly Reports
  - 7.1. All members of the General Assembly are required to submit a report to the President and the Executive Assistant no later than five (5) business days into the new month during their term of office;
    - 7.1.1. All reports must be submitted on time in order for the ULSU General Assembly member to receive his or her honoraria for that month.
  
  - 7.2. All monthly reports will be posted on the ULSU website following the deadline for report submission;
  - 7.3. All reports are to be maintained, recorded and posted by the Executive Assistant on a monthly basis; and,
  - 7.4. Reports must be submitted within ten (10) business days following any conferences or business trips taken by any member of the General Assembly summarizing the business conducted, subject to the stipulations of the Travel, Conferences, and Per Diem Expenditures Bylaw.



8. Executive Council Vacation Time
  - 8.1. Each member of the Executive Council is allowed ten (10) days vacation time for the duration of his or her term. This does not include days on which the University of Lethbridge offices are closed;
  - 8.2. Should a member of the Executive Council resign before his or her term of office ends, his or her final honoraria will be pro-rated for the vacation time taken.
  
9. Neglect of the General Assembly Obligations Bylaw
  - 9.1. Any neglect of the General Assembly Obligations Bylaw must be brought to the attention of the President;
  - 9.2. The Executive Council has the authority to withhold honoraria from members of the General Assembly pending approval in Executive Council;
  - 9.3. Any neglect of the General Assembly Obligations Bylaw shall be noted for such conduct in the official minutes of the General Assembly by the President; and,
  - 9.4. Serious neglect of the General Assembly Obligations Bylaw for an extended period of time may be considered grounds for removal from office, as outlined in the Removal of General Assembly Members from Office Bylaw.
  
10. Council Titles
  - 10.1. A member of the ULSU General Assembly may use his or her Students' Union title only when representing the Students' Union in a capacity pertaining to his or her position.

## **BYLAW V – THE PRESIDENT**

*Last Amended April 2015*

1. The President of the Students' Union:
  - 1.1. Is the ceremonial head of the Students' Union;
  - 1.2. Is the official representative of the Students' Union and shall attend seminars, conferences, and general meetings on behalf of the Students' Union;
    - 1.2.1. The President may appoint a suitable representative if he or she is unable to attend any function; and,
  - 1.3. Is responsible for ensuring that the Students' Union is well staffed, and run in an organized and efficient manner.
  
2. Authority
  - 2.1. The President, with support of the VP Operations & Finance, has the authority to solicit legal advice or opinion on behalf of the Students' Union;
    - 2.1.1. The Executive Council and the General Assembly have the authority to direct the President to solicit legal advice/opinion on behalf of the Students' Union.
  - 2.2. The President has financial co-signing authority as outlined in Article XII, Finance; and,
  - 2.3. The President is the sole signing authority on all official Students' Union correspondence on matters of political position and opinion;
    - 2.3.1. All external correspondence on political position and opinion must be approved by the Executive Council or General Assembly; and,
    - 2.3.2. All external correspondence on political position and opinion approved by the Executive Council must be disclosed to the General Assembly at the next regular meeting of the General Assembly.
  
3. The President shall:
  - 3.1. Be responsible for the maintenance of the efficient administration of the affairs of the Students' Union;
  - 3.2. In conjunction with the VP Operations & Finance, oversee all matters related to human resources at the Students' Union;
  - 3.3. Act as a liaison between the Students' Union, the University of Lethbridge Faculty, Staff and Administration, and the community;
  - 3.4. Along with the Executive Assistant, be responsible for the preparation of agendas, as follows:
    - 1.1.1. The agendas for a meeting of the Executive Council must be prepared at least one (1) business day prior to that meeting;
    - 1.1.2. The agendas for a meeting of the General Assembly must be prepared at least four (4) business days prior to that meeting; and,
    - 1.1.3. The agenda for a Town Hall Meeting must be prepared and promoted at least two (2) weeks prior to that meeting.
  - 3.5. Appoint an external Chair for meetings of the General Assembly, to be ratified by the General Assembly;
  - 3.6. Chair, or delegate to an appropriate chair, all Town Hall Meetings of the Students' Union, except those relating to Elections and Referenda;

- 3.7. Be a delegate to any provincial and federal lobby groups the Students' Union subscribes to; and,
  - 3.8. Ensure all written reports by the Students' Union are collected by the Executive Assistant and displayed on the Students' Union website.
4. Committees and Councils
- 4.1. The President will attend all General Assembly Meetings;
    - 4.1.1. The President has one (1) vote on all General Assembly business items when not acting as Chair of the General Assembly; and,
      - 4.1.1.1. The President shall chair meetings of the General Assembly in the Chair's absence, or in the event that the Chair relinquishes the chair;
      - 4.1.1.2. When acting as the Chair of the General Assembly, the President will vote on the motions put forth on the agenda only in the case of a tie.
  - 4.2. The President will convene, prepare agendas for, and chair meetings of the Students' Union Executive Council;
    - 4.2.1. The President shall vote on the motions put forth on the agenda only in the case of a tie.
  - 4.3. The President will serve on committees as outlined in the Internal Committees Policy; and,
  - 4.4. The President shall be a member of the following:
    - 4.4.1. The University of Lethbridge Board of Governors;
    - 4.4.2. The General Faculties Council;
    - 4.4.3. The General Faculties Council Executive Committee;
    - 4.4.4. The General Faculties Council Strategic Planning Committee;
    - 4.4.5. The General Faculties Council Convocation Committee;
    - 4.4.6. The Senate;
      - 4.4.6.1. In addition to the President and the VP External, the President shall appoint two additional members of the General Assembly, which can include Vice-Presidents, to serve on the University Senate for a period of one (1) year starting May 1.
    - 4.4.7. The Senate Executive Committee;
    - 4.4.8. The Students' Union Liaison Committee;
    - 4.4.9. The University of Lethbridge Alumni Association; and,
    - 4.4.10. Any other committee as determined by the Executive Council.
5. The President will:
- 5.1. Present a report at each General Assembly meeting summarizing his or her activities since the preceding meeting;
  - 5.2. Submit a monthly written report to the Executive Assistant summarizing his or her activities that month which will be made publicly available on the Students' Union website;
  - 5.3. Relay all pertinent information to the General Assembly in a timely manner; and,
  - 5.4. Submit a written report to the Executive Assistant regarding each business trip and the business conducted which will be made publicly available on the Students' Union website.

6. General Responsibilities

- 6.1. The President will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
- 6.2. The President will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
- 6.3. The President will fulfill any other responsibilities inherent in the legislation of the Students' Union.

## **BYLAW VI – THE VICE-PRESIDENT ACADEMIC**

*Last Amended April 2015*

1. The VP Academic of the Students' Union:
  - 1.1. Is the academic liaison to all active members of the Students' Union on any proceedings of an academic nature;
  - 1.2. Is the liaison to each Faculty Representative in regard to all faculty and related academic matters; and,
  - 1.3. 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, lead and coordinate the Students' Union's efforts on academic advocacy.
  
2. Authority
  - 2.1. The VP Academic has the authority to recommend the appointment of student members to University of Lethbridge committees on behalf of the Students' Union; and,
    - 2.1.1 The VP Academic shall seek to gain student representation on appropriate University of Lethbridge committees if such representation does not exist.
  
3. The VP Academic shall:
  - 3.1. In conjunction with the Operations Coordinator, organize an academic speakers' series or event;
  - 3.2. In conjunction with the Operations Coordinator, organize activities of an academic nature;
  - 3.3. Promote undergraduate research at the University of Lethbridge;
  - 3.4. Act as a student advisor concerning Grade Appeals and to the GFC Undergraduate Student Discipline Committee;
  - 3.5. Oversee the Students' Union Note Bank comprised of notes provided by students from the University of Lethbridge;
  - 3.6. Remain current on academic issues and developments, and inform the Executive Council, the General Assembly, and the students body as required;
  - 3.7. Maintain a file of information about all students serving on University of Lethbridge committees;
  - 3.8. Act as chair, in the President's absence, all Town Hall Meetings of the Students' Union, except those relating to Elections and Referenda; and,
  - 3.9. Act as chair, at the discretion of the VP Student Affairs, at all Clubs Council meetings.
  
4. Committees and Councils
  - 4.1. The VP Academic will attend all General Assembly Meetings;
    - 4.1.1. The VP Academic has one (1) vote on all General Assembly business items.
  - 4.2. The VP Academic will attend all Executive Council Meetings;
    - 4.2.1. The VP Academic has one (1) vote on all Executive Council business items when not acting as Chair of the Executive Council;
      - 4.2.1.1. The VP Academic shall chair meetings of the Executive Council in the President's absence, or in the event that the President relinquishes the chair;

- 4.2.1.2. When acting as the Chair of the Executive Council, the VP Academic will vote on the motions put forth on the agenda only in the case of a tie.
  - 4.3. The VP Academic will serve on committees as outlined in the Internal Committees Policy; and,
  - 4.4. The VP Academic shall be a member of the following:
    - 4.4.1. The General Faculties Council;
    - 4.4.2. The General Faculties Council Curriculum Coordinating Committee;
    - 4.4.3. The General Faculties Council Library Committee;
    - 4.4.4. If the VP Academic is a student in the Faculty of Arts & Science, then;
      - 4.4.4.1. The VP Academic shall serve on the Arts & Science Faculty Council; and,
      - 4.4.4.2. The VP Academic shall serve on the Arts & Science Curriculum Coordinating Committee.
    - 4.4.5. Any other committee as determined by the Executive Council.
5. The VP Academic will:
  - 5.1. Present a report at each General Assembly meeting summarizing his or her activities since the preceding meeting;
  - 5.2. Submit a monthly written report to the President and Executive Assistant summarizing his or her activities that month which will be made publicly available on the Students' Union website;
  - 5.3. Relay all pertinent information to the General Assembly in a timely manner; and,
  - 5.4. Submit a written report to the President and Executive Assistant regarding each business trip and the business conducted which will be made publicly available on the Students' Union website.
6. General Responsibilities
  - 6.1. The VP Academic will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
  - 6.2. The VP Academic will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
  - 6.3. The VP Academic will fulfill any other responsibilities inherent in the legislation of the Students' Union.

## **BYLAW VII – THE VICE-PRESIDENT EXTERNAL**

*Last Amended April 2015*

1. The VP External of the Students' Union:
  - 1.1. 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;
  - 1.2. Is the primary advocate of students to all external stakeholders;
  - 1.3. Is the primary liaison to the University of Lethbridge Northern Campuses; and,
  - 1.4. Is responsible for promoting the Students' Union to the external community through a variety of projects and events.
  
2. Authority
  - 2.1. The VP External has the authority to speak on behalf of the Students' Union when advocating to all levels of government.
  
3. The VP External shall:
  - 3.1. Act as the primary Government Relations Officer of the Students' Union;
  - 3.2. Be a delegate, normally the primary delegate, to any provincial and federal lobby groups the Students' Union subscribes to;
  - 3.3. Be the primary advocate for University of Lethbridge Students to the City of Lethbridge;
  - 3.4. Act as the primary policy researcher for all political policies of the Students' Union and/or its affiliated lobby organizations;
  - 3.5. Organize activities and events that would outreach to the external community;
  - 3.6. In conjunction with the Communications Coordinator and Executive Assistant, oversee all methods of communication and technology, including but not limited to:
    - 3.6.1. The Students' Union Website;
    - 3.6.2. Social Media;
    - 3.6.3. The Students' Union Blog; and,
    - 3.6.4. Students' Union Press releases.
  - 3.7. 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.
  
4. Committees and Councils
  - 4.1. The VP External will attend all General Assembly Meetings;
    - 4.1.1. The VP External has one (1) vote on all General Assembly business items.
  - 4.2. The VP External will attend all Executive Council Meetings;
    - 4.2.1. The VP External has one (1) vote on all Executive Council business items.
  - 4.3. The VP External will serve on committees as outlined in the Internal Committees Policy; and,
  - 4.4. The VP External shall be a member of the following:
    - 4.4.1. The General Faculties Council;
    - 4.4.2. The Senate;
    - 4.4.3. The City of Lethbridge Youth Advisory Council;
      - 4.4.3.1. The VP External may delegate any member of the General Assembly to be a member of the Lethbridge Youth Advisory Council to represent the Students' Union; and,

4.4.4. Any other committee as determined by the Executive Council.

5. The VP External will:
  - 5.1. Present a report at each General Assembly meeting summarizing his or her activities since the preceding meeting;
  - 5.2. Submit a monthly written report to the President and Executive Assistant summarizing his or her activities that month which will be made publicly available on the Students' Union website;
  - 5.3. Relay all pertinent information to the General Assembly in a timely manner; and,
  - 5.4. Submit a written report to the President and Executive Assistant regarding each business trip and the business conducted which will be made publicly available on the Students' Union website.
  
6. General Responsibilities
  - 6.1. The VP External will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
  - 6.2. The VP External will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
  - 6.3. The VP External will fulfill any other responsibilities inherent in the legislation of the Students' Union.



## **BYLAW VIII – THE VICE-PRESIDENT OPERATIONS AND FINANCE**

*Last Amended April 2015*

1. The VP Operations & Finance of the Students' Union:
  - 1.1. Is the Chief Financial Officer of the Students' Union and shall uphold all the responsibilities thereof; and,
  - 1.2. Is responsible for ensuring that the Students' Union is well staffed, and run in an organized and efficient manner.
  
2. Authority
  - 2.1. The VP Operations & Finance has financial co-signing authority as outlined in Article XII.
  - 2.2. The VP Operations & Finance has the authority to ensure that operational policies and legislation of the Students' Union are adhered to.
  
3. The VP Operations & Finance shall:
  - 3.1. 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;
  - 3.2. Report the state of pertinent finances of the Students' Union to the General Assembly and Executive Council at each meeting;
    - 3.2.1. Ensure that all pertinent staff are informed on current state of the financials.
  - 3.3. 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;
  - 3.4. Oversee the applications and the approval process of all Students' Union grants;
  - 3.5. Support the President on all legal affairs of the Students' Union;
  - 3.6. Oversee operational aspects of the Students' Union Building;
  - 3.7. In conjunction with the President, oversee all matters related to human resources at the Students' Union;
  - 3.8. Be responsible for ensuring that all Students' Union employees receive an annual performance review, to be performed by the Employee Review Committee;
  - 3.9. Address any matters of negligence regarding duties by General Assembly members and shall inform the Executive Council of any concerns on such matters;
  - 3.10. Be responsible for the coordination of any Students' Union Constitutional, Bylaw, or Policy revisions;
  - 3.11. Initiate projects and carry out duties of an operational or financial nature.
  
4. Committees and Councils
  - 4.1. The VP Operations & Finance will attend all General Assembly Meetings;
    - 4.1.1. The VP Operations & Finance has one (1) vote on all General Assembly business items.
  - 4.2. The VP Operations & Finance will attend all Executive Council Meetings;
    - 4.2.1. The VP Operations & Finance has one (1) vote on all Executive Council business items.

- 4.3. The VP Operations & Finance will serve on committees as outlined in the Internal Committees Policy; and,
  - 4.4. The VP Operations & Finance shall be a member of the following:
    - 4.4.1. The General Faculties Council;
    - 4.4.2. The University Budget Advisory Committee;
    - 4.4.3. The Joint Worksite Health and Safety Committee;
    - 4.4.4. The Meliorist Board of Directors;
    - 4.4.5. The Board of Governors; and,
    - 4.4.6. Any other committee as determined by the Executive Council.
5. The VP Operations & Finance will:
- 5.1. Present a report at each General Assembly meeting summarizing his or her activities since the preceding meeting;
  - 5.2. Submit a monthly written report to the President and Executive Assistant summarizing his or her activities that month which will be made publicly available on the Students' Union website;
  - 5.3. Relay all pertinent information to the General Assembly in a timely manner; and,
  - 5.4. Submit a written report to the President and Executive Assistant regarding each business trip and the business conducted which will be made publicly available on the Students' Union website.
6. General Responsibilities
- 6.1. The VP Operations & Finance will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
  - 6.2. The VP Operations & Finance will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
  - 6.3. The VP Operations & Finance will fulfill any other responsibilities inherent in the legislation of the Students' Union.

## **BYLAW IX – THE VICE-PRESIDENT STUDENT AFFAIRS**

*Last Amended April 2015*

1. The VP Student Affairs of the Students' Union:
  - 1.1. Is responsible for ensuring a diverse and engaging experience for all members of the Students' Union through events, clubs, and other activities;
  - 1.2. Is the liaison between clubs and the General Assembly; and,
  - 1.3. Will facilitate communication between the General Assembly and the active members of the Students' Union.
  
2. Authority
  - 2.1. 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.
  
3. The VP Student Affairs shall:
  - 3.1. Make presentations to the General Assembly and Executive Council on behalf of Clubs, Clubs' Council, Sororities, and Fraternities;
  - 3.2. Facilitate the ratification process between Clubs, Fraternities, and Sororities and the General Assembly by making the paperwork and necessary information readily available;
  - 3.3. 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;
  - 3.4. Along with the Executive Assistant, be responsible for the preparation of the agendas for all Clubs Council meetings at least two (2) business days prior to a meeting;
  - 3.5. Chair all meetings of Clubs Council;
    - 3.5.1. If the VP Student Affairs is unable to chair a meeting of Clubs Council, they may delegate that responsibility to the VP Academic.
  - 3.6. 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, including but not limited to:
    - 3.6.1. The Students' Union Constitution, Bylaws, and Policies;
    - 3.6.2. Students' Union employee job descriptions;
    - 3.6.3. Students' Union budget, in conjunction with the VP Operations & Finance; and,
    - 3.6.4. Students' Union timelines and priorities;
  - 3.7. Coordinate volunteers for all Students' Union events or delegate to a representative to do so;
  - 3.8. Shall coordinate Fresh Fest and all Fresh Fest duties in conjunction with the Operations Coordinator;
    - 3.8.1. The VP Student Affairs has the ability to delegate this responsibility if the Executive Council deems necessary.
  - 3.9. Shall be responsible for the effective communication on behalf of the Students' Union to the University of Lethbridge Community; and,
  - 3.10. In conjunction with the Operations Coordinator, organize activities, events, and projects of a non-academic nature.

4. Committees and Councils
  - 4.1. The VP Student Affairs will attend all General Assembly Meetings;
    - 4.1.1. The VP Student Affairs has one (1) vote on all General Assembly business items.
  - 4.2. The VP Student Affairs will attend all Executive Council Meetings;
    - 4.2.1. The VP Student Affairs has one (1) vote on all Executive Council business items.
  - 4.3. The VP Student Affairs will serve on committees as outlined in the Internal Committees Policy; and,
  - 4.4. The VP Student Affairs shall be a member of the following:
    - 4.4.1. The General Faculties Council;
    - 4.4.2. The Alcohol Awareness Committee;
    - 4.4.3. The CKXU Board of Directors; and,
    - 4.4.4. Any other committee as determined by the Executive Council.
  
5. The VP Student Affairs will:
  - 5.1. Present a report at each General Assembly meeting summarizing his or her activities since the preceding meeting;
  - 5.2. Submit a monthly written report to the President and Executive Assistant summarizing his or her activities that month which will be made publicly available on the Students' Union website;
  - 5.3. Relay all pertinent information to the General Assembly in a timely manner; and,
  - 5.4. Submit a written report to the President and Executive Assistant regarding each business trip and the business conducted which will be made publicly available on the Students' Union website.
  
6. General Responsibilities
  - 6.1. The VP Student Affairs will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
  - 6.2. The VP Student Affairs will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
  - 6.3. The VP Student Affairs will fulfill any other responsibilities inherent in the legislation of the Students' Union.

## **BYLAW X – THE FACULTY REPRESENTATIVES**

*Last Amended April 2015*

1. The Faculty Representatives are as follows:
  - 1.1. Six (6) Arts & Science Faculty Representatives;
  - 1.2. One (1) Management Faculty Representative;
  - 1.3. One (1) Fine Arts Faculty Representative;
  - 1.4. One (1) Health Sciences Faculty Representative; and,
  - 1.5. One (1) Education Faculty Representative.
  
2. Each Faculty Representative will:
  - 2.1. Facilitate communication between the General Assembly and the active members of the ULSU;
  - 2.2. Represent the faculty from which they are elected by bringing forth information and perspectives from their respective faculties and the student body;
  - 2.3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
  - 2.4. Foster involvement of the student body in the ULSU and student affairs;
  - 2.5. Assist in ULSU activities;
  - 2.6. Submit a monthly report to the President and Executive Assistant summarizing his or her activities for that month;
    - 2.6.1. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month.
  - 2.7. Sit on at least one (1) ULSU committee;
  - 2.8. Sit on at least one (1) University committee; and,
  - 2.9. Must volunteer at two (2) ULSU functions and/or events each semester.
  
3. Each Faculty Representative has one (1) vote on all General Assembly business items.
  
4. The Faculty Representatives will fulfill and ensure ULSU legislation is being maintained.
  
5. The Faculty Representatives will be voted in by the constituency they will represent thereafter.
  
6. The Faculty Representatives must be of the constituency electing him or her.
  - 6.1. A nominee for Faculty Representative may request and receive special exemption to Bylaw X 6 via approval of the General Assembly. Such request must be made to the CRO or the Executive Council 48 hours prior to nominations close to ensure appropriate time for a mailbox ballot of the General Assembly.

## **BYLAW XI – THE RESIDENCE REPRESENTATIVE**

*Last Amended March 5, 2013*

1. The Residence Representative will:
  - 1.1. Facilitate communication between the General Assembly and the students housed in the Residence Buildings at the University of Lethbridge;
  - 1.2. Represent the students who live in residence at University of Lethbridge, and bring forth information and perspectives from this group;
  - 1.3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
  - 1.4. Foster involvement of the student body in the ULSU and student affairs;
  - 1.5. Assist in ULSU activities;
  - 1.6. Submit a monthly report to the President and Executive Assistant summarizing his or her activities for that month;
    - 1.6.1. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
  - 1.7. Sit on at least one (1) ULSU committee;
  - 1.8. Sit on at least one (1) University committee; and,
  - 1.9. Must volunteer at two (2) ULSU functions, events, or activities each semester.
2. The Residence Representative has one (1) vote on all General Assembly business items.
3. The Residence Representative will ensure ULSU Legislation is being adhered to.
4. The Residence Representative will be voted in by the constituency he or she will represent thereafter.
5. The Residence Representative must be of the constituency electing him or her.
6. To be eligible for the position on Residence Representative, the candidate must meet all eligibility requirements designated in the Voting and Eligibility Requirements Bylaw, as well as receiving 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.

## **BYLAW XII – THE INTERNATIONAL STUDENT REPRESENTATIVE**

*Last Amended March 5, 2013*

1. The International Student Representative will:
  - 1.1. Facilitate communication between the General Assembly and the international students of the University of Lethbridge;
  - 1.2. Represent the international students of the University of Lethbridge main campus, and bring forth information and perspectives from this group;
  - 1.3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
  - 1.4. Foster involvement of the student body in the ULSU and student affairs;
  - 1.5. Assist in ULSU activities;
  - 1.6. Submit a monthly report to the President and Executive Assistant summarizing his or her activities for that month;
    - 1.6.1. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
  - 1.7. Sit on at least one (1) ULSU committee;
  - 1.8. Sit on at least one (1) University committee; and,
  - 1.9. Must volunteer at two (2) ULSU functions, events, or activities each semester.
2. The International Student Representative has one (1) vote on all General Assembly business items.
3. The International Student Representative will ensure ULSU legislation is being adhered to.
4. The International Student Representative will be voted in by the constituency he or she will represent thereafter.
5. The International Student Representative must be of the constituency electing him or her.

## **BYLAW XIII – THE FIRST NATIONS, MÉTIS, AND INUIT STUDENT REPRESENTATIVE**

*Last Amended March 5, 2013*

1. The First Nations, Métis, and Inuit Student Representative will:
  - 1.1. Facilitate communication between the General Assembly and the First Nations, Métis, and Inuit students of the University of Lethbridge;
  - 1.2. Represent the First Nations, Métis, and Inuit students of the University of Lethbridge main campus, and bring forth information and perspectives from this group;
  - 1.3. Attend all General Assembly meeting and make informed decisions about the motions put forth on the agenda;
  - 1.4. Foster involvement of the student body in the ULSU and student affairs;
  - 1.5. Assist in ULSU activities;
  - 1.6. Submit a monthly report to the President and Executive Assistant summarizing his or her activities for that month;
    - 1.6.1. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
  - 1.7. Sit on at least one (1) ULSU committee;
  - 1.8. Sit on at least one (1) University committee; and,
  - 1.9. Must volunteer at two (2) ULSU functions, events, or activities each semester.
2. The First Nations, Métis, and Inuit Student Representative has one (1) vote on all General Assembly business items.
3. The First Nations, Métis, and Inuit Student Representative will ensure ULSU Legislation is being adhered to.
4. The First Nations, Métis, and Inuit Student Representative will be voted in by the constituency he or she will represent thereafter.
5. The First Nations, Métis, and Inuit Student Representative must be of the constituency electing him or her.



## **BYLAW XIV – THE CALGARY CAMPUS REPRESENTATIVE**

*Last Amended April 2015*

1. The Calgary Campus Representative will:
  - 1.1. Facilitate communication between the General Assembly and students attending classes at the University of Lethbridge Calgary Campus;
  - 1.2. Represent active members of the Students' Union attending classes at the University of Lethbridge Calgary Campus, and bring forth information and perspectives from this group;
  - 1.3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
  - 1.4. Foster student involvement in the Students' Union and student affairs;
  - 1.5. Assist with and coordinate Students' Union activities on the University of Lethbridge Calgary Campus;
  - 1.6. Help administer the Students' Union Health and Dental plans on the University of Lethbridge Calgary Campus;
  - 1.7. Act as a student advisor concerning the Grade Appeals process on the University of Lethbridge Calgary Campus, in consultation with the VP Academic;
  - 1.8. Ensure the well being and good working order of Students' Union property and equipment on the Calgary Campus; and,
  - 1.9. Submit a monthly report to the President and Executive Assistant summarizing his or her activities for that month;
    - 1.9.1. All reports must be submitted on time in order for the ULSU General Assembly member to review honoraria for that month.
2. The Calgary Campus Representative has one (1) vote on all General Assembly business items.
3. The Calgary Campus Representative may strike committees on the Calgary Campus, comprised of student volunteers from the Calgary Campus to assist with the coordination of events, the collection of information and perspectives, and the discussion of issues pertained to the ULSU.
4. The Calgary Campus Representative will ensure ULSU legislation is being adhered to.
5. The Calgary Campus Representative will be voted in by the constituency he or she will represent thereafter.
6. The Calgary Campus Representative must be of the constituency electing him or her.

## **BYLAW XV – THE FIRST YEAR REPRESENTATIVE**

*Last Amended April 2016*

1. The First Year Representative will be voted on through a by-election.
2. The First Year Representative will:
  - 2.1 Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
  - 2.2 Foster student involvement in the Students' Union and student affairs;
  - 2.3 Sit on one (1) ULSU committee;
  - 2.4 Sit on one (1) University committee;
  - 2.5 Volunteer at two (2) ULSU functions, events or activities a semester;
  - 2.6 Submit a monthly report to the President and Executive Assistant summarizing his or her activities for the month, and
    - 2.6.1 All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month.
3. The Year Representative has one (1) vote on all General Assembly business items.
4. The First Year Representative will ensure ULSU Legislation is being adhered to.
5. The ULSU General Assembly shall select a candidate that best represents the population of first year students within the University.

## **BYLAW XVI – THE CHAIR OF THE GENERAL ASSEMBLY**

*Last Amended April 2015*

1. Each year, the President will nominate an external Chair of the General Assembly; the President's nomination of whom is subject to the approval of the General Assembly;
  - 1.1. The nominee shall have no current affiliation to the University of Lethbridge or the ULSU; and,
  - 1.2. Previous General Assembly members are not eligible to be the Chair of the General Assembly for a period of two (2) years following their most recent term.
2. The Chair of The General Assembly will:
  - 2.1. Act as the Chair of The General Assembly Meetings; and,
  - 2.2. Determine and make rulings as to the grounds of any objections based on the rules set forth in ULSU Legislation and Rules of Order.
3. The Chair of The General Assembly is not a voting member of the General Assembly;
  - 3.1. The Chair never has the authority to break a tie; and,
  - 3.2. The Chair may only rule on matters directly related to the use and interpretation of Rules of Order.
4. The Chair of The General Assembly will fulfill any other responsibilities inherent in ULSU legislation.
5. The Chair will ensure ULSU legislation is being adhered to during General Assembly meetings.

## **BYLAW XII – CODE OF CONDUCT**

*Last Amended January 25, 2012*

1. The Code of Conduct is designed as a set of guidelines to assist student representatives and employees of the ULSU during the course of conducting the affairs and business of the ULSU.
2. The Code of Conduct is binding upon all ULSU employees and elected student representatives.
3. General Rules of Conduct:
  - 3.1. It is the responsibility of all student representatives and employees to properly represent the ULSU in a manner which promotes the well being and maintains the integrity of the ULSU;
  - 3.2. It is the responsibility of all student representatives and employees to be knowledgeable of and uphold the current ULSU Constitution, Bylaws, and Policies;
  - 3.3. Official statements on positions, opinions, or policies of the ULSU are strictly subject to the approval of the Executive Council; however,
    - 3.3.1. As stated in Bylaw III, the Executive Council must adhere to all decision of the General Assembly;
    - 3.3.2. When possible, the General Assembly should be approached for additional opinions of official statements on positions, opinions, and policies; and,
  - 3.4. ULSU representatives and employees will abide by the ULSU Constitution, Bylaws, and Policies.
4. It is prohibited for student representatives and employees of the ULSU to reveal confidential information, as outlined in the ULSU Constitution, to any person who is not entitled to that information.
5. Setting Standards
  - 5.1. It is the responsibility of all ULSU student representatives and employees to ensure and follow a policy of ethical behaviour, to ensure the fulfillment of other representatives' and employees' duties, and to facilitate participation of ULSU members in the affairs of the ULSU;
  - 5.2. All ULSU representatives and employees should encourage constructive criticism and make themselves open to suggestions for improvement; and,
  - 5.3. The use of degrading or malicious statements or actions which in any way harms the membership, employee, or the integrity of the ULSU is prohibited.

## BYLAW XIII – REMOVAL OF GENERAL ASSEMBLY MEMBERS FROM OFFICE

*Last Amended March 5, 2013*

1. Any member of the General Assembly can anonymously submit a grievance to a member of the Executive Council, and then the General Assembly has the obligation to consider:
  - 1.1. The member of the ULSU is absent for two (2) consecutive General Assembly meetings or any three (3) throughout the academic year, unless justifiable reason is established and accepted by the General Assembly;
  - 1.2. The member of the ULSU fails to uphold his or her hour requirements or office hours if required for that member;
  - 1.3. The member of the ULSU is found to be involved in a conflict of interest as outlined in the ULSU Constitution;
  - 1.4. The member of the ULSU is convicted by legal authorities for an indictable offense;
  - 1.5. The member of the ULSU is neglecting the duties associated with his or her position as outlined in the ULSU legislation;
  - 1.6. A petition, signed by no less than ten percent (10%) of the active members of the ULSU, is received by the General Assembly calling for the discipline of a member of the ULSU which cites grievances against the member;
  - 1.7. The member of the ULSU does not hand in required reports before the established deadlines on two (2) occasions;
  - 1.8. The member of the ULSU knowingly misrepresents the ULSU or any other member of the ULSU to any body. This includes, but is not limited to:
    - 1.8.1. Issuing a quote on behalf of a member of the ULSU without their knowledge or consent;
    - 1.8.2. Incorrectly communicating the beliefs or values of a member of the ULSU;
    - 1.8.3. Unlawfully altering or changing official minutes of the ULSU or any body created under its auspices.
  - 1.9. The member speaks on behalf of the ULSU in opposition to a decision made by the General Assembly after a vote;
  - 1.10. The member of the ULSU reveals confidential information;
  - 1.11. The member of the ULSU misuses the privileges of office;
  - 1.12. The General Assembly rules that the member is grossly incompetent, guilty of negligence, or in violation of the Code of Conduct Bylaw;
  - 1.13. The member has continually failed to follow the orders of the General Assembly or Executive Council; and/or,
  - 1.14. The member is no longer an active member of the ULSU.
2. Procedure for considering discipline or impeachment of a member of the General Assembly:
  - 2.1. A reasonable effort will be made to give a member two (2) week's notice prior to the General Assembly meeting regarding grievances against them, to allow for the member to prepare an appeal;
    - 2.1.1. The General Assembly has the right to suspend the member with or without pay during this period; ~~and further,~~
    - 2.1.2. Should the member be cleared of the grievances against them by order of the General Assembly, the member will be paid for the time of suspension.
  - 2.2. No less than two (2) weeks after the member in question has been given notice, a

motion citing the grievances against the member must be put on the floor during a properly convened meeting of the General Assembly;

2.2.1. If a motion is put forth to remove or consider discipline or consider impeachment of a member of the General Assembly, the General Assembly is responsible to adjudicate on the merit of the member's reason.

2.3. The member in question will be given adequate time during the meeting of the General Assembly, in which the discipline or impeachment is being considered, to present an explanation for his or her behaviour prior; and,

2.4. A two-thirds (2/3) majority vote is needed for the member to be impeached.

3. Resignation

3.1. Any member wishing to resign must do so in writing to the Chair of the General Assembly;

3.2. The Chair must present any letters of resignation at the next regularly convened General Assembly meeting;

3.3. Resignations take effect on the date specified in the letter of resignation; and,

3.4. Letters of resignation will be filed by the President.

## **BYLAW XIX – EMPLOYEES**

*Last Amended January 25, 2012*

1. The ULSU shall be an equal opportunity employer.
2. All full-time or part-time ULSU employee positions must be approved by the ULSU General Assembly;
  - 2.1. The hiring of employees will be done by the appropriate committees.
3. Job Descriptions
  - 3.1. All Students' Union employment positions must have a job description outlining duties associated with the position;
  - 3.2. The VP Operations and Finance will oversee the creation and amendment of all job descriptions; and,
  - 3.3. All job descriptions or amendments to job descriptions are subject to the approval of the General Assembly.
4. Grievances Against an Employee
  - 4.1. Should a grievance arise against an employee, the following steps must be followed:
    - 4.1.1. The employee shall be spoken to by the General Manager, and a letter summarizing that discussion, signed both by the General Manager and the employee, must be added to the employee's personnel file;
    - 4.1.2. If the conduct of the employee does not improve, a meeting shall be set up with the employee, the General Manager, and either the VP Operations and Finance or the President; and,
      - 4.1.2.1. A letter of warning shall be issued to the employee, signed by the employee, the General Manager, and either the VP Operations and Finance or the President, and a copy of the letter of warning will be added to the employee's personnel file;
    - 4.1.3. If, following the delivery of a letter of warning, the conduct of the employee does not improve, a letter of dismissal shall be issued to the employee; and,
      - 4.1.3.1. A signature from the employee on a copy of the letter of dismissal, acknowledging receipt of the letter, shall be requested; and,
      - 4.1.3.2. If the employee refuses to provide a signature, the letter of dismissal must be signed by the General Manager, including the date, and time of delivery.
5. Grievances From an Employee
  - 5.1. Should an employee have a grievance about an employer, supervisor, co-worker or any official representative of the General Assembly, the following steps shall be followed:
    - 5.1.1. The employee should seek, whenever possible, to resolve conflict through informal discussion initially with the party or parties involved;
    - 5.1.2. If the grievance cannot be solved through informal discussion, the employee should prepare and sign a letter stating the nature of the grievance, and provide that letter to the General Manager, VP Operations and Finance or the

President. Where possible and appropriate, this letter should be prepared within 30 days of any initiating incident. In the event that a grievance pertains to a recurring matter, a letter should be filed within 30 days of the most recent recurrence;

- 5.1.3. A copy of the letter must be made available to the party against whom the grievance is made, by the General Manager, VP Operations and Finance or President, within 7 days of receipt by the General Manager, VP Operations and Finance or President;
- 5.1.4. The recipient of the grievance must respond, through the provision of a signed letter, through the General Manager, VP Operations and Finance or President, within 7 days of the receipt of the aforementioned signed letter;
- 5.1.5. Copies of the letters, including the signatures of the parties to the grievance, will be added to the personnel files of both parties;
- 5.1.6. Failure to provide a written grievance, or failure to provide a written response to a grievance, shall be considered a serious and a material omission, and grounds for dismissal of the grievance, substantiation of the claim, and sufficient cause for the consideration of alternative disciplinary actions. Any decision to take subsequent action must be approved by the Executive Council at the next regularly scheduled Executive meeting, in a closed session; however,
  - 5.1.6.1. If an Executive Council member is one of the parties involved in the claim, then that member must not contribute to deliberations on subsequent action, and must not be present for any discussion on possible action; and,
  - 5.1.6.2. If more than one Executive Council member is party to the claim, then the matter must be referred to the next regularly scheduled General Assembly meeting, in a closed session excluding the Executive Council members who are party to the claim, or referred to the University of Lethbridge Personal Security Policy.

## 6. Resolution of Grievances

- 6.1. At the discretion of the General Manager, VP Operations and Finance or President, written complaints and responses may be dealt with in one of the following ways:
  - 6.1.1. A Letter of Finding may be drafted and ratified by the Executive Council, proposing a resolution to the grievance; and,
    - 6.1.1.1. Proposed resolutions may include dismissal of grievance, letter of warning, recommendation for mediation, disciplinary action, suspension, dismissal or impeachment, as appropriate; or,
  - 6.1.2. The matter may be referred to the University of Lethbridge's Personal Security Policy;
- 6.2. Notwithstanding all of the aforementioned grievance procedures, any member of the University community, including all ULSU employees and General Assembly members, may file a complaint through the University's Personal Security Policy;
- 6.3. The aforementioned grievance procedures may not be invoked if the University's Personal Security Policy has already been engaged.



7. Employee Review

- 7.1. The employee review committees' terms of references are outlined in the Internal Committees policy;
- 7.2. All permanent employees shall be reviewed annually by the appropriate committee;
- 7.3. The committees shall follow the methodology outlined below:
  - 7.3.1. The employee will be notified at least two weeks in advance of their review;
  - 7.3.2. The employee shall be given the standard ULSU review form and asked to do a self-assessment;
  - 7.3.3. The committee shall review the employee's self-assessment, any grievances in the employee's file, and any other considerations, and write the employee's review; and,
  - 7.3.4. The committee shall conduct an interview with the employee and administer the employee's review.

## BYLAW XX – GENERAL ELECTIONS AND BY-ELECTIONS

*Last Amended April 2015*

1. The ULSU shall hold a General Election annually, in the spring semester, in order to fill each position on the General Assembly except the First Year Representative position.
  - 1.1. Election Dates
    - 1.1.1. The dates for the General Election will be set by the Executive Council, in consultation with the CRO, prior to the commencement of the Spring semester, and the approved dates must include:
      - 1.1.1.1. The time and date that the nomination period opens;
      - 1.1.1.2. The time and date that the nomination period closes;
        - 1.1.1.2.1. Nomination period must last for five (5) consecutive business days;
      - 1.1.1.3. The time and date of the orientation session;
      - 1.1.1.4. The time and date that campaigning may begin;
      - 1.1.1.5. The time and date that campaigning must cease; and,
        - 1.1.1.5.1. Campaigning period must last for a minimum of five (5) business days; and,
      - 1.1.1.6. The time and date on which polling stations will be open.
        - 1.1.1.6.1. Polling stations must be open for three (3) consecutive business days;
  - 1.2. Nominations and Eligibility of Candidates
    - 1.2.1. 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;
    - 1.2.2. A prospective candidate, in order to be nominated, must:
      - 1.2.2.1. 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;
      - 1.2.2.2. Sign the nomination form in the presence of the CRO, Administrative Assistant, or Executive Assistant. The form must be initialed by the CRO, Administrative Assistant or Executive Assistant;
      - 1.2.2.3. Confirm, by signing the nomination form, that he or she shall comply with all ULSU legislation;
      - 1.2.2.4. Have the official ULSU nomination form signed by ten (10) active members of the ULSU, including their student identification numbers and signatures;
      - 1.2.2.5. Pay a nomination deposit to the CRO or the ULSU Administrative Assistant if running for an Executive Council position, as outlined in the Elections and Referenda Expense and Fee Policy;
        - 1.2.2.5.1. 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;

- 1.2.2.6. Include a letter from the University of Lethbridge Registrar verifying that the nominee is in good academic standing as per the academic standards laid out in the University of Lethbridge Calendar;
- 1.2.2.7. Include a financial standing report obtained via the Cash Office section of The Bridge Web Information System verifying that the nominee has paid at least 50% of their total student fees for the semester;
  - 1.2.2.7.1. A nominee may request and receive special exemption to the Bylaw XXI, via approval from the General Assembly. Such request must be made either to the CRO or the Executive Council 48 hours prior to nominations close to ensure appropriate time for a mailbox ballot of the General Assembly;
- 1.2.2.8. 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;
- 1.2.3. Refunds shall not be made available to candidates who are disqualified from or withdraw from the election;
- 1.2.4. Members of the ULSU may only be nominated for one (1) position on the General Assembly per election;
- 1.2.5. Any person who was elected to the General Assembly and then impeached shall not be eligible to be nominated for any position;
- 1.2.6. 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; and,
- 1.2.7. 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; and,
  - 1.2.7.1. 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.

### 1.3. The Ballot

- 1.3.1. Each position shall be on either a printed or an electronic ballot;
- 1.3.2. The title of the position to be elected shall appear immediately above the names of the candidates for that position;
- 1.3.3. Such instructions to the elector as may be necessary to inform him or her of the manner in which the ballot is to be marked shall be printed at the top of the ballot;
- 1.3.4. The name of each candidate shall appear on the ballot in a randomly rotated order, and shall be written in text that is as similar as possible in format to other names;
- 1.3.5. The names of each candidate shall be arranged in the following order:

- 1.3.5.1. The candidate's surname;
- 1.3.5.2. The candidate's preferred name, as given by the Registrar's Office;
- 1.3.6. No titles, degrees, prefixes or suffixes shall be included with any candidate's name on the ballot;
- 1.3.7. All ballots shall be as similar in format as possible;
- 1.3.8. The ballot shall be printed on white paper, or, should the ballot be electronic, the background shall be white;
- 1.3.9. There shall be a box to the immediate left of each candidate's name, which shall be used to indicate a vote for that candidate;
- 1.3.10. Below the box used to indicate a vote for the last candidate for each position shall be a box that can be used to indicate a vote against all candidates for that position, and that box shall be labeled "none of the above";
  - 1.3.10.1. In the case that there is only one candidate for a position, a short statement shall appear below that box marked "none of the above" explaining that the candidate for that position must receive a majority of the votes cast to be elected;
- 1.3.11. Below the box labeled "none of the above" shall be a box used to abstain from voting in favour or opposed to any candidate, and that box shall be labeled "abstain from voting";
  - 1.3.11.1. This box will be the default selection for any vote, and does not count towards the majority vote.
- 1.3.12. In the case that printed ballots are used, they shall be printed only when authorized by a motion of the Executive Council, shall all be signed individually by the CRO, and shall be audited by the General Manager for compliance with ULSU legislation;
- 1.3.13. A "spoiled" ballot is any ballot which is not an official ballot, or upon which the intent of the voter is not clear as determined by the CRO; and,
- 1.3.14. The CRO will ensure all used and unused ballots are transported to the Students' Union General Manager's office or the Security Services office after the closing of the polling stations each day.

1.4. Campaigning

- 1.4.1. Each candidate shall campaign in a reasonable and responsible manner, including:
  - 1.4.1.1. Being personally responsible and liable for any damages resulting from the campaign;
  - 1.4.1.2. 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,
  - 1.4.1.3. Being responsible for complying with the provisions of ULSU legislation and regulations outlined during the orientation session.

1.5. Town Hall Meeting

- 1.5.1. A Town Hall Meeting shall be held at least forty-eight (48) hours prior to the commencement of the voting period;
- 1.5.2. The CRO, or delegate, shall chair the Town Hall meeting, held for the purpose of presenting the election candidates to the active members of the Students'

- Union; and,
- 1.5.3. Each candidate running for a position on the General Assembly is expected to give a campaign speech during the Town Hall meeting, subject to the rules and limitations imposed by the CRO.

## 2. By-Elections and Vacancies

- 2.1. If the position of President becomes vacant:
  - 2.1.1. Between May 1 and August 31, a by-election of all active members of the ULSU must occur before September 30;
  - 2.1.2. Between September 1 and January 31, a by-election of all active members of the Students' Union must occur within three (3) regularly scheduled class weeks of the vacancy; and/or,
  - 2.1.3. Between February 1 and April 30, the duties of the President will be carried out by the Executive Council until April 30; and,
    - 2.1.3.1. The General Assembly will appoint a spokesperson from the Executive Council for the duration of the vacancy.
- 2.2. The First Year Representative position will be voted in annually by internal by-election.
- 2.3. If the position of any Vice President becomes vacant
  - 2.3.1. Between May 1 and August 31, a by-election of all active members of the ULSU must occur by September 30;
  - 2.3.2. Between September 1 and January 31, a by-election of all members of the ULSU must occur within three (3) regularly scheduled class weeks; and/or,
  - 2.3.3. Between February 1 and April 30, the duties of any Vice President will be carried out by the executive council for the duration of the term;
- 2.4. If the position of any General Assembly member becomes vacant
  - 2.4.1. Between May 1 and August 31, an internal by-election shall be held at a properly convened General Assembly meeting to fill that position by September 30; and/or,
  - 2.4.2. Between September 1 and January 30, an internal by-election shall be held at a properly convened General Assembly meeting to fill that position within six (6) weeks;
  - 2.4.3. Between February 1 and April 30, the position will remain vacant;
  - 2.4.4. The member-elect will have full voting rights as a General Assembly member as of the ratification at the following meeting of the General Assembly; and,
  - 2.4.5. The member-elect shall not be responsible for any General Assembly related duties and shall not receive honoraria until the ratification of the by-election results;
- 2.5. By-Election Dates
  - 2.5.1. The Executive Council, in consultation with the CRO, will establish:
    - 2.5.1.1. The date or dates of the voting for any by-election which must occur during the fall or spring semesters; and,
    - 2.5.1.2. The dates for the filing of nominations, which must occur during the fall or spring semesters;

- 2.6. Nominations and Eligibility  
The nominations and eligibility of candidates for a by-election will be the same as for a general election;
  - 2.7. Advertising  
Prior to a by-election, advertising must occur for a minimum of one (1) week, with reasonable effort invested to notify as many active members of the ULSU as possible.
3. Ratification of General Election or By-Election Results
    - 3.1. At the first regularly convened General Assembly meeting following a General Election or By- Election, the General Assembly must ratify the results.

## **BYLAW XXI – REFERENDA**

*Last Amended March 5, 2013*

### **1. Referenda Initiation**

1.1. A referendum must be initiated by one of the following mechanisms:

- 1.1.1. A motion approved by the General Assembly, with the question to be included on the referendum ballot appearing in the motion; or,
- 1.1.2. A petition signed by no less than ten percent (10%) of the active members of the ULSU, with the question to be included on the referendum ballot, as in line with ULSU legislation, appearing on each page of the petition.

### **2. Setting Dates**

The dates of a referendum will be set by the Executive Council in consultation with the CRO, and must be approved and announced at least one (1) month in advance.

### **3. The Ballot**

- 3.1. The text of the referendum will be worded in such a way as to present a clear question which can be answered by either a "yes" or "no";
  - 3.1.1. The question may not be biased in favour of, or against the issue presented;
- 3.2. The word "referendum" will be placed at the top of the ballot;
- 3.3. Such instructions to the elector as may be necessary to inform him or her of the manner in which the ballot is to be marked will be printed below the title;
- 3.4. All ballots will be similar to each other in format;
- 3.5. A "spoiled" ballot is any ballot:
  - 3.5.1. Which is not an official ballot; or,
  - 3.5.2. Upon which the intent of the voter is not clear, at the discretion of the CRO;
- 3.6. In the case that printed ballots are used, they shall be printed only when authorized by a motion of the Executive Council, shall all be signed or stamped individually by the CRO, and shall be audited by the General Manager for compliance with ULSU legislation; and,
- 3.7. The CRO will ensure all used and unused ballots are transported to the Students' Union General Manager's office or the Security Services office after the closing of the polling stations each day.

### **4. Fees**

- 4.1. Any changes to Students' Union fees or changes to levies for any student organization that will affect all active members are subject to the approval of all active members by means of a referendum; however,
  - 4.1.1. Any changes to Students' Union fees or changes to levies for any student organization that will affect a subset of active members are subject to the approval of that subset of active members by means of a referendum;
- 4.2. The result of a referendum pertaining to fees must be known by the University's deadline for fee changes to take effect for the following academic year;
- 4.3. Should the result of a referendum pertaining to fees be decided later than the University's deadline for fee changes, the change to fees cannot take effect until a full academic year ends after the current academic year elapses; and,

- 4.4. All changes in fees are subject to the approval of the University of Lethbridge Board of Governors.

5. Orientation Session

- 5.1. An orientation session will be held for referenda, and any representatives of a position being taken on the referendum, or delegate, as approved by the CRO, must attend the orientation session; and,
- 5.2. If any representative for a position being taken on the referendum or plebiscite 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; and,
  - 5.2.1. The CRO must make a ruling as to the inability of the representative for a position being taken on the referendum to attend the orientation, and must render the decision on and relay the decision to the representative for a position being taken on the referendum within twenty-four (24) hours of receiving the notice.

6. Campaigning

- 6.1. Each representative for a position being taken on a referendum will campaign in a reasonable and responsible manner, including:
  - 6.1.1. Being personally responsible and liable for any damages resulting from the campaign;
  - 6.1.2. Being responsible for ensuring that practices that are unfair to other campaigns, as determined by the CRO, are not followed by the representative's supporters; and,
  - 6.1.3. Being responsible for complying with the provisions of both the U of L and the ULSU legislation and regulations outlined during the orientation session.

7. Town Hall Meeting

- 7.1. A Town Hall Meeting will be held at least forty-eight (48) hours prior to commencement of voting;
- 7.2. The Chief Returning Officer, or delegate, will chair this Town Hall meeting, held for the purpose of presenting the referendum information to the active members of the Students' Union; and,
- 7.3. If any representative for a position being taken on a referendum is unable to be present at this meeting, he or she may appoint a delegate to represent him or her, subject to approval by the CRO.

8. Ratification of Results

- 8.1. For a referendum to be binding at least 10% of the official voters list must place a vote;
- 8.2. At the first meeting following a referendum of the student body, the General Assembly must ratify the results of the referendum.



## BYLAW XXII – VOTING AND ELIGIBILITY

*Last Amended April 2015*

1. Any active member of the ULSU may vote in an election, by-election or referendum.
  - 1.1. Only ratified voting members of the General Assembly may vote in an internal by-election;
  
2. Eligibility
  - 2.1. An active member of the Students' Union may vote for Faculty Representative candidates running to represent the faculty in which he or she is registered and on the campus at which he or she attends classes;
    - 2.1.1. If an active member is registered in a combined degree program, he or she is eligible to vote as a member of each Faculty in which he or she is registered;
  - 2.2. An active member of the Students' Union may vote for the candidates running for the position of Residence Representative only if he or she resides in the University of Lethbridge residences;
  - 2.3. An active member of the Students' Union may vote for the Calgary Campus Representative only if he or she is designated by the University of Lethbridge Registrar as attending classes on the University of Calgary Campus;
  - 2.4. All active members of the Students' Union may vote for the positions of President, VP Academic, VP External, VP Operations and Finance, VP Student Affairs, and First Year Representative;
  - 2.5. An active member of the Students Union may vote for the International Student Representative only if he or she is designated by the University of Lethbridge Registrar as an international student; and,
  - 2.6. An active member of the Students' Union may vote for the First Nations, Métis, and Inuit Student Representative only if he or she is designated by the University of Lethbridge Registrar as a First Nations, Métis, and Inuit student.
  
3. List of Electors
  - 3.1. The CRO, on behalf of the General Assembly, will obtain a list of the active members of the Students' Union from the Registrar's Office;
    - 3.1.1. The list will divide all active members by the aforementioned differentiations to which members are designated by the University of Lethbridge Registrar; and,
    - 3.1.2. When the CRO is satisfied that the lists meet the specifications of this bylaw, the CRO will declare them the Official Voters List.
  
4. Voting
  - 4.1. For online voting, an eligible voter will be permitted to vote one (1) time by logging into a secure site using their University of Lethbridge username and password;
  - 4.2. For printed ballot voting, an eligible voter will be permitted to vote one (1) time upon producing their University of Lethbridge ID card, and being cross-referenced against the Official Voters List.
  - 4.3. Any member of the Students' Union who votes more than once will be guilty of an offense and will face a fine of one hundred dollars (\$100.00,) and may face other penalties at

the discretion of the University Discipline Committee.

5. Polling Stations and Absentee Voting

- 5.1. Voting for any Students' Union election or referendum will occur during a regular class week at designated polling stations on the University of Lethbridge campus in Lethbridge, or on a designated secure website;
- 5.2. If an active member of the Students' Union directly demonstrates to the CRO, or delegate, his or her inability to cast a ballot during polling hours then, at the discretion of the CRO, and subject to the availability of official ballots, the CRO may authorize an absentee balloting procedure whereby the expressed wishes of the voter are made known directly to the CRO via email, telephone, letter, fax, or as approved by the CRO; however,
  - 5.2.1. The CRO may require any active member requesting use of the absentee ballot to forward a copy of his or her University of Lethbridge student identification card; and,
  - 5.2.2. The CRO will keep a list of the names and contact information of absentee voters and the CRO will identify each absentee ballot without identifying each voter; and,
- 5.3. Online voting will be open twenty four (24) hours a day until voting ceases;
- 5.4. Paper ballot voting polls will be open from 9:00 am. to 4:30 pm. and from 5:30 pm. to 9:30 pm during the days established by the CRO for an election or referendum.

6. Counting

- 6.1. Before counting begins, the CRO will cast a vote for each position or referendum and seal each paper ballot in a separate envelope, except in the case of an internal by-election, as witnessed by the General Manager;
  - 6.1.1. The CRO's votes will be kept in the ULSU safe;
  - 6.1.2. In the case of a tie, the CRO will recount the ballots and, should a tie still exist, the CRO will break the tie by revealing his or her vote;
  - 6.1.3. The vote cast by the CRO will not be revealed if a tie does not occur; and,
  - 6.1.4. The vote cast by the CRO will be destroyed by the General Manager sixty (60) days following the official press release of the results of the election or referendum;
- 6.2. Should the voting be online, the University's Information and Technology Department will report on voting results;
- 6.3. In the event of a paper ballot, procedure for counting will be as follows:
  - 6.3.1. Ballots will be counted by the CRO immediately following the closing of the polling stations on the final day of voting;
  - 6.3.2. During the counting or collection of the official count of the ballots of an election, only the CRO, and the Executive Assistant or General Assembly Chair, all scrutineers may be present;
  - 6.3.3. Once counting has commenced, no person will be allowed to leave or enter the room in which counting is taking place without supervision, as approved by the CRO;
  - 6.3.4. Each candidate will be permitted to appoint one (1) scrutineer to be present during the counting of the ballots;
  - 6.3.5. All appointments for scrutineers must be submitted to the CRO seventy-two

- (72) hours prior to start of the voting period;
- 6.3.6. The role of the scrutineer is:
  - 6.3.6.1. To serve as an observer during the process of counting ballots;
  - 6.3.6.2. Not to count the ballots, or in any way to touch the ballots;
  - 6.3.6.3. To assess and confirm the nature of spoiled ballots;
  - 6.3.6.4. To confirm that the programs used to collect an electronic ballot are not designed to alter the results in any way; and,
  - 6.3.6.5. To call for an unofficial recount on behalf of the candidate or slate which they represent;
- 6.3.7. A scrutineer may request up to 5 recounts during the counting of the ballots;
- 6.3.8. All ballots will be destroyed sixty (60) days after the date of the election or referendum;
- 6.4. Recount of ballots for a paper ballot:
  - 6.4.1. Application for an official recount of ballots may be made by candidates in writing, and must be hand-delivered to the CRO within forty-eight (48) hours of the unofficial announcement by the CRO of the results of the election, referendum; and,
    - 6.4.1.1. After this period, should no recounts be requested nor disciplinary actions be underway, the results of the election or referendum will be official;
  - 6.4.2. Candidates have the right to request one (1) official recount; and,
  - 6.4.3. This does not include unofficial recounts requested by scrutineers during the ballot counting procedure.

7. Internal By-Election

- 4.1. An internal by-election shall be held at a regularly convened General Assembly meeting as required by Bylaw XXI – General Elections and By-elections.
- 4.2. In an Internal By-election, only ratified members of the General Assembly may cast a vote;
  - 7.2.1. The President shall cast his or her vote in a sealed envelope ranking all candidates numerically in order of preference for each position contested;
- 4.3. In the case of a tie, the sealed vote from the President shall be counted to determine a winner;
- 4.4. Immediately following the Internal By-election, winning candidates are invited to sit at the board table as non-voting members until the ratification of election results at the next regularly convened General Assembly meeting.

## **BYLAW XXIII – CAMPAIGNS FOR ELECTION CANDIDATES AND REFERENDA**

*Last Amended January 25, 2012*

1. Campaigning in Support of or Against an Election Candidate or Referendum
  - 1.1. All active members of the ULSU are entitled to campaign against any election candidate or for or against any referendum question;
    - 1.1.1. There may only be one (1) registered campaign against any election candidate;
      - 1.1.1.1. Any additional individuals who wish to campaign against that same election candidate will be asked to work in conjunction with the registered campaign;
        - 1.1.1.1.1. If an issue arises between the registered campaign and any additional campaigns arises, this will be mediated by the CRO;
  - 1.2. The verbal spread of information pertaining to an election candidate or referendum is not considered campaigning;
  - 1.3. Campaigning shall include the right to spread campaign materials, and to speak at town hall meetings against any election candidate or for or against any referendum question;
  - 1.4. To campaign against an election candidate or for or against any referendum question:
    - 1.4.1. An active member of the ULSU who is the election candidate, an active member of the ULSU who is organizing a campaign against an election candidate, or an active member of the ULSU who is organizing a campaign for or against a referendum question must:
      - 1.4.1.1. Fill out an official ULSU nomination form in ink, including his or her name, University of Lethbridge student identification number, and the position being taken on the election or referendum;
      - 1.4.1.2. Sign the nomination form in front of the CRO, Administrative Assistant, or Executive Assistant. The form must be initialed by the CRO, Administrative Assistant, or Executive Assistant;
      - 1.4.1.3. Confirm that he or she will comply with all ULSU legislation by signing the nomination form;
      - 1.4.1.4. Attend an orientation session as required by the ULSU;
      - 1.4.1.5. Ensure all active members of the ULSU who are assisting with the campaign sign a form stating they are assisting the campaign;
      - 1.4.1.6. Take responsibility for those assisting the organized campaign.
  - 1.5. An active member of the ULSU campaigning against any election candidate or for or against any referendum question may spend a maximum of one hundred and fifty dollars (\$150) on that campaign.
2. Campaign Materials
  - 1.1. Campaign materials will be limited to posters, clothing, ribbons, buttons, and banners;  
or,
    - 1.1.1. Any other campaign materials must be approved by the CRO;
  - 1.2. No stickers of any kind will be used as campaign material;
  - 1.3. Campaign materials may not be used for the spread of any message of hate;
  - 1.4. 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;
  - 1.5. The CRO must establish internet campaigning rules to be announced at all orientation sessions; and,
  - 1.6. The following are the allowances for posters:
    - 1.6.1. No poster may obscure or cover other campaign materials or business signs;
    - 1.6.2. All candidates must comply with the building codes set out by the University; and,
    - 1.6.3. Each campaign will be limited to a maximum of one (1) banner per building and three (3) in total.
3. Use of ULSU office, Materials or Equipment
- 1.1. The ULSU office, materials, and equipment may not be used for campaigning purposes by any individual or organization.

## **BYLAW XXIV – THE CHIEF RETURNING OFFICER**

*Last Amended April 2015*

1. The Chief Returning Officer is an officer of the ULSU for the duration of the academic year.
2. The Chief Returning Officer must be an active member of the ULSU;
  - 2.1. The General Manager will be acting CRO until an active member can be hired.
  - 2.2. While the General Manager is acting as CRO, he or she will be granted authority to carry out all CRO duties.
3. The Chief Returning Officer should be hired no later than four (4) weeks from the commencement of the fall semester.
  - 3.1. The President and VP Operations and Finance will oversee the General Manager in hiring the CRO.
4. The Students' Union must advertise the position on the ULSU Bulletin Board as well as in the student newspaper, if possible, for two (2) consecutive weeks.
5. If a vacancy occurs in the office of the CRO, the Executive Council will advertise and post the position as time allows.
6. The CRO will provide guidance and supervision regarding the conduct of all elections and referenda;
7. Active members of the ULSU who are not eligible for the position of CRO shall include:
  - 7.1. Current members of the ULSU General Assembly;
  - 7.2. Executive members of any ULSU Club;
  - 7.3. Executive members of any ULSU Fraternity or Sorority; and,
  - 7.4. Any active member who is in a conflict of interest for an election or referenda;
8. If the CRO is found to be in a conflict of interest by the General Assembly, the General Assembly will decide whether the ULSU General Manager will become acting CRO for a particular election or referendum, or whether a new CRO will be hired.
9. The CRO will not be eligible to be nominated as a candidate for election and may not run a campaign in support of or against any referendum.
10. The CRO may cast a vote for each election position or referendum question which will be placed in a sealed envelope in the ULSU safe. This vote will not be counted in any General Election, By-election or Referendum, except in cases in which an official recount yields a tie.
11. The CRO will perform all duties assigned to him or her by this or any other bylaw unless otherwise delegated by the General Assembly.
12. The CRO, or delegate, will chair the Town Hall Meeting held regarding elections or referenda.

13. The CRO will advertise election information, through appropriate media, outlining:
  - 13.1 The nomination period, positions available for nomination, and the date of the mandatory Orientation Session at least two (2) weeks prior to the opening of the nomination period; and,
  - 13.2 The days of voting for elections, plebiscites and referenda and polling booths locations at least two (2) weeks prior to the opening of the nomination period.
14. The CRO will hire poll clerks, or liaison with the University's Information Technology Department, no later than two (2) weeks prior to the election, and/or referendum.
15. The CRO must make public and maintain the following office hours:
  - 15.1. For a general election, the CRO will be available for a minimum of:
    - 15.1.1. Four (4) hours during the week prior to the close of nominations;
    - 15.1.2. Nine (9) hours per week from the first day of campaigning to the last day of voting. These office hours must fall during regularly scheduled class weeks; and,
    - 15.1.3. One (1) hour per day for three days following voting;
  - 15.2. For a referendum, the CRO will be available for a minimum of:
    - 15.2.1. Four (4) hours during the week beginning two weeks before the referendum or plebiscite; and,
    - 15.2.2. One (1) hour per day for the week prior and during to the referendum or plebiscite.
16. The CRO will count all election ballots, in the case paper ballots are used.
17. The CRO is, in conjunction with the Communications Coordinator, responsible for ensuring the publication of the official press release of the results following an election, by-election, or referendum.
18. Remuneration of the CRO will be governed by the CRO Remuneration Policy.
19. The CRO will prepare a written report consisting of results from the election or referendum, a general summary of events as they occurred, and any suggestion for future elections or referenda;
  - 19.1. This report must be submitted to the Students' Union General Assembly no later than three (3) weeks after the official results of the elections, referendum or plebiscite have been posted; and,
  - 19.2. All reports must be submitted on time on order for the CRO to receive his or her honoraria.
20. The CRO will work in conjunction with the General Manager, and be accountable to the General Assembly.
21. The CRO must hold an orientation session for any campaigning within forty-eight (48) hours of the closing of the nomination period. The orientation session must include, but is not limited to, an overview of the pertinent bylaws to the campaigning, as follows:
  - 21.1. For the General Election, the orientation must include an overview of the General

Elections and By-Elections Bylaw, the Code of Conduct Bylaw, the Campaigns for Election Candidates or Referenda Bylaw, the Voting and Eligibility Bylaw, and the powers, responsibilities and duties of each member of the General Assembly;

- 21.2. For Referenda, the orientation must include an overview of the Referenda Bylaw, the Code of Conduct Bylaw, the Voting and Eligibility Bylaw, and the Campaigns for Election Candidates and Referenda Bylaw; and/or,
- 21.3. If an organizer of a campaign against an election candidate or an organizer of a campaign for or against a referenda come forward after the nomination period, the CRO will make provisions for them to obtain the appropriate documentation as per the Campaigns for Election Candidates and Referenda Bylaw, and host an additional orientation session.



## BYLAW XXV – ADJUDICATION OF ELECTIONS, AND REFERENDA

*Last Amended February 16, 2011*

1. Any failure to comply with any of the election or referendum regulations will be subject to the review and decision of the General Assembly; and,
  - 1.1. Any adjudication by the General Assembly will be made no later than six (6) weeks after the official press release of the election results.
  
2. Complaints regarding contravention of election regulations:
  - 1.2. Must be submitted in writing to the CRO no later than two (2) weeks following the official press release of the election results; and,
  - 1.3. May be initiated by the CRO.
  
3. The CRO is empowered to resolve questions pertaining to the election Bylaws. His or her interpretation of the Students' Union Constitution, Bylaws, and Policies is subject to the interpretation of the General Assembly in case of an appeal.
  
4. In the case of an alleged infraction concerning nominations:

An alleged infraction concerning nominations must be filed with the CRO within twenty-four (24) hours of the close of the voting period;  
A ruling by the CRO must be made before the results of the election are made official;  
In the case of an appeal of the CRO's decision:

  - 4.2.1. The candidate must submit his or her appeal to the President of the Students' Union within twenty-four (24) hours of the CRO's decision;
  - 4.2.2. A ruling must be made by the General Assembly before the results of the election are made official;
  - 4.2.3. An emergency meeting of the General Assembly must be held within two (2) business days of receiving the appeal; and,
  - 4.2.4. In the case of a reinstatement of the nominee, he or she may begin campaigning directly following the adjournment of the meeting of the General Assembly;

In the case of an alleged infraction during the campaigning or voting periods:

  - 4.3.1. A written statement must be submitted to the CRO outlining the perceived infractions of the candidate(s); and,
  - 4.3.2. The CRO, must make a ruling and notify the candidate who committed the infraction of that decision within twelve (12) hours of receiving the complaint;

The CRO will forward to the Students' Union President all complaints submitted after the official election results are released. The President must forward these to the General Assembly for adjudication, if necessary, within two (2) weeks; and,

  - 4.4.1. The CRO will sit as a resource person on the General Assembly during the adjudication of election complaints;

The penalties for contravening any election or referendum rules regulations are at the discretion of the General Assembly under the advisement of the CRO:

  - 4.5.1. A fine not exceeding \$100.00 dollars; and/or
  - 4.5.2. Annulment of the balloting results for the position or referendum in question.

## **BYLAW XXVI – ELECTION OR REFERENDUM PROVISION**

*Last Amended April 2015*

1. The Students' Union may, with the approval of the General Assembly, coordinate, supervise and conduct an election or referendum on behalf of any ULSU affiliated organization.
2. The Students' Union General Assembly has the authority to approve, or deny approval of, any proposal for the provision of election or referendum services to any affiliated organization.
3. The organization using the election or referendum services provided by the Students' Union will be assessed the following fees:
  - 3.1. \$150.00 if the election or referendum runs simultaneously with a Students' Union General Election, By-Election or Referendum and the organization is a ratified club or student-run organization;
  - 3.2. \$250.00 if the election or referendum does not run simultaneously with a Students' Union General Election, By-Election or Referendum and the organization is a ratified club or student-run organization;
  - 3.3. \$300.00 if the election or referendum runs simultaneously with a Students' Union General Election, By-Election or Referendum and the organization is not a ratified club or student-run organization;
  - 3.4. \$500.00 if the election or referendum does not run simultaneously with a Students' Union General Election, By-Election or Referendum and the organization is not a ratified club or student-run organization; and/or,
  - 3.5. Any additional fees associated with the election or referendum will be assessed to the organization.
4. The candidates taking part in an election or referendum campaigners must adhere to ULSU legislation and the CRO's rulings.
5. The Ballot
  - 5.1. The ballot of any election or referendum must adhere to the rules prescribed in the General Elections and By-Elections Bylaw and the Referenda Bylaw.
6. The candidates participating in an election will not be presented to the student body during a Students' Union Town Hall Meeting unless so requested by the affiliated organization, and at the additional cost of that organization.
7. The affiliated organization using the election or referenda service must provide the CRO with a complete list of members, which will become the official voter's list for the election; and,
  - 7.1. Should the organization be unable to secure an official list of members prior to the election or referendum, all members of the Students' Union will be permitted to vote during the election or referenda; however,
  - 7.2. The organization using the election or referendum election service may request the assistance of the Students' Union President to secure a list of voters.
8. The affiliated organization utilizing the election or referendum service must provide a returning

officer to assist the Students' Union CRO; and,

- 8.1. The organization's returning officer will not have the authority to make rules as to the interpretation of ULSU legislation; and,
- 8.2. The organization's returning officer will not have any contact with the ballots during the election process.

## **BYLAW XXII – CLUBS**

*Last Amended March 5, 2013*

1. Club Ratification  
A Club will be ratified under the Club Ratification Policy.
2. Club Membership and Operation
  - 2.1. Membership in any Club, with the exception of the Organization of Residence Students, must be open to all full and part time students attending the University of Lethbridge, all professors and staff at the University of Lethbridge, and members of the community;
  - 2.2. A Club must be able to provide copies of the previous and current years' financial statements within fifteen (15) business days of a request from the ULSU; and,
  - 2.3. A previously ratified club must provide proof of an election within fifteen (15) business days of a request from the ULSU.
3. Club Executive
  - 3.1. Elections for executive positions of a club must be held annually;
  - 3.2. Only current University of Lethbridge Undergraduate students may hold Club executive positions;
  - 3.3. The executive members of a Club are responsible financially and legally for the actions of the Club
  - 3.4. The executive members of a Club are responsible financial and legally for the actions of their club members during sanctioned club events, or when members are acting as representatives of the club;
  - 3.5. Members of the ULSU Executive Council may not hold executive positions with any Club; and,
  - 3.6. At least two club executive members must have signing authority for the finances of the club. Only executive members may hold signing authority.
4. Club De-ratification
  - 4.1. The Students' Union General Assembly has the authority to de-ratify any Club for the promotion, encouragement, or tolerance of the following:
    - 4.1.1. Illegal activities as defined by Municipal, Provincial, and Federal laws;
    - 4.1.2. Contravention of the policies, rules, and regulations of The University of Lethbridge;
    - 4.1.3. Contravention of ULSU legislation or the orders of the Executive Council or of the General Assembly;
    - 4.1.4. Discrimination on the basis of race, sex, political affiliation, religion, age, marital status, or sexual orientation; and/or,
    - 4.1.5. Failure to reconcile any outstanding balance due to the ULSU or any other organization.
  - 4.2. The Executive Council has the authority to temporarily place any club on probation until the next convened General Assembly Meeting.
5. Club Fund and Club Funding
  - 5.1. Refer to Policy XIX Club Funding for the funding of all club grants;

- 5.2. Surcharges, fees, and other moneys rendered to the ULSU from clubs will be added to this fund to assist in off-setting expenditures;
- 5.3. Clubs have the right to apply to the General Assembly, through the VP Operations and Finance, for funding, subject to the provisions and restrictions of the Club Funding Policy;
  - 5.3.1. Funding requests must first be debated and approved at a properly convened Clubs Council meeting before the ULSU General Assembly receives the request; and,
  - 5.3.2. Maximum amounts of funding to be released to clubs shall be outlined in the Club Funding Policy.
  
6. Club Liability and Insurance
  - 6.1. ULSU will not be held responsible for any liabilities or negligent activities undertaken by a ratified club;
  - 6.2. The ULSU liability insurance will cover only those legal activities taking place within the ULSU legislation, and formally approved by the VP Student Affairs; and,
  - 6.3. Private or special event insurance for club activities may be required depending on the nature of the club event. The need for private or special event insurance will be determined by the VP Student Affairs and the ULSU General Manager.
  
7. Club Rooms

Refer to policy XVII-Club Space regarding club rooms and office space.
  
8. Club Events

Refer to policy XVII- Club Events for all club events.
  
9. Alcohol

Refer to Policy XX-Club Alcohol for all events containing alcohol.

## **BYLAW XXIII – CLUBS COUNCIL**

*Last Amended April 2015*

1. The objective of Clubs' Council is to provide a forum where representatives from all ratified clubs can exchange ideas, share information, work together, and make decisions pertaining to the overall welfare of all ratified clubs.
2. Clubs' Council will meet at least once a month during the academic year;
  - 2.1. Meetings of Clubs' Council must not occur during the fall and spring final examination periods.
3. The VP Student Affairs will chair Clubs' Council meetings and will prepare the agenda prior to the meeting;
  - 3.1. E-mails must be sent to the designated club representative noting the agenda deadline, location and date/time of meeting at least ten (10) days prior to the meeting;
  - 3.2. The VP Student Affairs votes only in the event that a tie must be broken;
  - 3.3. The VP Academic of the Students' Union will chair the meeting in the absence of the VP Student Affairs ; and,
  - 3.4. All agenda items must be submitted to the VP Student Affairs no less than seventy-two (72) hours prior to a meeting of Clubs' Council.
4. All decisions made by Clubs' Council are binding on all Clubs;
  - 4.1. An appeal of any decision made by clubs council can be made by appealing to the ULSU General Assembly; and,
  - 4.2. Decisions made by the General Assembly are binding over decisions made by Clubs' Council.
5. Each Club is required to appoint one (1) representative to sit as a member of Clubs' Council;
  - 5.1. If a Club delegate cannot attend a meeting of Clubs' Council, another representative of the Club may attend in his or her place; and,
6. Each ratified Club will have one (1) vote on all Clubs' Council business items presented on the agenda at a properly convened meeting of Clubs Council;
  - 6.1. Excluding clubs on probation;
  - 6.2. An individual may only represent one (1) club at each Clubs' Council meeting.
7. Quorum for meetings of Clubs Council will be fifty percent (50%) plus one (1) of all clubs ratified at the time of the meeting;
  - 7.1. Clubs on probation do not count towards quorum;
  - 7.2. Should quorum requirements not be met at a meeting of Clubs Council, all business items on the agenda will be referred to the next properly convened meeting of the ULSU General Assembly for approval.
8. A Club that misses two (2) unexcused Clubs' Council meetings will be put on Probation, as per Policy XVII-Club Policy;
  - 8.1. A club may receive an excused absence at the discretion of the VP Student Affairs provided they have informed the VP Student Affairs at least 48 hours in advance of a

Clubs Council meeting, and there is valid confirmation that no member of the club can attend the meeting.

- 8.2. The VP Student Affairs will provide warning to a club if they feel absenteeism is an issue.
9. Clubs' Council will:
- 9.1. Provide, promote, and administer services and programs for all Clubs;
  - 9.2. Discuss and share information about Students' Union issues and initiatives that may affect Clubs;
  - 9.3. Have final approval of club funding applications which have been pre-approved by the Executive Council; and,
  - 9.4. Provide input about Student's Union events and activities.

## **BYLAW XXIX – FRATERNITIES AND SORORITIES**

*Last Amended March 5, 2013*

### **1. Fraternity and Sorority Ratification**

A fraternity or sorority will be ratified under the Fraternity and Sorority Policy. A fraternity or sorority will not be considered a club, and are only expected to follow the Club Policies and Bylaws when indicated by the Fraternity and Sorority Bylaw and Policy.

### **2. Fraternity and Sorority Membership and Operation**

- 2.1. A fraternity or sorority must be able to provide copies of the previous and current years' financial statements within fifteen (15) business days of a request from the ULSU; and,
- 2.2. A previously ratified fraternity or sorority must provide proof of an election within fifteen (15) business days of a request.
- 2.3. The ULSU will not be responsible financially or legally for the actions taken by a fraternity, sorority, or their members.

### **3. Fraternity and Sorority Executive**

- 3.1. Elections for executive positions of a fraternity or sorority must be held annually;
- 3.2. Only current University of Lethbridge undergraduate students may hold fraternity or sorority executive positions;
- 3.3. The executive members of a fraternity or sorority will take every reasonable measure to ensure that the fraternity or sorority is being financially and legally responsible; and,
- 3.4. Members of the ULSU Executive Council may not hold executive positions with any fraternity or sorority.
- 3.5. At least two executive members must have signing authority for the finances of the fraternity or sorority. Only executive members may hold signing authority.
  - 3.5.1. A third party administrator may also hold signing authority over the account if deemed necessary unanimously by the fraternity or sorority executive members.

### **4. Fraternity or Sorority De-ratification**

- 4.1. The Students' Union General Assembly has the authority to de-ratify any fraternity or sorority for the promotion, encouragement, or tolerance any of the following:
  - 4.1.1. Illegal activities as defined by Provincial, and Federal laws;
  - 4.1.2. Contravention of the policies, rules, and regulations of The University of Lethbridge;
  - 4.1.3. Contravention of ULSU legislation, or the orders of the Executive Council, or of the General Assembly;
  - 4.1.4. Discrimination on the basis of race, political affiliation, religion, age, marital status, or sexual orientation; and/or,
  - 4.1.5. Failure to reconcile any outstanding balance due to the ULSU or any other organization.
- 4.2. The Executive Council has the authority to temporarily place any fraternity or sorority on probation until the next convened General Assembly meeting.



5. Fraternity or Sorority Liability and Insurance
  - 5.1. The ULSU will not be held responsible for any liabilities or negligent activities undertaken by a ratified fraternity or sorority;
    - 5.1.1. All fraternity or sorority events taking place on campus or that use ULSU resources to promote, plan or execute must be sanctioned at the discretion of the VP Student Affairs;
  - 5.2. The ULSU liability insurance will cover only those legal activities taking place within the ULSU legislation, and formally approved by the ULSU VP Student Affairs; and,
  - 5.3. Private or special event insurance for fraternity or sorority activities may be required depending on the nature of the event. The need for private or special event insurance will be determined by the VP Student Affairs and the ULSU General Manager.
6. Fraternity and Sorority Events

Refer to the Club Events Policy and the Fraternity and Sorority Policy for all events that are held on campus or use ULSU resources to promote, plan or execute.
7. Alcohol

Refer to Club Alcohol Policy for all events containing alcohol that are held on campus or use ULSU resources to promote, plan or execute.

## **BYLAW XXX – DISCRETIONARY MONIES**

*Last Amended March 5, 2013*

1. The following ULSU officials are eligible for a discretionary account, the amount of which shall be approved by the General Assembly in the annual budget:
  - 1.1. The President;
  - 1.2. The VP Academic;
  - 1.3. The VP External;
  - 1.4. The VP Operations and Finance;
  - 1.5. The VP Student Affairs; and,
  - 1.6. The General Manager.
2. Discretionary accounts are intended only for expenditures incurred in line with the objectives of the ULSU, as defined in Article IV of the ULSU Constitution.
3. Discretionary monies may not be used for the purchase of alcohol or tobacco.
4. Members of the ULSU may request justification for any discretionary purchase which must be provided within five (5) business days of a request.
5. Any discretionary monies spent must be accompanied with the following:
  - 5.1. Itemized receipts for all expenditures;
  - 5.2. A brief note outlining the business conducted; and,
    - 5.2.1. For expenditures incurred for the purpose of holding a business meeting, this note shall include the date and purpose of the meeting as well as a list of attendees.
6. Should the holder of a discretionary account fail to provide documentation as required by s.5. of this bylaw, the amount of the expenditure in question shall be deducted from the account holder's salary or honorarium by the ULSU Bookkeeper.
7. Discretionary purchases may be deemed inappropriate by the General Assembly; and,
  - 7.1. Should the General Assembly deem a discretionary purchase inappropriate, the amount of that expenditure shall be deducted from the account holder's salary or honorarium by the ULSU Bookkeeper.
8. The General Assembly shall have the authority to suspend discretionary privileges of any discretionary account holder.

## **BYLAW XXXI – CREDIT CARD**

*Last Amended March 5, 2013*

1. The following ULSU officials are eligible for a ULSU credit card:
  - 1.1. The President;
  - 1.2. The VP Academic;
  - 1.3. The VP External;
  - 1.4. The VP Operations and Finance;
  - 1.5. The VP Student Affairs; and,
  - 1.6. The General Manager.
2. The General Assembly may issue a ULSU credit card to any other ULSU employee or General Assembly member; and,
  - 2.1. Motions approving the issuance of a ULSU credit card to any ULSU employee or General Assembly member not listed under S.1. of this bylaw shall require the support of no less than two thirds (2/3) of voting members at a properly convened meeting of the ULSU General Assembly.
3. ULSU credit cards are intended only for expenditures incurred in line with the objectives of the ULSU, as defined in Article IV of the ULSU Constitution.
4. ULSU credit cards may be used only to pay for the following:
  - 4.1. Expenditures approved by the General Assembly;
  - 4.2. Expenditures approved by the Executive Council;
  - 4.3. Expenditures approved by the General Manager; or,
  - 4.4. Expenditures from a discretionary account, as governed by the Discretionary Monies Bylaw.
5. Each purchase on a ULSU credit card must be accompanied by an itemized receipt and a brief explanatory note indicating the purpose of the expenditure;
  - 5.1. For purchases made in Lethbridge, receipts and explanatory notes must be submitted to the ULSU Bookkeeper within three (3) business days; or,
  - 5.2. For purchases made outside of Lethbridge, receipts and explanatory notes must be submitted to the ULSU Bookkeeper within three (3) business days of the credit card holder's arrival in Lethbridge.
6. All ULSU credit card holders shall be held personally responsible for the amount of any purchase made with a ULSU credit card that:
  - 6.1. Is not permitted by S.4 of this bylaw;
  - 6.2. Is not accompanied by appropriate documentation as indicated by S.5. of this bylaw; or,
  - 6.3. Has been deemed inappropriate by the General Assembly.
7. Before being issued a ULSU credit card, each credit card holder authorized under this bylaw must sign an agreement authorizing the ULSU Bookkeeper to make deductions from his or her salary or honorarium in the amount of any purchase that falls within the limits of S.6 of this bylaw.

8. Statements of account for all ULSU credit cards shall be directed to the ULSU office and reviewed by the ULSU Bookkeeper; and,
  - 8.1. The ULSU Bookkeeper shall bring to the attention of the General Manager and to either of the Vice President Operations and Finance or the President any charge to a ULSU credit card that:
    - 8.1.1. Is not an allowable expenditure as indicated by S.4. of this bylaw; or,
    - 8.1.2. Is not accompanied by appropriate documentation as indicated by S.5. of this bylaw.
9. Members of the ULSU may request justification for any purchase made with a ULSU credit card.
10. The General Assembly may revoke the authority of any ULSU employee or General Assembly member to hold a ULSU credit card.
11. Any ULSU credit card held by a General Assembly member shall be returned to the ULSU Bookkeeper no later than five (5) business days following that General Assembly member's term of office.
12. Any ULSU credit card held by a ULSU employee shall be returned to the ULSU Bookkeeper upon termination of the employee's term of employment.
13. The ULSU credit cards are not intended for personal use;
  - 13.1. Personal use may be grounds for disciplinary action.

## **BYLAW XXXII – TRAVEL, CONFERENCE, AND PER DIEM EXPENDITURES**

*Last Amended March 5, 2013*

### **1. Travel**

- 1.1. Any individual travelling outside of the City of Lethbridge corporate limits on behalf of the ULSU or on business relating to the ULSU shall use the least expensive and most time efficient of the following modes of transportation:
  - 1.1.1. Private vehicle travel, with the following restrictions:
    - 1.1.1.1. The owner of the vehicle and all passengers travel at own risk;
    - 1.1.1.2. The owner of the vehicle must have at least \$1,000,000 public liability insurance and collision coverage;
    - 1.1.1.3. The owner of the vehicle is not to receive any other form of compensation for the use of his or her vehicle; and,
    - 1.1.1.4. Only one vehicle is to be used whenever possible;
  - 1.1.2. Rental vehicle (without driver), with applicable collision insurance;
  - 1.1.3. Public transportation - Airplane, Bus, or Taxi:
    - 1.1.3.1. Whenever possible, economy or student rates are to be obtained; and,
    - 1.1.3.2. Arrangements should be made well in advance to obtain the best rate possible;
- 1.2. Reimbursement for travel expenses within the City of Lethbridge corporate limits may be authorized by the ULSU on a case by case basis;
- 1.3. Itemized receipts, an itinerary, budget, and a record of mileage must be submitted to the Bookkeeper within five (5) business days of the traveler's return in order for the ULSU to pay expenses incurred.

### **2. Daily Living Expenses**

- 2.1. The ULSU will provide funding to cover the meal expenses of an individual who is:
  - 2.1.1. Required to attend to Students' Union business outside the City of Lethbridge corporate limits;
  - 2.1.2. Unable to return to his or her place of residence during the times such meals are normally eaten; and,
  - 2.1.3. Not given meals during the business session.

### **3. Double-Dipping**

- 3.1. No reimbursement shall be provided for items otherwise claimed in the traveler's or another discretionary fund; and,
- 3.2. No reimbursement shall be provided for expenditures in excess of the regulations outlined above.

### **4. Submission of reports**

- 4.1. In the event that the General Assembly finds the report to be insufficient, the General Assembly may request payment in full for all expenses of the trip; and,
  - 4.1.1. As per the General Assembly Obligations Bylaw, reports for Travel and Conferences must be submitted within five (5) business days of returning.





# POLICIES

**The Students' Union, the University of Lethbridge**

Last amended April, 2016

A large, stylized 3D geometric graphic composed of several overlapping, angular planes in shades of black, grey, and light blue. The planes are arranged to create a sense of depth and perspective, resembling a modern architectural structure or a stylized letter 'L'.

2017-2018

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## **POLICY I – FINANCIAL POLICY**

*Last Amended May 3, 2010*

1. The Executive Council has the authority to:
  - 1.1. Authorize general expenditures in the annual budget, to a maximum of two thousand dollars (\$2000.00);
    - 1.1.1. The Executive Council cannot authorize expenditures that incur costs in the following years' budgets;
    - 1.1.2. The Executive Council cannot authorize expenditures that exceed the approved budget, or commence expenditures which will ultimately exceed the approved budget;
  - 1.2. Be responsible for preparation of an annual budget for the academic year;
  - 1.3. Be responsible for investment decisions, including bursary and scholarship investments;
  - 1.4. In the event of an emergency, authorize the expenditure of money to protect the physical assets of The Students' Union.
    - 1.4.1. The state of emergency must be confirmed by a senior member of the University of Lethbridge Physical Plant and Operations department;
  - 1.5. Authorize the repair of physical assets to a maximum of fifty percent (50%) of the replacement value; and,
  - 1.6. Ensure an audit of the financial accounts of the Students' Union is commissioned annually; and,
    - 1.6.1. This commission shall be done no later than one month after the fiscal year end; and,
    - 1.6.2. The audit shall be presented to the General Assembly upon completion, and shall be made available to the members of the Students' Union.
  
2. The General Assembly has the authority to:
  - 2.1. Approve the annual budget;
    - 2.1.1. The General Assembly may not approve a budget that places the Students' Union in deficit;
  - 2.2. Authorize any changes to the approved budget;
  - 2.3. Approve the expenditure of ULSU funds within the annual budget; however,
    - 2.3.1. The General Assembly may not approve the expenditure of funds which will place the Students' Union in a deficit situation; and,
  - 2.4. Approve any contract for the purchase of goods or services exceeding one year in duration.
  
3. The General Manager has the authority to:
  - 3.1. Negotiate revenue-generating contracts, subject to the approval of the Executive Council;
  - 3.2. Authorize the expenditure of funds to a maximum of five hundred dollars (\$500.00);
  - 3.3. Monitor investment accounts and execute investment decisions which must subsequently be reported to the Vice President Operations and Finance.

## **POLICY II – EMERGENCY ASSISTANCE GRANTS**

*Last Amended March 5, 2013*

1. Individuals experiencing immediate personal financial need may apply for Emergency Assistance Grants to a maximum of five hundred dollars (\$500.00).
2. Emergency Assistance Grant applications must include, if applicable:
  - 2.1 Completed Student Emergency Financial Grant Request Form;
    - 2.1.1. The Grant Request Form shall include, but may not be limited to the following:
      - 2.1.1.1. Contact information;
      - 2.1.1.2. Sources of Income;
      - 2.1.1.3. Monthly Expenses; and,
      - 2.1.1.4. Semester Expenses.
  - 2.2. Letter of intent;
  - 2.3. Copy of bank statements for the past 30 days;
  - 2.4. Copy of last two pay stubs;
  - 2.5. Letter of enrollment from the Registrar's Office;
  - 2.6. Letter of financial standing from the Cash Office;
  - 2.7. Copy of any bills from the past 30 days;
  - 2.8. Proof that other possible funding sources have been exhausted; and,
  - 2.9. Any relevant documentation.
3. The Executive Council has the authority to approve any Emergency Assistance Grant application.
  - 3.1. The VP Operations and Finance may request an interview with the applicant prior to the vote to approve the Emergency Assistant Grant;
  - 3.2. Any discussion of Emergency Assistance Grants during an Executive Council Meeting shall occur in-camera; and,
  - 3.3. To protect the confidentiality of the applicant, the motion to approve or deny an Emergency Assistance Grant shall not refer to the applicant by name.
4.
  - 4.1. The VP Operations and Finance will keep a record of approved and denied emergency assistance grants for the past five (5) years at which time the records will be destroyed. The records shall be kept confidential and will only be viewable to the VP Operations and Finance and the General Manager.

## **POLICY III – MAILBOX BALLOT MOTIONS**

*Last Amended March 5, 2013*

1. A Mailbox Ballot may be used by the Executive Council, the General Assembly, or the Clubs Council to:
  - 1.1. Process business items regarding matters of sufficient importance and timeliness that require action prior to the next scheduled meeting, but do not require an emergency meeting;
  - 1.2. Any business items must be deemed by an Executive Council member to be of sufficient importance and timeliness before a Mailbox Ballot is initiated.
2. Mailbox ballots can occur on a printed form, including office mail and facsimile, or by e-mail.
3. Mailbox Ballots must include the following:
  - 3.1. The date on which the motion was proposed;
  - 3.2. Both the name of the person who moved the motion and the name of the person who seconded the motion; and,
  - 3.3. A properly worded motion;
  - 3.4. A rationale for the motion.
4. Should the motion include the expenditure of funds, a detailed budget must be attached to the Mailbox Ballot.
5. All printed Mailbox Ballots must be collected by the Executive Assistant once completed, and should include:
  - 5.1. The name of the person voting;
  - 5.2. The signature of the person voting; and,
  - 5.3. An indication of whether he or she is in favour, is opposed, or is abstaining.
6. Mailbox Ballot voting must adhere to the quorum guidelines as outlined in ULSU legislation.
7. The President may vote in a Mailbox Ballot of the Executive Council only to break a tie at the end of the voting period.
8. The record of a Mailbox Ballot will be included as an item for information at the next regularly convened meeting of the General Assembly, Executive Council, or Clubs Council.
9. In the event of a request by a member to defer to a regularly convened General Assembly meeting, Executive Council, or Clubs Council meeting, that request shall be considered a motion to table, and must be seconded by a similar request by another member, with procedure under Robert's Rules of Order to be determined by the Chair of the particular council.
10. Procedure of Electronic Mailbox Ballots
  - 10.1. When a member of the Executive Council determines that a matter warrants an electronic vote, the member of the Executive Council shall e-mail all General Assembly members, Executive Council members, or Clubs Council members the motion, providing rationale for the motion in the e-mail, and outlining the discussion and voting periods;

- 10.2. The discussion period shall last a minimum of 24 hours and a maximum of 72 hours, to be set by the member of the Executive Council. This period is meant for discussion on the motion by General Assembly, or Clubs Council members;
  - 10.2.1 Executive Council electronic mailbox ballots do not require a minimum discussion period and voting may commence immediately.
- 10.3. At the end of the discussion period, the member of the Executive Council will e-mail all General Assembly or Clubs Council members informing them of the end of the period and the beginning of the voting period.
- 10.4. The voting period will last until all votes have been cast, for a maximum of seventy-two (72) hours. If quorum has not been reached within seventy-two (72) hours, the motion will be tabled until the next General Assembly meeting.
  - 10.4.1. Votes are to be emailed to all General Assembly, Executive Council, or Clubs Council members and the Executive Assistant for recording.
- 10.5. Any member that has a conflict of interest for the motion must not participate in discussion or voting and acknowledge that conflict of interest in an e-mail to all General Assembly, Executive Council, or Clubs Council members and the Executive Assistant for recording;
- 10.6. In the event of more than one vote received from a single member, the first vote shall be the only valid vote;
- 10.7. The decision made via electronic vote takes effect following the end of the voting period; and,
  - 10.7.1. Following the voting period, the member of the Executive Council or ULSU Executive Assistant shall e-mail all General Assembly, Executive Council, or Club's Council members to inform them of the result of the vote.

## **POLICY IV – ELECTIONS AND REFERENDA EXPENSE AND FEES**

*Last Amended April 2015*

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. Any organization or individual campaigning for or against any referendum question may spend no more than one thousand dollars (\$1000.00) on the campaign.
3. A fair market value assessment of all donations must be included in the budget of the campaign.
4. Should an individual or an organization 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.
5. 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; and,
  - 5.1. 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.
6. 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.
7. 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:
  - 7.1. A maximum fine of twenty-five dollars (\$25.00) per banner;
  - 7.2. A maximum fine of ten dollars (\$10.00) per poster; and,
  - 7.3. A maximum fine of five dollars (\$5.00) per item for all other campaign materials
8. 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.
9. Any group using ULSU election services will be assessed the following fees:
  - 9.1. One hundred and fifty dollars (\$150.00) if the election runs simultaneously with a General Election, by-election, or referendum, and the organization is a ratified club or student-run organization;
  - 9.2. Three hundred dollars (\$300.00) if the election runs simultaneously with a General Election, by-election, or referendum, and the organization is not a ratified club or student-run organization; and/or,
  - 9.3. Five hundred dollars (\$500.00) or the amount of costs incurred to the ULSU, whichever is greater, for the election if the election does not run simultaneously with a General Election, by-election, or referendum.
10. The CRO reserves the right to request a clear and complete statement of an individual or organization's campaign expenses.
11. Individuals or organizations receiving ULSU funds to run their campaign in a referendum must submit expense statements and receipts.

## **POLICY VI – TRAVEL, CONFERENCE, AND PER DIEM EXPENDITURES**

*Last Amended April 2016*

1. Daily Expenses
  - 1.1. The following maximum will be allowed per meal which is not provided by the conference or event and will include a multiplier based on the tax percentage from the area where travel is occurring:
    - 1.1.1. Breakfast - \$10.00;
    - 1.1.2. Lunch - \$15.00; and,
    - 1.1.3. Dinner - \$20.00;
  - 1.2. A daily incidental allowance of ten dollars (\$10.00) for each full day will be authorized to offset incidental costs. No incidental allowance will be authorized for partial days.
  
2. Vehicle Travel
  - 2.1. Private vehicle travel will be reimbursed at a rate of \$0.40 per kilometre, with the restrictions as laid out in the Travel, Conference, and Per Diem Expenditures Bylaw; and,
  - 2.2. When renting a vehicle, fuel will be calculated at \$0.15 per kilometre for budgeting purposes. All fuel costs will be charged to an Executive Council member's credit card or reimbursed upon return.

## **POLICY VII – INTERNAL COMMITTEES**

*Last Amended April 2015*

1. The committees specified in this policy shall be standing committees of the ULSU.
2. The General Assembly may strike ad hoc committees to perform tasks within its competence;
  - 2.1. Ad hoc committees established in this manner may not allocate funds or otherwise take actions that would require a motion of the General Assembly.
3. The Executive Council may strike ad hoc committees to perform tasks within its competence.
  - 3.1. Ad hoc committees may not allocate funds or otherwise take actions that would require a motion of the Executive Council.
4. Each standing committee shall have the power to establish and amend its own terms of reference, to be approved by the General Assembly; and,
  - 4.1. These terms shall incorporate any such limits on its duties, quorum and membership as are specified in this policy.
5. Each ad hoc committee shall have the power to establish and amend its own terms of reference, subject to such limits as are imposed by the establishing council, and subject to approval of the General Assembly.
6. The Executive Assistant shall keep a written copy of the terms of reference for each committee;
  - 6.1. The chair of each committee shall ensure that the Executive Assistant is provided with the latest written copy of the terms of reference for that committee.
7. The Annual Budget Committee
  - 7.1. The membership of the Annual Budget Committee (ABC) shall be:
    - 7.1.1. The incoming and outgoing Executive Council;
    - 7.1.2. The General Manager; and,
    - 7.1.3. The Bookkeeper;
  - 7.2. The duties of the Annual Budget Committee shall include:
    - 7.2.1. To perform an annual review of the ULSU budget; and,
    - 7.2.2. To review proposed amendments to the ULSU budget;
  - 7.3. Quorum for the Budget Committee shall be seven (7) of the members listed above, and must include the incoming and outgoing President, the incoming and outgoing VP Operations and Finance, and either the General Manager or the Bookkeeper.
  - 7.4. The outgoing VP Operations and Finance, or the outgoing President, will chair the Budget Committee.
8. The Budget Committee
  - 8.1. The membership of the Budget Committee shall be:
    - 8.1.1. The VP Operations and Finance;
    - 8.1.2. The President;
    - 8.1.3. The General Manager; and,
    - 8.1.4. The Bookkeeper.
  - 8.2. The duties of the Budget Committee shall be:

- 8.2.1. To review the current budget at a minimum of four times annually; and,
- 8.2.2. To ensure that the ULSU is spending money appropriately, and to flag any concerns within the budget that may need to be addressed throughout the year.
- 8.3. Quorum for the budget committee is three (3) of the members listed above.
- 8.4. Other executives or staff members may be requested to attend the Budget Committee meeting at the discretion of the VP Operation and Finance.

9. General Manager Hiring Committee

- 9.1. The membership of the General manager Hiring committee shall be:
  - 9.1.1. The President;
  - 9.1.2. The VP Operations and Finance;
  - 9.1.3. One non-executive member of the General Assembly;
  - 9.1.4. One full-time employee of the ULSU; and,
  - 9.1.5. Two members of the university community.
- 9.2. The duties of the General Manager Hiring Committee shall include:
  - 9.2.1. To recruit and interview candidates for the position of General Manager of the Students' Union; and,
  - 9.2.2. To recommend a candidate to the President and the Vice President Operations and Finance, who may then jointly offer the position to the candidate and enter into a contract with him or her on behalf of the Students' Union;
- 9.3. Quorum for the General Manager Hiring Committee shall be four (4) of the members listed above, and must include the President; and,
- 9.4. The General Manager Hiring Committee shall be chaired by the President.

10. Full-time Employee Hiring Committee

- 10.1. The membership of the Full-time Employee Hiring Committee shall be:
  - 10.1.1. The President;
  - 10.1.2. The VP Operations and Finance;
  - 10.1.3. The General Manager; and,
  - 10.1.4. Any resource people that the committee deems necessary;
- 10.2. The duties of the Full-time Employee Hiring Committee shall include:
  - 10.2.1. To determine the manner in which candidates shall be recruited for all vacant full-time employment positions of the ULSU;
  - 10.2.2. To interview candidates for all full-time employment positions for the ULSU; and,
  - 10.2.3. To offer the position to the recommended candidate and to enter into a contract with him or her on behalf of the Students' Union;
- 10.3. Quorum for the Full-time Employee Hiring Committee shall be the President, the VP Operations and Finance, and the General Manager.

11. General Manager Review Committee

12.

- 12.1. The membership of the General Manager Review Committee shall be:
  - 12.1.1. The President; and,
  - 12.1.2. The VP Operations and Finance;
- 12.2. The duties of the General Manager Review Committee shall include:
  - 12.2.1. To perform an annual review of the performance of the General Manager;
  - 12.2.2. To recommend bonuses and salary increases for the General Manager, as



appropriate; however,

12.2.2.1. Bonuses and salary increases are subject to the approval of the Executive Council;

12.3. Quorum for the General Manager Review Committee is all members.

13. Full-time Employee Review Committee

13.1. The membership of the Full-time Employee Review Committee shall be:

13.1.1. The President;

13.1.2. The VP Operations and Finance; and,

13.1.3. The General Manager;

13.2. The duties of the Full-time Employee Review Committee shall be:

13.2.1. To perform an annual review of the performance of each full-time employee of the ULSU, with the exception of the General Manager;

13.2.2. To give notice to each full-time employee no less than five (5) business days prior to the commencement of his or her review; and,

13.2.3. To recommend bonuses and salary increases for the employees reviewed, as appropriate; however,

13.2.3.1. Bonuses and salary increases are subject to the approval of the Executive Council; and,

13.3. Quorum for the Full-time Employee Review Committee shall be all of the members listed above.

14. Legislative Review Committee

14.1. The membership of the Legislative Review Committee shall include:

14.1.1. The VP Operations and Finance;

14.1.2. The President;

14.1.3. The VP Academic;

14.1.4. The VP External;

14.1.5. The VP Student Affairs;

14.1.6. The General Manager; and,

14.1.7. No less than two members of the General Assembly;

14.2. The duties of the Legislative Review Committee shall include:

14.2.1. Reviewing the legislation of the ULSU;

14.2.2. Recommending the amendment of bylaws and policies to the General Assembly, as appropriate; and,

14.2.3. Recommending referenda for the amendment of the constitution to the General Assembly, as appropriate;

14.3. Quorum of the Legislative Review Committee shall at least two members of the Executive Council and at least two non-executive members of the General Assembly; and,

14.4. The Legislative Review Committee shall be chaired by the VP Operations and Finance or delegate.

15. ULSU Awards Committee

15.1. Membership of the ULSU Awards Committee shall include:

15.1.1. The VP Student Affairs;

15.1.2. The President;

15.1.3. The VP Academic;

- 15.1.4. The VP External;
  - 15.1.5. The VP Operations and Finance;
  - 15.1.6. One full-time employee of the Students' Union; and,
  - 15.1.7. Three other members of the General Assembly;
  - 15.2. The duties of the ULSU Awards Committee shall include:
    - 15.2.1. To procure nominations and select recipients for annual awards given out by the ULSU to recognize excellence within the University Community; and,
  - 15.3. Quorum for the ULSU Awards Committee shall include no less than two members of the Executive Council and two non-executive members of the General Assembly;
  - 15.4. The ULSU Awards Committee shall be chaired by the VP Student Affairs or delegate.
16. Zoo Management Liaison Committee
- 16.1. The membership of the General Assembly Transition Committee shall be:
    - 16.1.1. The VP Student Affairs;
    - 16.1.2. Two additional Executive Council members; and,
    - 16.1.3. A minimum of two General Assembly members.
  - 16.2. The duties of the General Assembly Transition Committee shall include:
    - 16.2.1. To develop a training session to provide to incoming members of the General Assembly;
    - 16.2.2. To offer the training session to all incoming members of the General Assembly; and,
    - 16.2.3. To consider other steps necessary to prepare incoming General Assembly members for a governance role.
  - 16.3. Quorum for the General Assembly Transition Committee shall include a minimum of two Executive Council members and one General Assembly member.
  - 16.4. The General Assembly Transition Committee shall be chaired by the VP Student Affairs.
17. Business Liaison Committee
- 17.1. The membership of the Business Liaison Committee shall include:
    - 17.1.1. The Food and Beverage Manager (as required);
    - 17.1.2. The General Manager;
    - 17.1.3. The Operations Coordinator;
    - 17.1.4. The Bookkeeper (as required);
    - 17.1.5. The VP Operations and Finance; and
    - 17.1.6. The President;
  - 17.2. The duties of the Business Liaison Committee shall include:
    - 17.2.1. To provide a venue for effective communication between business management, the General Manager, and the Executive Council; and,
    - 17.2.2. To provide a venue for the General Manager and the Executive Council to make suggestions regarding the operations of the Zoo;
  - 17.3. The Zoo Management Liaison Committee shall meet and be chaired by the VP Operations and Finance.
18. Health and Dental Appeals Committee
- 18.1. The membership of the Health and Dental Appeals Committee shall be:
    - 18.1.1. The President;
    - 18.1.2. The VP Operations and Finance;
    - 18.1.3. The General Manager; and,

- 18.1.4. The Health and Dental Plan Administrator;
- 18.2. The duty of the Health and Dental Appeals Committee shall be to rule on appeals of the Health and Dental plan opt-out deadline, filed in accordance with the Health and Dental Plan Policy and the Health and Dental Plan Opt Out Appeals Policy;
- 18.3. Quorum for the Health and Dental Plan Appeals Committee shall be all of the members listed above.

19. Student Engagement Committee

- 19.1. The membership of the Student Engagement Committee shall be:
  - 19.1.1. The VP Student Affairs;
  - 19.1.2. The VP Academic;
  - 19.1.3. The VP External;
  - 19.1.4. No less than three (3) additional members of the General Assembly;
  - 19.1.5. Up to ten (10) undergraduate students who are not members of the General Assembly;
- 19.2. The duty of the Student Engagement Committee shall be to provide a forum for the creation, planning and execution of academic and non-academic events on campus, directed towards the betterment of student experiences. The members will meet to review recent and current events, and formulate future events over the academic year.
- 19.3. The chair of the Student Engagement Committee shall be the VP Student Affairs, the VP Academic, or designate.

20. Executive Accountability Committee

- 20.1. The membership of the Executive Accountability Committee shall be:
  - 20.1.1. No less than three (3) and no more than five (5) members of the General Assembly excluding members of the Executive Council
  - 20.1.2. One (1) staff member shall be designated as resource person to the committee;
- 20.2. The purpose of the Executive Accountability Committee is to ensure Executive Council members are accountable for their decisions and actions, to provide a venue for General Assembly members and staff to submit anonymous feedback, as well as to inspire the Executive Council to be more effective and accountable in their roles.
- 20.3. The duties of the Executive Accountability Committee shall include:
  - 20.3.1. The creation of a survey in November which shall be sent out to a list of appropriate stakeholders, as determined by the committee;
  - 20.3.2. The preparation of a public report for each member of the Executive Council, and the General Assembly ;
  - 20.3.3. The presentation of final reports are to the General Assembly at the last General Assembly meeting in December;
  - 20.3.4. The creation of a shorter, follow up survey in February. Results for this survey to be delivered no later than the March General Assembly meeting;
- 20.4. Quorum for the Executive Accountability shall be two-thirds (2/3) of committee members, not including resource persons;
- 20.5. The Executive Accountability shall select a Chair from its membership at the first meeting.

21. The Students' Union Strategic Planning Committee

- 21.1. The membership of the Students' Union Strategic Planning Committee shall be:
  - 21.1.1. The President;

- 21.1.2. Two additional members of the Executive Council;
  - 21.1.3. Two General Assembly members; and,
  - 21.1.4. The General Manager (as required).
  - 21.2. The purpose of the Students' Union Strategic Planning Committee is to develop and maintain the Strategic Plan as per Policy XXV – The Students' Union Strategic Plan;
  - 21.3. Quorum for the Students' Union Strategic Planning Committee shall be two (2) Executive Council members and one (1) General Assembly member.
  - 21.4. The Chair of the committee shall be the President.
22. Advocacy Advisory Committee
- 22.1. The membership of the Advocacy Advisory Committee shall include, but not be limited to:
    - 21.1.1. The Vice-President External;
    - 21.1.2. Two other Executives;
    - 21.1.3. Three General Assembly Members;
    - 21.1.4. Two Students at Large; and,
    - 21.1.5. ULSU Policy Analyst.
  - 22.2. The Advocacy Advisory Committee shall be chaired by the Vice-President External, with the President performing the duties if the Vice-President External is unavailable
  - 22.3. The purpose of the Advocacy Advisory Committee shall include, but not be limited to:
    - 22.3.1. Drafting and revising External Policies of the ULSU
    - 22.3.2. Providing support and feedback for the Vice-President External and President in relation to their endeavors with CAUS (the Council of Alberta University Students) and CASA (the Canadian Alliance of Student Associations).

## **POLICY VIII – STUDENTS' UNION GENERAL OFFICE POLICIES**

*Last Amended March 5, 2013*

1. The Students' Union Office
  - 1.1. The Students' Union will operate an office in Room SU180 of The Students' Union Building;
  - 1.2. The office will be run by hired employees and by members of the Students' Union Executive Council; and,
  - 1.3. The Students' Union office will serve as an information centre for active members of the Students' Union, and a centre for all Students' Union operational and representational activities.
  
2. Students' Union Employees
  - 2.1. The Students' Union will adhere to the Alberta Labour Standards; and,
  - 2.2. The Students' Union will hire University of Lethbridge students as a first priority for all casual positions.
  
3. Office Equipment and Supplies
  - 3.1. Office equipment is intended for Students' Union business only;
  - 3.2. Use of equipment for Students' Union matters has priority over any other usage;
  - 3.3. Computers
    - 3.3.1. No persons other than Students' Union employees, members of the General Assembly, the CRO, and those whom are approved by an Executive Council member shall be permitted to use the computers in the Students' Union office; and,
    - 3.3.2. Computer hardware components, software, and manuals must not leave the Students' Union Office without the approval of the Executive Council or General Manager; and,
  - 3.4. All Students' Union office supplies are for Students' Union use only.
  
4. Mail Boxes
  - 4.1. The following individuals and groups will receive a mail box in the Students' Union office:
    - 4.1.1. All members of the General Assembly;
    - 4.1.2. All Students' Union full time employees;
    - 4.1.3. All ratified clubs;
    - 4.1.4. All subtenants;
    - 4.1.5. The campus newspaper;
    - 4.1.6. The campus radio station; and,
    - 4.1.7. Other individuals and groups deemed eligible by the President or General Manager.
  
5. Mail
  - 5.1. Incoming Mail
    - 5.1.1. All incoming Students' Union mail, excluding those items marked "personal and confidential" or those items appearing to be of a personal nature, will be

opened by the Administrative Assistant and date stamped. If required, a photocopy will be placed in the internal files for future reference;

5.2. Outgoing Mail

5.2.1. All outgoing mail must be sealed before being placed in the outgoing mail pile; and,

5.2.2. Stationary bearing the logo of the Students' Union must not be used for personal use at any time.

6. Filing System

6.1. Contents of Filing System

6.1.1. The filing system shall include personnel, financial, internal, and external files which will be maintained by the Executive Assistant;

6.1.2. Two (2) years will be maintained in the filing system; and,

6.1.3. Files will be archived once a year;

6.2. Individual Filing Systems

6.2.1. The General Manager shall, in a locked cabinet:

6.2.1.1. File employee contracts, pertinent correspondence, information and employee reviews for all full time staff;

6.2.1.2. File copies of all subtenant lease agreements and other business contracts; and

6.2.1.3. File banking and investment information;

6.2.2. The Food and Beverage Manager shall:

6.2.2.1. File information regarding events in the Zoo and Ballrooms;

6.3. Archives

6.3.1. Students' Union records two (2) or more years older will be archived to maintain a primary history of The Students' Union.

7. Business Hours

7.1. The business hours of the Students' Union Office are 8:30 a.m. to 4:30 p.m., Monday through Friday.

7.1.1. At the discretion of the General Manager, the office may close at 3:00 p.m. on Fridays during the months of May through August.

8. Keys

8.1. Distribution of Keys

8.1.1. Campus Planning will designate one (1) representative of the Students' Union to authorize key distribution on behalf of the Students' Union;

8.1.2. The Administrative Assistant will sign key requests and manage Students' Union Building keys;

8.1.3. Each member of the Students' Union Executive Council and the Students' Union Office Staff shall receive keys to the Students' Union Office, the Level 1 doors of the Students' Union Building, as well as other keys that apply specifically to his or her portfolio;

8.1.4. Each member of the Students' Union General Assembly shall receive keys to the Students' Union General Assembly Office, the Level 1 doors of the Students' Union Building, as well as other keys that apply specifically to his or her portfolio;

8.1.5. Key privileges may be suspended or revoked by the Executive Council;

- 8.2. Master Keys
  - 8.2.1. The Executive Council, The Operations Coordinator,, and the General Manager shall each hold a master key to the Students' Union Building; and,
  - 8.2.2. Full time office staff shall hold master keys as determined by the General Manager.
  
- 9. Returning of Keys
  - 9.1. All keys must be returned to the Students' Union on or before the last day of a representative's term of office or an employee's term of employment; and,
    - 9.1.1. Executive Council members may return their keys up to three (3) business days following the end of their term in office;
  - 9.2. The Students' Union will deduct the cost of the key replacement from the final paycheque for any person who fails to return his or her key at the end of his or her term of office of employment.
  
- 10. Telephones
  - 10.1. Absolutely no long distance personal calls, including collect calls are to be charged to the Students' Union;
  - 10.2. Any violation of the telephone policy may, at the discretion of the General Assembly, result in:
    - 10.2.1. Deductions from salary or honoraria;
    - 10.2.2. Suspension of privileges of office; and/or,
    - 10.2.3. Dismissal or impeachment; and,
  - 10.3. The CRO and non-permanent employees may access the Students' Union Office and telephone lines during business hours only.
  - 10.4. Long distance charges to personal cell phone for Students' Union purposes, as decided by Executive Council, may be reimbursed.
  
- 11. Photocopier
  - 11.1. The ULSU Bookkeeper will monitor the usage of the printers; and,
  - 11.2. Excessive printing will be deducted from employee or General Assembly salary or honoraria.
  
- 12. Security System
  - 12.1. After receiving keys for the Students' Union Office, authorized persons will be shown how to operate the security system;
  - 12.2. At no time may a security system code be given to unauthorized persons; and,
  - 12.3. Every authorized person will be given individualized security system codes.
  - 12.4. The General Manager must remove outgoing Executive Council member's security codes within three (3) business days following their term in office.

## **POLICY IX – EMPLOYEE AND EXECUTIVE COUNCIL BENEFITS**

*Last Amended March 5, 2013*

### **1. Health and Dental Benefits**

#### **1.1. Alberta Health Care Benefits:**

- 1.1.1. All full-time employees and part-time employees that meet a weekly hourly requirement of 28 hours, may receive single or family Alberta Health Care Benefits; and,
- 1.1.2. Current Provincial legislation mandates that this coverage is paid for by the employer.

#### **1.2. Extended Health Plan Benefits:**

- 1.2.1. All full-time employees and part-time employees that meet a weekly hourly requirement of 28 hours, will have the option of being included as a single or family member for the extended health plan benefits established under the Students' Union health plan;
- 1.2.2. This benefit is only available to employees if the plan is available to members of the Students' Union; and,
- 1.2.3. Extended health benefits will be implemented for full-time employees in the first month following a ninety (90) day probationary period.

#### **1.3. Dental Plan Benefits:**

- 1.3.1. All full-time employees and part-time employees that meet a weekly hourly requirement of 28 hours, will have the option of being included as a single or family member for the dental plan benefits established under the Students' Union;
- 1.3.2. This benefit is only available to employees if the plan is available to members of the Students Union; and,
- 1.3.3. Extended dental benefits will be implemented for full-time employees in the first month following a ninety (90) day probationary period.

#### **1.4. Executive Council Health and Dental Benefits**

- 1.4.1. The Executive Council will be reimbursed once annually for Students' Union Health and Dental benefits.

### **2. Optional Retirement Savings Plan**

#### **2.1. The Students' Union will provide a matching benefit based on the following schedule:**

- 2.1.1. First year of employment – the Students' Union will match the equivalent of one percent (1%) of gross salary commencing in the first month following the ninety (90) day probationary period;
- 2.1.2. Second year of employment – the Students Union will match the equivalent of two percent (2%) of gross salary commencing in the first month following the anniversary date of hire; and,
- 2.1.3. Third and subsequent years of employment – the Students Union will match the equivalent of three percent (3%) of gross salary commencing in the first month following the anniversary date of hire. Percentage rates may be negotiable after 3 years of service.

### **3. Personal Days**

- 3.1. All full time employees, Executive Council members, and part time employees that meet



a weekly hourly requirement of 28 hours, are entitled to sick days, parental care days, bereavement days, and maternity or paternity leave as follows:

- 3.1.1. Sick days – Five (5) paid sick days per fiscal year;
- 3.1.2. Parental care days – Five (5) paid parental care days per fiscal year;
- 3.1.3. Bereavement days – Three (3) paid bereavement days per fiscal year; and,
- 3.1.4. Additional sick days, parental days, and bereavement days may be granted at the discretion of the General Manager or the Executive Council.

4. Parking Pass

- 4.1. All full time employees, Executive Council members, and part time employees that meet a weekly hourly requirement of 28 hours, will be given, or reimbursed for, a yearly campus parking permit in University Lots E, M or N, upon request, once per annum; or,
  - 4.1.1. If preferable, employees may be reimbursed for the cost of a Lethbridge Transit monthly bus pass.

5. Ongoing Education

- 5.1. All full time employees will be paid to enrol in, contingent upon subsequent submission of receipts, or will be reimbursed for one (1) academic course per semester at any post-secondary learning institution if that course pertains to that employee's position;
- 5.2. All full time employees will be paid to register for, contingent upon subsequent submission of receipts, or will be reimbursed for conferences, seminars, or webinars that pertain to that employee's position upon approval of the General Assembly; and,
- 5.3. All Executive Council members will be reimbursed tuition for one (1) academic course at the rate of an Undergraduate Canadian Student at the University of Lethbridge per each Fall and Spring Semesters of their term in office contingent upon subsequent submission of receipts. No other fees will be reimbursed.

6. Executive Council Professional Development Benefits

- 6.1. Each executive council member is entitled to a reimbursement of a maximum \$300.00 for the purchase of business attire; and,
- 6.2. Each Vice-President is entitled to a reimbursement of fifty percent of the cost of a tablet to a maximum of \$300.00.

## **POLICY X – EMPLOYEE AND EXECUTIVE COUNCIL VACATION TIME**

*Last Amended April 11, 2011*

1. Terms of Reference and General Guidelines.
  - 1.1. Use of vacation time must adhere to Alberta Employment Standards Code;
  - 1.2. Employees must submit requests for vacation time to the VP Operations and Finance and the General Manager at least fifteen (15) business days prior to the requested time.
  
2. Each Executive Council member, full time employee, and part-time employee of the Students' Union is entitled to vacation time according to the length of time that he or she has been employed by the Students' Union. Vacation time is allotted as follows:
  - 2.1. During the first through third years of employment, each Executive Council member, full time employee or part-time employee of the Students' Union is entitled to ten (10) business days of vacation pro-rated to the time worked prior to April 30 of the fiscal year, and equal to four percent (4%) of gross salary;
  - 2.2. During the fourth through sixth years of employment, each full or part-time employee of the Students' Union is entitled to fifteen (15) business days of vacation pro-rated to the time worked prior to April 30 of the fiscal year, and equal to six percent (6%) of gross salary; and,
  - 2.3. During the seventh and all subsequent years of employment, each full or part-time employee of the Students' Union is entitled to twenty (20) business days of vacation pro-rated to the time worked prior to April 30 of the fiscal year, and equal to eight percent (8%) of gross salary.
  
3. Restrictions of Vacation time:
  - 3.1. Unless otherwise authorized by the Executive Council for employees, vacation time may not be taken during:
    - 3.1.1. The first week of the Students' Union fiscal year;
    - 3.1.2. The last week of the Students' Union fiscal year;
    - 3.1.3. The first two weeks of the Fall Semester; or,
    - 3.1.4. The first two weeks of the Spring Semester.
  
4. Days during which the Students' Union Office is closed shall not be counted as vacation time.

## **POLICY XI – ADVERTISING, MARKETING AND SPONSORSHIP**

*Last Amended April 11, 2011*

1. The marketing objectives of the Students' Union include, but are not limited to:
  - 1.1. Polling the student body to ensure that expectations and values are being taken into consideration when providing a product or service.
  - 1.2. Utilizing the best information, intelligence and technology available to publicize, promote and market all Students' Union events and activities, within reason and financial feasibility.
2. The promotional objectives of the Students' Union will be delegated as follows:
  - 2.1. In order to ensure that promotional guidelines and financial restrictions are adhered to, all posters, banners, advertisements and other promotional instruments must be reviewed by the General Manager;
  - 2.2. Public political messaging and text-based promotions must be approved by the President; and,
  - 2.3. The ULSU will annually format, revise, and adhere to the brand vision and strategic plan.
3. The Students' Union will develop visibility and awareness by developing and implementing an effective communications plan for events sponsored by the Students' Union, and by following the communications plan at all times.
4. The Students' Union will conduct preference and awareness surveys on our target market to evaluate marketing effectiveness on an on-going basis.
5. Pricing of the Students' Union products and/or services will follow these guidelines:
  - 5.1. The pricing policy for the Students' Union will be to charge slightly less than the standard commercial rate where possible and financially feasible; and,
  - 5.2. Pricing for each product and/or service will be evaluated each year following receipt of the year-end audited financial statements.
6. All advertising for events sponsored in whole or in part by the ULSU will, whenever possible, bear the ULSU logo, in accordance with the brand vision and strategic plan.

## **POLICY XIII – ROOM BOOKING AND RENTALS**

*Last Amended April 15, 2015*

### **1. Room Rental and Usage**

- 1.1. SUB 180J, SUB234, SUB300A, SUB300B, and SUB300C are available for University of Lethbridge groups, community groups, Students' Union groups, and external parties;
- 1.2. The maximum allowed capacity of each room is dependent on the tables and equipment required;
- 1.3. All room bookings and rentals are subject to the ULSU legislation;
- 1.4. All bookings and rentals will be done through the Students' Union Office; and,
- 1.5. All events are booked on a first come, first served basis, while the right to refuse a booking is maintained;
  - 1.5.1. Priorities of bookings will be given based on the objectives of the ULSU.
- 1.6. All bookings require approval of the Operations Coordinator;
  - 1.6.1. The Operations Coordinator reserves the right to cancel a booking if deemed necessary.

### **2. Rental Fees**

- 2.1. The rental fee schedule will be reviewed annually by the Executive Council and the General Manager;
- 2.2. The rental fee for external bookings include:
  - 2.2.1. The use of tables and chairs;
  - 2.2.2. Room set-up prior to the event;
  - 2.2.3. Clean-up following the event;
  - 2.2.4. The removal of tables and chairs following the event; and,
  - 2.2.5. The adjustment of blinds prior to event;
- 2.3. Additional requirements for which an additional fee will be charged, include, but are not limited to:
  - 2.3.1. Stage rental, staffing, equipment rental, entertainment services, tickets, and corkage; and/or,
  - 2.3.2. Additional maintenance charges will apply for excess cleaning and damages caused by the user(s) or the guests of the user(s);
- 2.4. All set-up requirements must be received and confirmed a minimum of five (5) business days prior to the event;
- 2.5. The user will be responsible to arrange payment of the full amount invoiced by the Students' Union; and,
- 2.6. Access after normal business hours or on weekends must be arranged in advance with the Students' Union.

### **3. Heating and Ventilation**

- 3.1. In accordance with the policies of the University of Lethbridge, heating and ventilation are provided.

### **4. Confirmation of Booking**

- 4.1. Ballroom bookings are not considered confirmed until proof of deposit or written request by the applicable university department(s) is received by the Students' Union; and,

- 4.2. Tentative bookings will be reserved for a maximum of two (2) weeks if not confirmed.
5. Cancellation Fee
  - 5.1. All cancellations must be received in writing;
  - 5.2. Room rental is non-refundable;
  - 5.3. Cancellation of any function must be made no later than thirty (30) days prior to the event; and,
  - 5.4. Any other assessed charges which have been paid are non-refundable if cancellation is less than two (2) weeks prior to the event; however,
    - 5.4.1. This will be negotiable on a case-by-case basis for clubs of the ULSU.
6. Club Space will be governed by the Club Space policy.
7. Guidelines for rentals are established in the facilities booking procedure.
8. The only food or beverages to be consumed within Ballroom C on the 3<sup>rd</sup> level of the Students' Union Building will be those that have been purchased therein.

## **POLICY XIV – THE STUDENTS’ UNION HEALTH AND DENTAL PLAN**

*Last Amended March 5, 2013*

1. All full time students who are active members of the Students’ Union are required to participate in the Students’ Union Health and Dental Plan. The plan is in place from September 1 to August 31 annually; and,
  - 1.1. Members are permitted to opt-out of either the health and or dental plan as per the Health and Dental Opt-Out Policy.
2. The terms of the Students’ Union Health and Dental Plans are to be reviewed annually and confirmed with an agreement between the provider and the Students’ Union. Fees are established annually prior to the fee deadline established by the University of Lethbridge, based on a formula of use provided by the insurer; however,
  - 2.1. The annual fee confirmation will be authorized by the Executive Council; and,
  - 2.2. Any major change in benefits for the next calendar year must be authorized by the General Assembly.
3. The Students’ Union Health and Dental Plans will be administered by the Health and Dental Plan Administrator, whose hours will be determined by the General Manager in accordance with the demands of the active members of the Students’ Union.
4. The Health and Dental Plan Administrator will maintain all records in an orderly and timely manner and provide the insurer and the General Assembly with updated information.
5. Any change in insurer, broker, or administrator requires the approval of the General Assembly.
6. Fee Structure
  - 6.1. Participants in the plan will be required to pay for the full annual premium in the Fall semester, or approximately two-thirds (2/3) of the annual premium in the Spring semester, dependant on the dates of their enrolment.
7. Health and Dental Plan – Add-on
  - 7.1. If a student is married, or if the student gets married, he or she may add their spouse to the Students’ Union Health and Dental Plans as stipulated by the insurance company;
  - 7.2. If a student loses alternative coverage during the academic year, he or she shall have thirty (30) business days to pay the Students’ Union Health and Dental Plan fees; and/or,
  - 7.3. If a student or a student’s spouse gives birth, the student has thirty (30) business days after the birth of the child in which to add the child to the Students’ Union Health and Dental Plans, as stipulated by the insurance company.

## **POLICY XV – HEALTH AND DENTAL PLAN OPT- OUT**

*Last Amended May 3, 2010*

### **1. Opt-out**

- 1.1. Members are permitted to opt-out of either the health and or dental plan, upon completion of an on-line waiver and the provision of evidence of a valid alternate extended health and dental plan, prior to the opt-out date established for the year of registration;
- 1.2. Opt-out dates are to be authorized annually by the Executive Council providing sufficient time for members to provide documentation for opt-out and to meet the deadlines established by the University of Lethbridge Registrar's Office;
- 1.3. Extension of the opt-out deadline must be authorized by the General Manager, Executive Council and the Health Plan Administrator;
- 1.4. A student cannot opt out of the Students' Union Health and/or Dental plans if alternative coverage is obtained midway through the Academic year; and,
- 1.5. Students' Union Health and Dental Plan fees are non-refundable, as stipulated by the insurance broker.

### **2. Appeal Process**

- 2.1. Students who fail to meet the requirements of the opt-out deadline may appeal to the Health and Dental Appeals Review Committee as outlined in the Internal Committees Policy;
- 2.2. The Health and Dental Appeals Review Committee will accept appeals during the fifteen (15) business days following the opt-out deadline for the Fall and Spring semesters;
- 2.3. Absolutely no appeals will be revisited after a decision has been made by the Health and Dental Appeals Review Committee;
- 2.4. For an appeal regarding the opt-out deadline, students must submit the following to the Health and Dental Appeals Review Committee:
  - 2.4.1. A letter of appeal stating the reason(s) for failing to meet the opt-out deadline;
  - 2.4.2. A waiver form; and,
  - 2.4.3. Proof of alternative health and/or dental coverage.

## **POLICY XVI – CLUB POLICY**

*Last Amended April 2015*

### **1. Club Ratification**

To be considered for ratification by the General Assembly, the following must be submitted by a club to the VP Student Affairs:

- 1.1. A Students' Union Application for Club Ratification which includes:
  - 1.1.1. The name of the club;
  - 1.1.2. The date of application;
  - 1.1.3. The names, titles, e-mail addresses, phone numbers, and University of Lethbridge student identification numbers for at least three (3) members of the club executive;
    - 1.1.3.1. The signature of the president of the club;
    - 1.1.3.2. All executive members of the club must be current, undergraduate students;
    - 1.1.3.3. A minimum of Twelve (12) member names, with corresponding e-mail addresses and University of Lethbridge undergraduate student identification numbers; and
    - 1.1.3.4. The signatures of two members of the club executive;
  - 1.1.4. An up-to-date constitution deemed acceptable by the VP Student Affairs;
  - 1.1.5. A signed copy of the Sanctioned Club Agreement Form, indicating that the club will comply with the ULSU legislation; and,
  - 1.1.6. A twenty-dollar (\$20) non-refundable ratification application fee;
- 1.2. Upon submission of the above four requirements, the VP Student Affairs will submit the application for ratification to the General Assembly for approval;
- 1.3. The General Assembly has the authority to ratify or deny ratification to any student club; and,
  - 1.3.1. The ratification of a club that was de-ratified in the prior year will take into account the filed history of that club and rational for prior de-ratification.

### **2. Club Probation**

- 2.1. A club may have one (1) unexcused absence for Clubs Council meetings per semester.
  - 2.1.1. If no members are available to attend Clubs Council, that club may be excused from Clubs Council as long as they contact the VP Student Affairs before Clubs Council is in session.
  - 2.1.2. If Clubs have submitted a motion to Clubs Council and are unable to speak to the motion they must make arrangements with the VP Student Affairs to present their motion at the next available Clubs Council session.
  - 2.1.3. A club will automatically be put on probation during Clubs Council for a second unexcused absence.
    - 2.1.3.1. Clubs located on the Calgary campus will be excused from Clubs Council meetings.
- 2.2. Probation will result in loss of Club Privileges, including but not limited to applying for Club Funding and free booking of rooms.



- 2.2.1. Clubs on Probation will remain covered under SU insurance, allowing for sanctioned events and previous room bookings to be held.
  - 2.3 A club on probation will also lose their right to vote on Clubs Council and will be treated as a non-voting member. This means the club will not count towards quorum at future Clubs Council meetings.
  - 2.4. A club on probation may appeal for re-instatement of privileges during the next Clubs Council meeting after entering probationary status.
    - 2.4.1 If a club on probation fails to appear at the meeting of their appeal without notifying the VP Student Affairs, the club will be put forth for de-ratification by Clubs Council.
    - 2.4.2 The club may appeal their probation by either presenting to Clubs Council or submitting a written proposal for the VP Student Affairs to speak to on their behalf.
      - 2.4.2.1 If Clubs Council does not grant re-instatement, the club will be put forth for de-ratification by Clubs Council.
        - 2.4.2.1.1. If Clubs Council does not de-ratify the club, said club will remain on probation for the remainder of the semester. The club will be eligible to apply for reinstatement the following semester or re-ratify their club for the following academic year.
        - 2.4.2.1.2 If Clubs Council de-ratifies the club, it will be brought forth to the General Assembly for official de-ratification. If the General assembly votes against de-ratification, the club is put back on probation for the remainder of the semester.
    - 2.4.3. If Clubs Council grants re-instatement from probationary status, the club's privileges will be re-instated.
  - 2.5 Should a club be up for probation a second time, they will be brought forth for de-ratification to the Clubs Council.
    - 2.5.1 If the motion for de-ratification is defeated, the club will then remain on probation for the remainder of the semester. The club may apply to Clubs Council for reinstatement the following semester or re-ratify for the following academic year.
3. De-Ratification
- 3.1 Any club found to be in violation of Students' Union Legislation will be brought forth to Clubs Council for de-ratification at the discretion of the VP Student Affairs.
  - 3.2 A motion for de-ratification of a club will be carried if approved by a majority vote.
  - 3.3 The Clubs Council's decision for de-ratification will be ratified at the next properly convened General Assembly meeting.
  - 3.4 A de-ratified club loses all club privileges and may not ratify for the remainder of the academic year.
  - 3.5 The VP Student Affairs will keep record of de-ratified clubs, and will make note should a club seek ratification in the following academic year.

## **POLICY XVII – CLUB SPACE**

*Last Amended March 5, 2013*

### **1. Club Room**

- 1.1. Club room SU010E is available for use free of charge for all ratified clubs; and,
- 1.2. Club room SU010E shall be reserved through the Administrative Assistant.

### **2. Club Office Space**

- 2.1. Club rooms SU010A-D are available as club office space free of charge to all clubs ratified by the Students' Union;
- 2.2. Club rooms will be assigned annually by the Clubs Council;
- 2.3. On April 30, club offices will be made vacant unless previously arranged with the VP Student Affairs;
- 2.4. Any club may submit an application for the use of the club offices for that academic year to the VP Student Affairs prior to the first regularly convened meeting of the Club's Council;
- 2.5. The VP Student Affairs will submit all complete applications on the first regularly convened meeting of the Clubs Council for that academic year;
- 2.6. Requirements for use of clubs offices:
  - 2.6.1. Clubs occupying a club room must be ratified before September 30; but,
    - 2.6.1.1. If not ratified before September 30, the club will lose possession of the clubroom; and,
  - 2.6.2. If the membership of a club occupying a clubroom falls to less than twelve (12) members, that club will lose possession of the club room;
  - 2.6.3. The club occupying a clubroom is responsible for maintaining the good order of the club room, and may not alter any physical features without the approval of the General Assembly;
  - 2.6.4. Any costs for telephone, internet service, maintenance, etc. will be the responsibility of the club occupying the club room;
  - 2.6.5. A maximum of three (3) sets of keys will be assigned to the club occupying the club room; and,
    - 2.6.5.1. All keys must be returned to the Students' Union office on or by April 30;
    - 2.6.5.2. Keys will be assigned to the newly elected club executive of the club authorized to occupy a club room by the Administrative Assistant after May 1; and,
    - 2.6.5.3. A replacement fee, determined by the department of Facilities, will be assessed to a club in the event that keys are lost or not returned to The Students' Union prior to April 30; and,
- 2.7. Any vacated rooms will be announced at Clubs Council with notification for application deadlines.

### **3. Applications For Club Office Space**

- 3.1. The application for club room space must include a letter of intent;
- 3.2. All complete applications will be tabled at a Club's Council meeting for approval. Clubs may be required to make a presentation to the Clubs Council;
- 3.3. A seventy-five dollar (\$75.00) damage deposit must be submitted with each application. This will be refunded if the applicant is unsuccessful; and,

- 3.4. Clubs affiliated with a faculty must submit written confirmation from the Dean of that faculty that no space is available for the operation of their club within other areas of the University of Lethbridge campus.

## **POLICY XVIII – CLUB EVENTS**

*Last amended March 5, 2013*

1. Raffles and Lotteries
  - 1.1. Clubs must adhere to all regulations of the Government of Alberta which pertain to Raffles and Lotteries. Licenses may be obtained from the ULSU.
  
2. Club Bookings
  - 2.1. Clubs may reserve SU010E, SU300A, or SU300B free of charge for club bookings.
  - 2.2. Bookings are subject to the availability of the room.
  - 2.3. The Students' Union reserves the right to cancel a club booking up to 5 days prior to a scheduled club booking, if deemed necessary by the Operations Coordinator;
    - 2.3.1. Clubs will be notified of a cancellation via e-mail,
    - 2.3.2. The Students' Union will attempt to re-locate or re-schedule a club booking in the case of a cancellation.
  
3. Events Involving Alcohol
  - 3.1. All club events held on the University of Lethbridge campus are subject to the Club Alcohol Policy of the University of Lethbridge;
  - 3.2. The Students' Union has the right to deny minors access to areas where alcohol is being served; and,
  - 3.3. For club events held off campus involving the available service of alcohol, that is events taking place at a licensed venue, all University of Lethbridge, AGLC, and ULSU Policies are in effect. Please see the Clubs Alcohol Policy;
    - 3.3.1. All events of this type must be sanctioned by the ULSU and are therefore subject to the discretion of the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services. Clubs may face de-ratification if the Students' Union is associated in any way with an unsanctioned club event.
  
4. Cabarets in SUB300A, B, and/or C
  - 4.1. A ratified club may reserve rooms SU300A, SU300B, and/or SU300C free of charge for club events;
  - 4.2. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a club must submit a two hundred dollar (\$200.00) deposit for the ballroom(s) to the Operations Coordinator;
  - 4.3. A club must notify the Operations Coordinator at least twenty (20) business days in advance of an event to reserve the ballroom(s);
  - 4.4. If the room deposit is not received by the Operations Coordinator within five (5) business days of the booking request the reservation may be cancelled;
  - 4.5. A club cabaret requires the approval of the ULSU Operations Coordinator and the VP Student Affairs;
  - 4.6. All approved club cabarets are co-sponsored by the Students' Union;
  - 4.7. Two or more clubs may co-host a cabaret;
  - 4.8. The Halloween Cabaret, welcome back cabaret, Ender Bender, St. Patrick's Day, and Last Class Bash are deemed Students' Union Cabarets, and are unavailable to clubs;
  - 4.9. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a club must go over the following information with the Operations Coordinator and VP Student Affairs:
    - 4.9.1. The date requested;

- 4.9.2. The cost and type of entertainment;
- 4.9.3. The theme; and,
- 4.9.4. The ticket price;
- 4.10. The club hosting the cabaret is responsible for the following:
  - 4.10.1. Ticket production;
  - 4.10.2. Ticket sales, both prior to and during the cabaret; however,
    - 4.10.2.1. Ticket sales must not exceed the maximum capacity of the ballroom(s) in which the event is taking place;
  - 4.10.3. Entertainment and advertising costs;
  - 4.10.4. Providing coat check services during the event;
  - 4.10.5. Any financial loss experienced by the Students' Union as a direct result of the event; and,
  - 4.10.6. Any damages that occur as a direct result of the event;
- 4.11. To keep costs to a minimum, the club hosting the cabaret must confirm the exact number of tickets sold seventy-two (72) hours prior to an event;
  - 4.11.1. The Students' Union will staff according to the projected ticket sales based on the ticket sale information provided by the hosting club; however,
  - 4.11.2. Should ticket sale information not be provided, the maximum number of staff will be used at the cost of the hosting club;
- 4.12. A club may share both income and expenses for a cabaret with the ULSU if such a collaborative event is arranged with the VP Student Affairs well in advance and subject to all other ULSU legislation; and,
  - 4.12.1. Outside any collaboration with the ULSU, a club is entitled to all ticket revenue from the event; however,
  - 4.12.2. Neither the ULSU Council budget nor the club are entitled to any profit sharing for the Zoo sales of food or alcohol.

5. Club Events held off campus

- 5.1. All club events held off campus are subject to the requirements of VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services; and,
  - 5.1.1. Requirements may vary depending on the nature of the event and the establishment or venue at which it is taking place; in some cases proof of insurance and an extension of liability coverage may be required by the establishment or venue; and,
  - 5.1.2. Clubs can expect to need proof of both insurance and staff certification in the case that an event is being held at a licensed venue;
- 5.2. The Club must fill out and return to the VP Student Affairs, a minimum of three weeks prior to the event, or at the discretion of the VP Student Affairs, all applicable paper work including but not limited to:
  - 5.2.1. Driver Agreements
    - 5.2.1.1. All individuals driving either a personal or rental vehicle must submit a University of Lethbridge driver agreement form for the current academic year;
    - 5.2.1.2. Drivers must have liability insurance coverage not less than one million dollars (\$1,000,000.00);
  - 5.2.2. Waivers or a Group Waiver
    - 5.2.2.1. Waivers will be prescribed for events by the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services

and must be carefully filled out and returned before the event takes place;

5.2.3. Primary Event Organizer Forms

5.2.3.1. The Primary Event Organizer will be the direct contact for the event and responsible for all aspects pertaining to the event. The Primary Event Organizer form must be filled out and signed before the event takes place;

5.2.3.2. The Primary Event Organizer will be responsible for ensuring adherence to the Club Alcohol Policy;

5.2.3.2.1. All event volunteers subsequent to the Primary Event Organizer will be required to sign the “appointed volunteer” section of the Primary Event Organizer Form, in accordance with the Club Alcohol Policy;

5.3. For all events held off campus, being held at a licensed venue will require a tailored Risk Management Plan;

5.3.1. The Risk Management Plan will outline possible risks and a response plan for accidents or mishaps, as well as the responsibilities of the Primary Event Organizer and appointed volunteers in the event of an accident or mishap; and,

5.3.2. The Risk Management Plan must be worked out with the VP Student Affairs and submitted prior to the event.

## **POLICY XIX – CLUB FUNDING**

*Last Amended March 5, 2013*

1. There are two (2) types of Club Funding available to ratified clubs:
  - 1.1. Club Grants to subsidize a particular event operated by a ratified club, which:
    - 1.1.1. Promotes the purpose of the club; and,
    - 1.1.2. Promotes student involvement;
  - 1.2. Start-up Grants for clubs which have been newly constituted or re-established after disbanding for a minimum of three (3) years.
  
2. Criteria for Club and Start-Up Grant Use
  - 2.1. An event that is subsidized by a Club or Start-Up grant must be open to all members of the Students' Union;
  - 2.2. Club and Start-Up Grants may not be used for the purchase of alcohol.
  - 2.3. Resources or materials obtained with Club Funding will be the property of the club and remain in club inventory.
  
3. Application Submissions
  - 3.1. Completed applications for Club and Start-up Grants must be submitted to the VP Operations and Finance, not less than two (2) business days prior to an Executive Council meeting;
  - 3.2. All complete Club and Start-Up Grant applications will be submitted by the VP Operations and Finance to the Executive Council for initial approval;
  - 3.3. The VP Student Affairs will submit all complete Club and Start-Up Grants to Clubs Council for approval following the Executive Council meeting at which the grants were submitted for approval; and,
  - 3.4. The General Assembly has final authority over any Club or Start-Up grant applications and has the right to revoke any grant.
  
4. Grant Application Requirements
  - 4.1. Club Grant Applications must include:
    - 4.1.1. A letter of intent;
    - 4.1.2. A complete budget detailing all expenses and revenues; and,
    - 4.1.3. Proof of an active BMO account;
  - 4.2. Each ratified club is eligible to receive a maximum of two hundred and fifty dollars (\$250.00) in the form of Club Grants per semester;
  - 4.3. Club Grants will only be given for events or purchases that occur within the current academic year;
  - 4.4. The VP Student Affairs or The VP Operations and Finance may request a follow-up report, including receipts, once a Club Grant has been approved.
    - 4.4.1. A club will have two (2) weeks to submit the report once the request has been made.
  
5. Start-Up Grant application requirements
  - 5.1. Applications must include:
    - 5.1.1. A letter of intent; and,

- 5.1.2. A complete budget detailing all expenses and revenues; and,
- 5.1.3. Proof of an active BMO account;
- 5.2. The VP Student Affairs or The VP Operations and Finance may request a follow-up report, including receipts, once a Start-up Grant has been approved;
  - 5.2.1. A club will have two (2) weeks to submit the report once the request has been made
- 5.3. If a club should cease to be ratified for a minimum of three (3) years, that club will be eligible for a Start-Up Grant the following year;
- 5.4. A club is not considered newly constituted if it resembles, in any way, a pre-existing club; therefore,
  - 5.4.1. A club does not become eligible for a Start-Up grant upon the changing of the club name or an amendment to the club constitution;
- 5.5. A newly constituted club, following ratification, is eligible to receive a maximum Start-Up Grant of two hundred dollars (\$200.00).



## **POLICY XX – CLUB ALCOHOL POLICY**

*Last Amended March 5, 2013*

1. All club functions are subject to the current Government of Alberta regulations and all University of Lethbridge policies pertaining to the consumption of alcohol as outlined by the Alberta Gaming and Liquor Commission (AGLC); and,
  - 1.1. Violations thereof will result in immediate cancellation of the event.
2. The availability of alcohol is limited to those areas authorized by the Government of Alberta and hereafter referred to as licensed venues.
3. For the duration of a club event being held at a licensed venue, food and non-alcoholic beverages must be available for purchase; however,
  - 3.1. This provision is outlined under AGLC policies and as such is a responsibility of the licensed venue to ensure, but, in the case of club events, is considered by the ULSU to be a responsibility of the club to ensure.
4. Clubs hosting events at a licensed venue must provide the ULSU VP Student Affairs with proof of the licensed venue's insurance and staff certification no less than fifteen (15) business days prior to the date of the event.
5. Advertising for all club events must be approved by the ULSU VP Student Affairs; and,
  - 5.1. For events taking place at a licensed venue all advertising must adhere to the University of Lethbridge advertising policy and AGLC regulations; and,
  - 5.2. The available service of alcohol at a licensed venue is not in any way to be reflected in the advertising of a club event.
6. The club hosting the event will make every reasonable effort to mitigate any risks and hazards to make the event safe and enjoyable for all;
  - 6.1. The certified staff of a licensed venue is responsible for the safety of patrons to their establishment as outlined by their insurance and AGLC Policy; and,
    - 6.1.1. Licensed venue staff will be responsible for enforcement of AGLC policies in regards to the service of alcohol and capacity of the venue; and,
  - 6.2. The club is responsible for providing a minimum of two (2) club members per up to one hundred (100) people in attendance, and one (1) more club member for every additional one hundred (100) attendees, to abstain from the consumption of alcohol and mitigate the risk of any unforeseen situation which may arise.
7. The Students' Union will provide security personnel at every club event held in SUB300A, B, and/or C at which the service of alcohol is available.
  - 7.1. Security will be staffed at a ratio of one (1) security person to every sixty (60) patrons;
  - 7.2. For events held in SUB300A, B and/or C, ULSU security personnel will be responsible to ensure the capacity outlined by Lethbridge municipal fire code is not exceeded; and,
  - 7.3. All University of Lethbridge students being accompanied by a guest will be wholly responsible for the actions and conduct of that guest.
8. No club shall enter into a profit sharing agreement for the sale of alcohol with any licensed

- venue; and,
- 8.1. If a club enters into such an agreement it will be de-ratified.
9. No club event shall have as its focus the consumption of alcohol, nor shall the consumption of alcohol be used to leverage attendance of the event; and,
    - 9.1. Compliance with this policy will be determined by the VP Student Affairs, who reserves the right, along with the ULSU Operations Coordinator, to approve or deny approval for any club event taking place at a licensed venue.
  10. Club funds cannot be used to purchase or subsidize alcohol.
  11. At no time will alcohol be made available to individuals who are younger than the legal drinking age.
  12. The hosting club is responsible for any additional costs associated with an event at which the service or consumption of alcohol is permitted.

## **POLICY XXI – FRATERNITIES AND SORORITIES**

*Last amended April 2015*

### **1. Ratification**

- 1.1. To be considered for ratification by the General Assembly, the following must be submitted by a fraternity or sorority to the VP Student Affairs:
  - 1.1.1. A Students' Union Application for Fraternity or Sorority Ratification which includes:
    - 1.1.1.1. The name of the fraternity or sorority;
    - 1.1.1.2. The date of the application;
    - 1.1.1.3. The names, titles, e-mail addresses, phone numbers, and University of Lethbridge student identification numbers for at least three (3) members of the fraternity or sorority executive; and,
      - 1.1.1.3.1. The signatures of the president of the fraternity or sorority;
      - 1.1.1.3.2. All executive members of the fraternity or sorority must be current, undergraduate students;
    - 1.1.1.4. A minimum of twelve (12) member names, with corresponding e-mail addresses and University of Lethbridge student identification numbers.
      - 1.1.1.4.1. In the first year of ratification, a fraternity or sorority will only require a minimum of five (5) member names, with corresponding e-mail addresses and University of Lethbridge student identification numbers.
      - 1.1.1.4.2. These member names may include potential members, such as prospects and pledges. If these individuals do not become full members, then the fraternity or sorority must supply the VP Student Affairs with current member names.
  - 1.1.2. A Students' Union Fraternity or Sorority Outline of Procedures, which includes:
    - 1.1.2.1. The name of the fraternity or sorority;
    - 1.1.2.2. The vision and mission of the fraternity or sorority;
    - 1.1.2.3. Definition of membership, including rights and obligations;
    - 1.1.2.4. An accountability clause, stating that they will abide by all Students' Union and University of Lethbridge bylaws and policies, and acknowledge that they may face de-ratification if they contravene a bylaw or policy without General Assembly approval;
    - 1.1.2.5. The titles of the executive positions and what their responsibilities include;
    - 1.1.2.6. The annual election procedure for incoming executives; and
    - 1.1.2.7. The process for amending the Outline of Procedures.
  - 1.1.3. A signed copy of the Sanctioned Fraternity and Sorority Agreement Form, indicating that the fraternity or sorority will comply with the ULSU and University of Lethbridge legislation. By signing this form, the fraternity or sorority agrees that the ULSU will not be held liable for and will not be associated with any fraternity or sorority event which is held off campus and has not been sanctioned by the VP Student Affairs; and,
  - 1.1.4. A twenty-dollar (\$20) non-refundable ratification application fee;
- 1.2 Upon submission of the above four (4) requirements, the VP Student Affairs will submit the application for ratification to the General Assembly for approval;
- 1.3 The General Assembly has the authority to ratify or deny ratification to any student fraternity or sorority; and

- 1.3.1. The ratification of a fraternity or sorority that was de-ratified in the prior year will take into account the filed history of that fraternity or sorority and rational for prior de-ratification.

## 2. De-Ratification

- 2.1. Any fraternity or sorority found to be in violation of Students' Union Legislation will be brought forth to the General Assembly for de-ratification, at the discretion of the VP Student Affairs.
  - 2.1.1. A reasonable effort will be made to give a fraternity or sorority two (2) weeks' notice prior to the General Assembly meeting regarding grievances against them, to allow for the fraternity or sorority to prepare an appeal. The fraternity or sorority in question will be given adequate time during the meeting of the General Assembly, in which the discipline or de-ratification is being considered, to present an explanation for the violation.
  - 2.1.2. A motion for de-ratification of a fraternity or sorority will be carried if approved by a majority vote.
- 2.2. A de-ratified fraternity or sorority loses all privileges and may not ratify for the remainder of the academic year.
- 2.3. The VP Student Affairs will keep record of de-ratified fraternities and sororities, and will make note should a fraternity or sorority seek ratification in the following academic year.

## 3. Funding

- 3.1. Fraternities and sororities shall not have access to Club Funding through Club Grants or Club Start-Up Grants.
- 3.2. Fraternities and Sororities may access Travel and Conference Grants as per Policy XXVI – Student Assistance – Travel and Conference Grant; and
  - 3.2.1. Fraternities and Sororities may apply as a group of students:
    - 3.2.1.1. A group 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);
    - 3.2.1.2. For group travel outside of North America, the funding maximums cited in of this policy may be increased by 50% to a maximum of nine hundred dollars (\$900.00).
- 3.3. Grants may be made available to subsidize a particular initiative or event operated by a ratified fraternity or sorority, with the following stipulations:
  - 3.3.1. Promote the purpose of the fraternity or sorority;
  - 3.3.2. Promote student involvement;
  - 3.3.3. Is open to all members of the Students' Union;
  - 3.3.4. Occur within the current academic year
  - 3.3.5. Grants may not be used for the purchase of alcohol;
  - 3.3.6. Resources or materials obtained with the Grant will be the property of the fraternity or sorority and remain in fraternity or sorority inventory; and,
    - 3.3.6.1. If the fraternity or sorority is de-ratified or disbands, the fraternity or sorority must return all resources or materials to the Students' Union;

- 3.4. Application submissions for fraternity or sorority grants must:
  - 3.4.1. Be submitted to the VP Operations and Finance, not less than six (6) business days prior to a General Assembly meeting;
  - 3.4.2. The VP Operations and Finance will submit all complete Grants to the General Assembly for approval; and,
  - 3.4.3. The General Assembly has final authority to approve any Grant application.
  
- 3.5. Grant application requirements must include:
  - 3.5.1. A letter of intent
  - 3.5.2. A complete budget detailing all costs to which the Students' Union would be contributing
  - 3.5.3. Proof of an active BMO account;
    - 3.5.3.1. 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.
  
- 3.6. A fraternity or sorority may be eligible to receive a maximum of two hundred dollars (\$200.00) in the forms of a Grant once per academic year.
  
- 3.7. The VP Student Affairs may request a follow-up report, including receipts, once a Grant has been approved.
  - 3.7.1. A fraternity or sorority will have two (2) weeks to submit a report once the VP Student Affairs has made a request.
  
4. Fraternity and Sorority Events
  - 4.1. 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 Student Affairs. A complete and detailed event proposal must be submitted to the VP Student Affairs two (2) weeks prior to the event.
    - 4.1.1. These events are subject to the rules and restrictions of the Club Events Policy, the Club Alcohol Policy and the Club Events Policy S.3.
  
  - 4.2. 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 Student Affairs.
  
  - 4.3. All fraternity or sorority events held on campus or use ULSU resources to promote, plan or execute are subject to the requirements of the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services; and
    - 4.3.1. Requirements for events held off campus may vary depending on the nature of the event and the establishment or venue at which it is taking place; in some cases proof of insurance and an extension of liability coverage may be required by the establishment or venue; and,

- 4.3.2. Fraternities and sororities can expect to need proof of both insurance and staff certification in the case that an event is being held at a licensed venue;
- 4.4. The fraternity or sorority must fill out and return to the VP Student Affairs, prior to the event, all applicable paperwork including but not limited to:
  - 4.4.1. Driver Agreements
    - 4.4.1.1. All individuals driving either a personal or rental vehicle must submit a University of Lethbridge driver agreement form for the current academic year;
    - 4.4.1.2. Drivers must have liability insurance coverage not less than one million dollars (\$1,000,000.00);
  - 4.4.2. Waivers or a Group Waiver
    - 4.4.2.1. Waivers will be prescribed for events by the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services and must be carefully filled out and returned before the event takes place;
  - 4.4.3. Primary Event Organizer Forms
    - 4.4.3.1. The Primary Event Organizer will be the direct contact for the event and responsible for all aspects pertaining to the event. The Primary Event Organizer form must be filled out and signed before the event takes place;
    - 4.4.3.2. The Primary Event Organizer will be responsible for ensuring adherence to the Club Alcohol Policy;
      - 4.4.3.2.1. All event volunteers subsequent to the Primary Event Organizer will be required to sign the “appointed volunteer” section of the Primary Event Organizer Form, in accordance with the Club Alcohol Policy;
- 4.5. For all events held off campus that use ULSU resources to promote, plan or execute that are held at a licensed venue will require a tailored Risk Management Plan;
  - 4.5.1. The Risk Management Plan will outline possible risks and a response plan for accidents or mishaps, as well as the responsibilities of the Primary Event Organizer and appointed volunteers in the event of an accident or mishap; and,
  - 4.5.2. The Risk Management Plan must be worked out with the VP Student Affairs and submitted prior to the event.

## 5. Fraternity and Sorority Space

- 5.1. Fraternities and Sororities will not be given access to SU010A-D or SU010E.
- 5.2. A ratified fraternity or sorority may reserve rooms SU300A, SU300B, and/or SU300C free of charge for fraternity or sorority events;
- 5.3. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a fraternity or sorority must submit a two hundred dollar (\$200.00) deposit for the ballroom(s) to the Operations Coordinator;
- 5.4. A fraternity or sorority must notify the Operations Coordinator at least twenty (20) business days in advance of an event to reserve the ballroom(s);
- 5.5. If the room deposit is not received by the Operations Coordinator within five (5) business days of the booking request, the reservation may be cancelled;
- 5.6. A fraternity or sorority cabaret in SUB300A, B, and/or C requires the approval of the ULSU Operations Coordinator and the VP Student Affairs;
- 5.7. All approved fraternity or sorority cabarets are co-sponsored by the Students’ Union;
- 5.8. Two or more fraternities, sororities or clubs may co-host a cabaret;
- 5.9. The Halloween Cabaret, Welcome Back Cabaret, Ender Bender, St. Patrick’s Day, and Last

Class Bash are deemed Students' Union Cabarets, and are unavailable to fraternities or sororities;

- 5.10. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a fraternity or sorority must go over the following information with the Operations Coordinator and VP Student Affairs:
  - 5.10.1. The date requested;
  - 5.10.2. The cost and type of entertainment;
  - 5.10.3. The theme; and,
  - 5.10.4. The ticket price;
  
- 5.11. The fraternity or sorority hosting the cabaret is responsible for the following:
  - 5.11.1. Ticket production;
  - 5.11.2. Ticket sales, both prior to and during the cabaret; however,
    - 5.11.2.1. Ticket sales must not exceed the maximum capacity of the ballroom(s) in which the event is taking place;
  - 5.11.3. Entertainment and advertising costs;
  - 5.11.4. Providing coat check services during the event;
  - 5.11.5. Any financial loss experienced by the Students' Union as a direct result of the event; and,
  - 5.11.6. Any damages that occur as a direct result of the event;
  
- 5.12. To keep costs to a minimum, the fraternity or sorority hosting the cabaret must confirm the exact number of tickets sold seventy-two (72) hours prior to an event;
  - 5.12.1. The Students' Union will staff according to the projected ticket sales, based on the ticket sale information provided by the hosting fraternity or sorority; however,
  - 5.12.2. Should ticket sale information not be provided, the maximum number of staff will be used, at the cost of the hosting fraternity or sorority;
  
- 5.13. A fraternity or sorority may share both income and expenses for a cabaret with the ULSU if such a collaborative event is arranged with the VP Student Affairs well in advance and subject to all other ULSU legislation; and,
  - 5.13.1. Outside any collaboration with the ULSU, a fraternity or sorority is entitled to all ticket revenue from the event; however,
  - 5.13.2. Neither the ULSU Council budget nor the fraternity or sorority is entitled to any profit sharing for the Zoo sales of food or alcohol.

## 6. Greek Life Council

- 6.1 The membership of the Greek Life Council shall include:
  - 6.1.1. Two voting executive members of each ratified fraternity or sorority;
  - 6.1.2. The Greek Life Council Board who are non-voting members; and,
  - 6.1.3. The VP Student Affairs who is a voting member;
    - 6.1.3.1. If the VP Student Affairs is a member of a ratified fraternity or sorority, then they will be ineligible to be a member of the Greek Life Council;
    - 6.1.3.2. The VP Academic will be a member of the Greek Life Council if the VP Student Affairs is ineligible.

- 6.1.3.2.1. If the VP Academic is a member of a ratified fraternity or sorority, then a member of the General Assembly will be a member of the Greek Life Council.
  - 6.2. The objective of the Greek Life Council will be to facilitate regular communication between fraternities and 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;
  - 6.3. The Greek Life Council will meet at least once a month during the academic year;
    - 6.3.1. Meetings of the Greek Life Council must not occur during the fall and spring final examination periods.
  - 6.4. The VP Student Affairs, or ULSU designate assigned from section 6.1.3. of this policy, will chair the first properly convened Greek Life Council and facilitate the election of the Greek Life Council Board from the Greek Life Council membership.
  - 6.5. The Greek Life Council Board will include the following non-voting membership:
    - 6.5.1. The Chair;
    - 6.5.2. The Vice-Chair;
    - 6.5.3. The Secretary; and,
    - 6.5.4. The Treasurer.
  - 6.6. Quorum of the Greek Life Council shall be fifty percent (50%) plus one of voting members and three (3) Greek Life Council Board Members.
7. Greek Life Council Bank Account
- 7.1. The Greek Life Council will open a centralized BMO Bank account with the same requirements as a ratified club.
    - 7.1.1. Following the elections of the Greek Life Council Board Members, the VP Student Affairs will help provide the necessary information to update the signing authority of the Greek Life Council bank account.
  - 7.2. Each ratified Greek Organization shall contribute three dollars (\$3.00) for each of the organization's active members.
    - 7.2.1. This account will be used for mixers and other joint Greek events specified and voted on by the Greek Life Council and its affiliate organizations.



## **POLICY XXII – STUDENT SERVICES ROOM DESIGNATION**

*Last Amended May 3, 2010*

1. Room SP150 is designated specifically for use as a student services room.
2. Room SP150 is available free of charge on an annual basis, to an organization that offers unique services and/or resources to students.
3. Organization Criteria
  - 3.1. The organization must provide a letter of intent, establishing that unique services and/or resources would be available to all University of Lethbridge students;
  - 3.2. The organization must be a non-profit organization;
  - 3.3. The organization must be primarily volunteer-based; therefore,
    - 3.3.1. There may be no more than four (4) paid staff positions;
  - 3.4. The organization must be operated primarily by students; therefore,
    - 3.4.1. At minimum, seventy-five percent (75%) of the leadership of the organization must be students;
  - 3.5. The organization must not be a subsidiary or chapter of another organization; and,
  - 3.6. The organization's legislation must adhere to ULSU legislation.
4. Application Procedure
  - 4.1. The organization that currently occupies the space may submit a proposal to renew their agreement with the ULSU by April 1<sup>st</sup>, for the right to renew;
  - 4.2. If the Executive Council decides not to renew the current contract, advertising must take place for a minimum of two (2) weeks in order to solicit proposals;
  - 4.3. Organizations must submit a written proposal to the Executive Council prior to May 15;
  - 4.4. Proposals must include a description of the intended use for the room, and the structure of the organization;
  - 4.5. The Executive Council will meet before May 31 to review all submitted proposals; and,
  - 4.6. The Executive Council will designate the room for use by one organization.
5. Terms of Use
  - 5.1. The organization occupying the room shall have the use of the space for a term extending from June 1 to May 31;
  - 5.2. The organization may lose possession of the room if the organization contravenes ULSU legislation;
  - 5.3. The organization is responsible for maintaining the good order of the space;
  - 5.4. The organization may not alter any physical feature of the space without the approval of the General Assembly;
  - 5.5. The organization is responsible for all costs associated with telephone, internet access, maintenance, and/or any other utility costs;
  - 5.6. A maximum of three (3) sets of keys will be assigned to the organization; and,
    - 5.6.1. All keys must be returned to the Students' Union before May 31, unless the agreement is renewed with the prior organization; and,
    - 5.6.2. A replacement fee, determined by the department of Facilities, will be assessed to the organization in the event that keys are lost or not returned to the Students' Union before May 31.

## **POLICY XXIII – ULSU FOOD BANK**

*Last Amended March 5, 2013*

1. The ULSU Food Bank is located in SP157.
2. The ULSU Food Bank will be managed and food hampers will be made by the Health & Dental Plan Administrator under the supervision of the VP Operations and Finance.
3. Distribution of food
  - 3.1. The ULSU Food Bank will distribute non-perishable food items, hygiene products and food vouchers only;
  - 3.2. A Food Bank Hamper must be prepared for a student who requests it within 24 hours;
  - 3.3. Only members of the campus community, including students, faculty and staff are eligible to access the ULSU Food Bank, and must present a valid campus ID card before picking up food items;
  - 3.4. For administrative purposes only, the Administrative Assistant will record the campus ID card number and last name, along with information about their need, of all users of the ULSU Food Bank;
  - 3.5. Users of the ULSU Food Bank will be limited in usage to two (2) times per month up to a maximum of ten (10) food hampers. The staff member administering the ULSU Food Bank will direct clients to Counselling Services if the client is deemed to require greater support; and,
    - 3.5.1. If Counselling Services deems the client to have outstanding need, the usage can continue for an additional ten (10) food hampers,
  - 3.6. The staff member administering the ULSU Food Bank has the right to withhold usage from any client; and,
  - 3.7. All users of the ULSU Food Bank will remain confidential and no personal information will be disclosed to any third parties.
4. Food Bank Hampers
  - 4.1. The hampers will contain a combination of grain, fruit and vegetable, and protein content foods;
  - 4.2. The VP Operations and Finance and/or the ULSU Health and Dental Plan Administrator will be responsible for replenishing the Food Bank Hampers as necessary;
  - 4.3. Contents of the food hamper may change from time to time based on surpluses or shortages of items. Substitutions may be made at the discretion of the VP Operations and Finance and/or ULSU Health and Dental Plan Administrator.
5. Monetary Donations
  - 5.1. All monies from donation will be deposited into the Food Bank budget line in the Council budget; and,
  - 5.2. Monies will be directed to resupply the Food Bank as necessary, including gift cards for grocery stores.
6. Food Collection
  - 6.1. The VP Operations and Finance, in conjunction with the Communications Coordinator will organize at least one (1) community food drive and at least one (1) faculty food drive per academic year; and,
  - 6.2. The VP Student Affairs in conjunction with the Communications Coordinator will

organize at least one (1) club activity per academic year with the mandate of growing the food collection.

## **POLICY XXV – THE STUDENTS’ UNION STRATEGIC PLAN**

*Last Amended April 2015*

1. The Students' Union Strategic Plan is a document separate from ULSU legislation; it is drafted by the Strategic Planning Committee and officially ratified by the General Assembly.
2. The Students' Union Strategic Plan is a guideline for strategically targeting the growth of the Students' Union. Many of these issues reach beyond the scope of a single General Assembly and may need to be addressed by a future General Assembly.
3. The Students' Union Strategic Planning committee will meet to perform a final review and create a new Strategic Plan during the last year of the current Plan's duration;
  - 3.1 The Students' Union Strategic Planning committee will meet at least once half way through the current Plan to perform a progress review and propose revisions to the Plan if necessary.
4. Any motion to amend the Students' Union Strategic Plan requires a single two-thirds (2/3) majority vote at a regularly convened General Assembly meeting.
  - 4.1 No old or achieved items may be entirely removed from the current Students' Union Strategic Plan. Instead, they must be moved to an appendix.

## **POLICY XXVI – STUDENT ASSISTANCE: TRAVEL AND CONFERENCE GRANTS**

*Last Amended April 2015*

### **1. Application deadlines**

- 1.1. Applications must be submitted within the following timelines to be considered:
  - 1.1.1. At least five (5) days prior to the date of the event;
  - 1.1.2. At least five (5) business days prior to a regularly convened Executive Council meeting; and,
  - 1.1.3. Applications which are submitted well in advance of the event may be tabled to the closest Executive Council meeting for approval to evaluate the number of applicants attending the same event.
  - 1.1.4. No applications will be accepted retroactively.

### **2. Application requirements**

- 2.1. A completed Travel and Conference Grant application form which includes the applicant's signature to acknowledge the "Terms of Agreement";
- 2.2. A letter of intent; and,
  - 2.2.1. If applying as a club, a majority of the club Executive members must have their signatures on the letter of intent;
- 2.3. An itinerary of the conference or event;
- 2.4. A detailed budget outlining all costs and revenues which are known and applied for, to which the Students' Union may be contributing;
- 2.5. Proof of registration confirmation may be required if the application is for a conference, seminar, or event;
- 2.6. Proof of one of the following: travel arrangements such as receipts for vehicle rental, airfare, other transportation arrangements, or accommodation booking if applicable; and,
- 2.7. Travel and Conference Grants must be used for travel and/or conference/event expenditures.
- 2.8. The grant must be used for an event occurring within the same academic year that it was approved.

### **3. Application and Funding Limits**

- 3.1. An individual may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed two hundred dollars (\$200.00);
- 3.2. A 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 one thousand dollars (\$1000.00);
  - 3.2.1. If Five (5) or more individuals apply for funding to attend the same conference or event they may, at the discretion of the Executive Council, be considered a group; and,
- 3.3. For travel outside of North America the funding maximums cited in S.3.1. and S.3.2. of this policy may be increased as follows:
  - 3.3.1. An Individual may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed three hundred dollars (\$300.00); and,
  - 3.3.2. A club or group may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed one thousand five hundred dollars (\$1500).

### **4. Frequency of Application**

- 4.1. A student, club, or group may be eligible to receive a maximum of two (2) Travel and

Conference Grants per academic year.

5. Funding Dispersal

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

6. Upon Completion of Funded Event

- 6.1. Any funds which are not spent on the approved travel and conference/event expenses must be returned to the Students' Union;
- 6.2. A minimum of 200 words report about the conference or event and receipts of expenditures may be requested by a Students' Union Executive Council member within ten (10) business days of the completion of the conference or event;
- 6.3. Should a student or group fail to submit the requested report and receipts following a conference or event, he or she shall be responsible for returning the full amount of the Travel and Conference Grant to the Students' Union; and,
- 6.4. Use of the Students' Union Travel and Conference grants for anything other than their approved event constitutes fraud and the Students' Union reserves the right to seek reimbursement through invoicing, fee assessment and/or civil claims.

7. The Executive Council has the authority to approve any Travel and Conference Grant Application.

8. The VP Operations and Finance will keep record of all approved and denied Travel and Conference Grants for a minimum of one year.

## **POLICY XXVII – FEES AND LEVIES**

*Last Amended April 2015*

1. All undergraduate students at the University of Lethbridge, with the exception of students sixty-five (65) years of age or older, shall be assessed the following Students' Union fees for each semester that they are registered:
  - 1.1. An Operations Fee;
  - 1.2. A Capital Replacement Fee;
  - 1.3. A Building Fee; and,
  - 1.4. A 1<sup>st</sup> Choice Savings Centre Contribution, which shall be collected until two million five hundred thousand dollars (\$2,500,000.00) is raised.
  
2. All Students' Union Fees will be charged at the amount outlined in the University of Lethbridge Fee Schedule in the University Calendar;
  - 2.1. Only fees which have received approval by referendum shall be collected by the Students' Union as per Bylaw XXIII – Referenda; and,
  - 2.2. The Operations Fee, the Building Fee, and the Capital Replacement Fee can be increased by no more than the Consumer Price Index (CPI) on an annual basis as per a referendum held March 2010;
    - 2.2.1. The Students' Union will use the same CPI calculation which the University of Lethbridge uses to cap tuition increases; and,
    - 2.2.2. Any increases by CPI to these fees require approval by the General Assembly.
  
3. Students of the University of Lethbridge, with the exception of students aged sixty-five (65) years or older, shall be assessed the following levies each semester:
  - 3.1. A \$7.00 CKXU Radio levy and CPI increase;
  - 3.2. A \$5.00 LPIRG Levy; and,
  - 3.3. A \$1.00 Campus Women's Centre levy.

## **POLICY XXVIII – QUALITY INITIATIVES PROPOSAL FUND APPLICATIONS**

*Last Amended April 2015*

1. A set percentage of QIP money will be allocated to scholarships and research grants at the beginning of each academic year.
2. QIP money will be allocated to the General Assembly for initiatives, clubs, student groups, and ULSU/University of Lethbridge affiliated groups.
  - 2.1 The ULSU will always reserve a minimum of ten percent (10%) of QIP money until January of every year.
3. QIP money will be allocated based on the following hierarchy of priority;
  - 3.1. Special ULSU events/initiatives;
  - 3.2. One time funding;
  - 3.3. Projects and initiatives which benefit larger numbers of students, and a larger proportion of students than community members; and,
  - 3.4. Continuing proposals that are not ULSU initiatives will expressly be given lower priority.
4. In order to receive QIP funding, all applicants must include in their proposal a detailed budget, a thorough letter of intent, and be prepared to present to and take questions from the General Assembly at a regularly convened General Assembly meeting.
5. If approved, the VP Operations and Finance may request a detailed report from the applicant.
6. The VP Operations and Finance will determine when the report must be received.
7. If approved, the applicants will have two (2) weeks after their event or initiative to submit all receipts to the VP Operations and Finance for money spent with QIP funding.
  - 7.1. The VP Operations and Finance may extend this deadline at their discretion.



## **POLICY XXIX – CHIEF RETURNING OFFICER REMUNERATION**

*Last Amended April 2015*

1. The CRO will be paid by the Students' Union a sum of:
  - 1.1. Six hundred dollars (\$600) for a General Election;
  - 1.2. Four hundred dollars (\$400) for a by-election;
  - 1.3. Two hundred dollars (\$200) for a referendum;
  - 1.4. One hundred dollars (\$100) for a referendum if it runs simultaneously with a General Election or by-election; and,
  - 1.5. Twenty-five dollars (\$25) for the internal by-election of representatives to the General Assembly.
  
2. The CRO will be paid by the Students' Union for provision of an election for an affiliated organization, a sum of:
  - 2.1. One hundred-fifty dollars (\$150) if the election runs simultaneously with a Students' Union General Election, by-election or referendum; and,
  - 2.2. Two hundred-fifty dollars (\$250) if the election does not run simultaneously with a Students' Union General Election, by-election, or referendum.
  
3. Remunerations will be made following the successful completion of a General Election, by-election, and/or referendum.
  
4. If the CRO is the current General Manager no additional pay will be issued.

## **POLICY XXX – DELEGATION OF AUTHORITY**

*Last Amended April 2015*

1. The purpose of this policy is to outline the positions that will act when a member of the Executive Council is absent, unable to act, or there is a vacancy in office.
  - 1.1. An “absence” shall mean the extended absence of the incumbent for a time or from a place where the incumbent is unavailable by telephone, email, or other means.
  - 1.2. An “inability to act” shall mean the incumbent is temporarily or permanently incapable of handling responsibilities as determined by the General Assembly.
  - 1.3. A “vacancy in office” shall mean the time during which the former incumbent has permanently vacated the position until the election of a successor.
2. Authority delegated during the absence, inability to act, or vacancy in office shall only be for urgent matters which require action prior to the return or election of the Executive Council Member.
3. Delegation of authority for the President:
  - 3.1. For matters relating to the maintenance and administration of the Students’ Union and for on-campus matters shall be in the following order and will be named “Acting President”:
    - 3.1.1. The VP Operations & Finance;
    - 3.1.2. The VP Academic.
  - 3.2. For advocacy and external matters shall be in the following order:
    - 3.2.1. The VP External;
    - 3.2.2. The VP Academic.
4. Delegation of authority for the VP Academic shall be in the following order:
  - 4.1. The President;
  - 4.2. The VP Student Affairs.
5. Delegation of authority for the VP External shall be in the following order:
  - 5.1. The President;
  - 5.2. The VP Academic.
6. Delegation of authority for the VP Operations & Finance shall be in the following order:
  - 6.1. The President;
  - 6.2. The VP Academic.
7. Delegation of authority for the VP Student Affairs shall be in the following order:
  - 7.1. The VP Academic;
  - 7.2. The VP Operations & Finance.
8. This policy does not preclude the General Assembly or the Executive Council from delegating a member of the Executive Council in a manner different than outlined in this policy.
9. This policy does not delegate any authority which would contradict the Constitution of the University of Lethbridge Students’ Union.
10. This policy shall in no way establish a hierarchy among Executive Council Members.

11. No authority of the Executive Council shall be delegated to any unelected individual or to an individual who is not an active member of the University of Lethbridge Students' Union.
12. To assist with clear communication and efficient operations while a member of the Executive Council is absent or unable to act, members of the Executive Council are encouraged to use "Out of Office" notifications on available and appropriate media that identify:
  - 12.1. A contact for general inquires and administrative matters; and,
  - 12.2. A contact who has been delegated authority for the absent member of the Executive Council as outlined by this policy, or as otherwise delegated under S.8. of this policy.

## **POLICY XXXI - VEHICLE POLICY**

*Last Amended April 2015*

### **1. Handling**

- 1.1. When not in use, the ULSU vehicle must be parked in a lot designated by the University of Lethbridge.
  - 1.1.1 The vehicle must be returned to its designated parking spot by the end of each business day.
- 1.2 Repair, maintenance, and fueling costs of the vehicle will be the responsibility of the ULSU with the discretion of the General Manager.
  - 1.2.1 Drivers are responsible to put fuel in the vehicle and must never park the vehicle at the end of the day with less than half a tank. Drivers have the option to request the money up front or to get reimbursed for fuel.
- 1.3 The ULSU assumes no liability if the vehicle is handled outside of these guidelines.

### **2. Usage**

- 2.1 The ULSU's vehicle is only to be used by permanent staff and Executive Council members. At no point should anyone else be driving the vehicle.
- 2.2 To sign out the vehicle, a staff or Executive Council member must have both the General Manager and the Bookkeeper's authorizing signatures on the vehicle sign-out form.
- 2.3 Upon return, the driver must fill out the remaining portion of the sign-out form to justify the mileage, which must be accounted for after every trip, and to attach any receipts for fuel or other expenses.
- 2.4 Drivers must not have any previous convictions that would affect their ability to drive (ie: impaired).
- 2.5 Drivers are responsible for any tickets or fines associated with the vehicle while signed out under their name.
  - 2.5.1 If a driver is issued a ticket or a fine, the fees will be taken off of their next paycheque.

### **3. Personal Use**

- 3.1 Employees who drive the company vehicle shall not, at any time, use the company vehicle for personal reasons. This policy shall be strictly enforced with disciplinary action, up to and including termination. Employees are restricted from personal use of any kind, including but not limited to the following:
  - 3.1.1 Using the company vehicle to run personal errands.
  - 3.1.2 Transporting non-employees in company vehicles, including family members unless for business related activities.
  - 3.1.3 Allowing non-employees to drive the company vehicle for any reason (ie: GA member, clubs).

### **4. Commitment**

- 4.1 Failure to abide by any of the rules will result in loss of use of the vehicle as well as further repercussions depending on the severity not limited to dismissal/impeachment.

## POLICY XXXII - INVESTMENT POLICY

Last Amended March 2015

### 1. Investment Objectives

1.1 The ULSU strives to attain the best risk return relationship for our funds in order to maximize the service we offer. The ULSU will maintain an overall conservative portfolio as required to preserve its assets, as the preservation of assets is a key foundation for ULSU investments. The organization possesses multiple separate funds, each with a different objective and time horizon. Consequently, the flexibility of the overall fund is necessary to accommodate the objective of each fund as defined below.

### 2. Investment Philosophy

2.1 The Students Union will partner with Investment Consultants and Investment Managers as deemed appropriate to provide services and expertise to the financial portfolio. Such action, when deemed appropriate, will be to achieve our objectives and returns as referenced in this policy.

### 3. Portfolio

3.1 The ULSU portfolio consists of the Building Fund, Health Fund, and Operations Fund. Each fund has a different mandate, objective, and time horizon as detailed in the following table.

<b>Fund Name</b>	<b>Mandate</b>	<b>Time Horizon</b>
<b>Building Fund</b>	Further development of our building or additions of new ULSU infrastructure on campus	Long Term
<b>Health Fund</b>	Maintaining health and dental plan reserves	Intermediate
<b>Operating Fund/Capital Replacement</b>	Day to day operations for future or current ongoing expenses.	Short

### 4. Responsibility

4.1 Investment decisions are the responsibility of the General Manager, Bookkeeper, VP Operations and Finance, and President. Any changes to this policy must be under consultation of the above parties as well as our investment professionals. In the event that no unanimous consensus exists on the proposed changes to the policy, the responsibility to approve the new policy will fall to our investment professionals.

5. Assets

5.1 Asset Mix - Each portfolio's asset mix must be administered in accordance with the following:

	Objective Mix
Fixed Income	
GIC's and Cash	Zero (0%) - Twenty (20%)
Bonds	Thirty (30%) - Seventy (70%)
Equities	
Canadian Equity	Ten(10%) - thirty-five (35%)
Global Equity	Ten (10%) - thirty-five (35%)

The portfolios allocation will be confirmed to be within these ranges annually.

5.2 GIC's and Cash

Short-term investments will be in readily liquid securities maturing within 5 years of issuance. Short-term investments include:

- 5.2.1 Term deposits or similar instruments issued or unconditionally guaranteed by trust companies or banks.
- 5.2.2 Cash or money market securities issued by governments, government agencies or corporations.

5.3 Bonds

- 5.3.1 Not more than ten percent (10%) of bond holdings shall be invested in the debt issues of any issuer.
- 5.3.2 The Bond portfolio can be passively invested through a bond index.

5.4 Canadian Equity

- 5.4.1 Not more than ten percent (10%), based on the market value, of the Canadian equity portfolio shall be invested in the common stock, preferred shares or other equity issues of anyone corporation.
- 5.4.2 Small capitalization issues of less than C\$100 million are not permitted within the Canadian equity portfolio.

5.5 Global Equity

Global equity holdings include the US markets and shall be broadly diversified among countries and industry sectors and may include companies in Canada and Emerging Markets. External Financial Managers are required to employ appropriate currency exchange risks through their mandate.

- 5.5.1 Not more than ten percent (10%), based on market value, of the Global equity portfolio, shall be invested in the common stock, preferred shares or other equity issues of any one corporation.
- 5.5.2 Not more than twenty percent (20%) of the Global equity portfolio shall be invested in small capitalization companies, defined as a capitalization of less than US\$1 billion. Each holding of a small stock issue shall not exceed two percent (2%) of the Global equity portfolio.
- 5.5.3 Purchases of small capitalization issues of less than US\$350 million and

non-traded investments are not permitted within the Global equity portfolio.

6. Managers responsibilities and return expectations

6.1 Independent Managers are expected to deliver an annual compliance statement verifying their compliance with this policy.

7. Review of Policy

7.1 The investment management policy is reviewed within LRC and is to be changed only in working with those outlined under responsibilities. Final decision on any investment decision is governed by the terms within this policy.



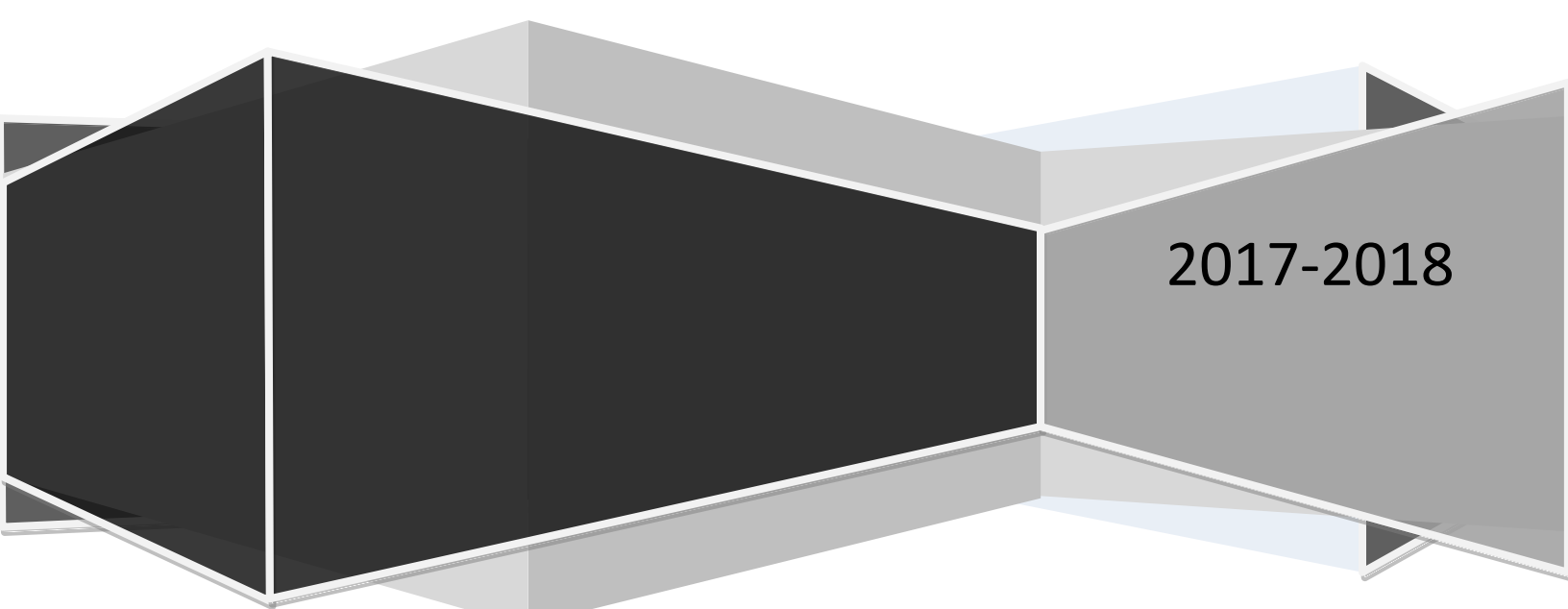


# **STUDENTS' UNION BUILDING CAPITAL REPLACEMENT FUND - (CRF)**

## **Terms of Reference**

**The Students' Union, the University of Lethbridge**

Approved by Students' Council April 22, 1990



2017-2018

## Capital Replacement Fund

### TERMS OF REFERENCE (Proposed)

#### 1. Definitions

- 1.1. The Students' Union shall collect fees from students, and maintain and invest those monies as a trust fund, hereby known as the "Capital Replacement Fund" (CRF).
- 1.2. The word "Union" shall henceforth, in this document, describe the Students' Union of the University of Lethbridge.
- 1.3. The word "SUB" shall henceforth, in this document, describe the Students' Union Building of the University of Lethbridge.
- 1.4. The words "SUB Trust Fund" shall henceforth, in this document, describe the fund of monies collected, invested and dispensed by the Students' Union solely towards the achieving of the Students' Union Building on the University of Lethbridge campus.
- 1.5. The word "university" shall henceforth, in this document, describe the University of Lethbridge.
- 1.6. The words "Capital Item" or "Capital Acquisition" or "Capital Purchase" shall henceforth, in this document, describe a purchase of goods or services valued at \$500.00 or more.

#### 2. Origin

- 2.1. The CRF came into being as a separately collected fee levy, following a duly conducted referendum, in accordance with the rights and powers under the Students' Union Constitution and By-Laws, granted to the Union under the Universities Act.
- 2.2. Debate and information made available to students led the voters to believe that the Capital Replacement Fund would be used explicitly to:
  - 2.2.1. make capital purchases for the SUB, in accordance with guidelines established for expenditures of the SUB Trust Fund, and accepted procedures and practices of the University of Lethbridge and Government of Alberta; and
  - 2.2.2. pay towards any outstanding capital construction mortgages and debts resulting from construction of the SUB, and/or any capital renovations and repairs made within and around the SUB, and duly considered by the Union and University of Lethbridge to fairly represent the Union's share of costs of any acquired mortgage or debt against the SUB.
  - 2.2.3. It is in the spirit of the understanding upon which the members of the Union voted the CRF into being, that the Terms of Reference for the CRF are made.

### **3. Collection of the CRF**

- 3.1. The CRF shall be collected as a separate line item “fee”, together with other Union, University and student fees, and in accordance with the fee collection practices established by the University.
- 3.2. The referendum of January, 1989 established that the CRF would be collected at the following rates, and that any changes to these rates would have to be put to referendum:
  - 3.2.1. \$5.00 per semester for full-time students\*
  - 3.2.2. \$2.50 per semester for part-time students\*
  - 3.2.3. \$1.25 per session for summer students

(\*the Union follows the University of Lethbridge Calendar’s definitions in determining designation of “full-time” and “part-time” student status)

### **4. Management of the CRF**

- 4.1. Monies collected by the Controller’s office of the University on behalf of the Union shall be turned over to the Union’s duly authorized employee or representative, in keeping with the accepted practices for such exchanges, as are agreed to by the Union and the University from time to time.
- 4.2. CRF monies which are not required by the Union for immediate purchase of goods or services shall be invested responsibly by the Union in government backed securities, certificates of deposit, or commercial paper with a rating of no less than R1 on the Dominion Bond Rating Service schedules.
- 4.3. University of Lethbridge investment policies may also be used to serve as guidelines for investment.
- 4.4. Allocation of CRF monies into, and between different investment types, must be reported to the Students’ Council at least two (2) times per annum, by the Vice-President Administration of the Union.
- 4.5. The performance of CRF monies in investment portfolios must also be reported to the Students’ Council at least two (2) times per annum, by the Vice-President Administration of the Union.
- 4.6. Any member of the Students’ Union, Students’ Council, Alumni Council, or University’s senior administration, may request to see the Union’s most updated audited financials statements for the CRF, and must be granted access to the statements within a reasonable amount of time, and in any case, no later than seventy-two (72) hours after the Union’s receipt of a written request to view the statements.

- 4.7. A separate chequing account shall be maintained, called the ACRF Chequing Account, for the purpose of expenditures and deposits to be made using CRF monies.
- 4.8. The Union must produce, at the end of every fiscal year, an audited financial statement and report of the use of CRF monies for that year, and must provide copies of that report to the Management Liaison Committee and the Board of Governors of the University.

## **5. Expenditures of the CRF**

- 5.1. Purchases of Capital goods and services through CRF monies must be approved by a two-thirds (2/3) special resolution of the Students' Council of the Union.
- 5.2. Summer quorum requirements of the meetings of the Students' Council of the Union shall not be considered applicable to resolutions to purchase capital goods and services using CRF monies.
- 5.3. Recommendations to purchase Capital goods and services using CRF monies can be made by any one of the following:
  - 5.3.1. the Management Liaison Committee (in accordance with the SUB Management Agreement, Sec. 4.01.11)
  - 5.3.2. the Sub Facilities Manager
  - 5.3.3. the Union's Administration Manager or Business Manager  
a member of the Students' Council of the Union
  - 5.3.4. the Alumni Council of the University
- 5.4. A Capital purchase may include the following items, inclusive of purchase, installation, renovation, repair, replacement and removal of said items:
  - 5.4.1. furnishings, equipment, and fixtures, including: desks, work surfaces, sound screens, counters, cabinets, bulletin boards, seats, chairs, lights, loungers
  - 5.4.2. floor, window and wall coverings, including: drapes, blinds, carpets, tile, linoleum, paint, wallpaper, wall surfaces
  - 5.4.3. computer hardware and software, including upgrading, used to provide for the efficient operation of the Union and the SUB
  - 5.4.4. walls, major partitions, windows, SUB outer features, partitions, signage
  - 5.4.5. aesthetic elements designed, installed and otherwise intended to enhance the decor of the SUB

- 5.4.6. installations and upgrades of equipment designed to enhance the safety and security of the occupants and users of the SUB
  - 5.4.7. immediate repairs of damages to the SUB, the costs of which may be subsequently recovered through insured, legal or other means
  - 5.4.8. professional consultation services yielded by persons recognized as bona fide and licensed to practice in Alberta in the given profession, provided that the consultation is in regards to matters involving goods and/or services provided for under the terms of this document.
- 5.5. CRF monies may NOT be used to purchase, provide for, or otherwise attain the following items:
- 5.5.1. Union Club's funding
  - 5.5.2. Union operating expenses
  - 5.5.3. Union business ventures
  - 5.5.4. Union salaries and honoraria
  - 5.5.5. telephone, utility and other liabilities as are occurred to the Union on a day-to-day basis
  - 5.5.6. conferences attended by Union employees or representatives
  - 5.5.7. conferences hosted by, or otherwise associated with, the Union, or the SUB
  - 5.5.8. legal expenses incurred by the Union or the SUB
- 5.6. In the event that it is in the best interests of both the Union and the SUB to do so, monies from the CRF may be used to relieve all or some of the mortgage debt load incurred by the Union as a result of the SUB, provided that the SUB is in a satisfactory condition of capital maintenance, as determined by the Management Liaison Committee.
- 5.7. In the event that it is the will of the Students' Council of the Union, as determined by a special resolution of the Council, to purchase space in the SUB, from the University, it is permissible to use CRF monies, provided that capital upgrading, maintenance and replacement obligations have been met, and that the Union and the University can agree on a fair market value for the space in question.
- 5.8. In the event that there is a dispute over the priority of expenditures of CRF monies, the following general guideline shall serve as a priority schedule:
- 5.8.1. the first priority shall be to provide capital purchase monies to attain goods and services as outlined in 5.4.

5.8.2. the second priority shall be to provide debt relief

## **6. Other Uses of the CRF**

- 6.1. When the mortgage debt load of the SUB is retired, the Union shall continue to collect CRF monies from Union members, provided that, at no time, the CRF is larger than the cumulative capital replacement value of all the furnishings, fixtures, floor-window-wall coverings, capital equipment items, and other such items as covered by this document.
- 6.2. If the CRF should grow to a size that it is as large as the cumulative capital replacement value of the SUB capital equipment, furnishings, fixtures and floor-window-wall coverings, the Students' Council of the day must undertake to temporarily suspend collection of the CRF fee from students, for a period of time necessary to reduce the CRF to a value equivalent to only eighty percent (80%) of the aforementioned capital replacement value, at which time it may be reinstated. Both actions shall require a two-thirds (2/3) majority vote of the Students' Council.
- 6.3. Upon retirement of the mortgage debt load of the SUB, the Union may use CRF monies to provide capital replacement for any other structures which may be owned, under construction, or purchased by the Union, for the benefit of Union members, subject to a special resolution passed by two-thirds (2/3) of the Council of the Union.

## **7. Adjudication**

- 7.1. Members of the Union, or any member of the University community, may contest an expenditure of monies from the CRF, by community, may contest an expenditure of monies from the CRF, by providing a written letter of appeal against a purchase, to the Vice-President Administration of the Union, the Administrative Manager of the Union, or the Management Liaison Committee.

The letter must outline the nature of the contest of the decision, the identity of the person(s) contesting, and must be put before the Students' Council of the Union at the following regular meeting of the Students' Council. The Students' Council must render a decision or, barring that, postpone the expenditures of CRF monies, where possible, until a decision has been rendered.

- 7.2. The decision of the Students' Council on matters of appeal against the use of CRF monies requires that:
  - 7.2.1. a minimum of two-thirds (2/3) of the Students' Council members must uphold the original decision of the Students' Council to expend CRF monies
  - 7.2.2. a minimum of one-third (1/3) of the Students' Council members are required to overturn the original decision of the Student' Council to expend CRF monies
- 7.3. Students' Council need not consider an appeal of a decision to purchase more than one (1) time, unless new evidence is brought to bear.

- 7.4. The decision of the Students' Council is final, and not subject to any other form of appeal, other than that available through the Students' Union Constitution and By-laws.

Date of drafting: 90/01/30

Revision: 90/02/09

Ratification by  
Students' Council: 90/04/22

CRF003