



# CONSTITUTION

The Students' Union, the University of Lethbridge

Last amended January 21, 2010

A large, stylized 3D geometric graphic composed of several overlapping, faceted planes in various shades of gray and black. The planes are arranged to create a sense of depth and perspective, resembling a complex, angular shape. The text '2012-2013' is centered on one of the larger, lighter gray planes.

2012-2013

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## **ARTICLE I – NAME**

*Last Amended January 2010*

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 January 2010*

1. **“Academic Year”** shall refer to the period extending from the first day of May to the last day of April.
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. **“Board of Governors Representative”** refers to a person elected in a general election or by-election to serve as an undergraduate student representative to the University of Lethbridge Board of Governors, and to sit on the Students’ Union General Assembly as a non-voting member.
5. **“Calendar year”** refers to a period extending from January 1 to December 31 of a given year.
6. **“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.
7. **“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.
8. **“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.
9. **“Casual Employees”** are those people employed by the ULSU who have not been hired on a continuing, year-round basis.
10. **“Chief Returning Officer”** refers to an individual employed to oversee ULSU Elections, Referenda and hereafter will be referred to as the “CRO”
11. **“Club”**, is an organization ratified by the ULSU, established for members to pursue a common interest or goal.
12. **“Club Constitution”** is the document which outlines the objectives and procedures for governance of a club.
13. **“Clubs’ Council”** is a representative body consisting of delegates from clubs ratified by the ULSU.

14. **“Club Executive”** is defined as the members of a club responsible for the administration of the club.
15. **“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.
16. **“Eligible voter”** refers to an active member of the ULSU who meets the eligibility criteria for a ULSU election or referendum.
17. **“Edmonton Campus Representative”** to the General Assembly is that member of the General Assembly elected from amongst students enrolled at the University of Lethbridge Edmonton Campus, either through a general election or internal by-election of the General Assembly.
18. **“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.
19. **“Fall Semester”** refers to that which is defined by the University of Lethbridge Registrar as the Fall Semester.
20. **“Final Examination Period”** refers to that which is defined by the University of Lethbridge Registrar as the final examination period.
21. **“Fiscal year”** refers to the period extending from May 1 of a given year to April 30 of the following year.
22. **“Full-time Employees”** are those associates employed by the ULSU for a minimum of 35 hours per week on a continuing year round basis.
23. **“Full-time Student”** refers to an undergraduate student upon whom the designation of full-time student is conferred by the University of Lethbridge Registrar.
24. **“General Election”** refers to the annual election organized by the ULSU for the purpose of electing the following year’s General Assembly.
25. **“Graduate Student”** refers to a student upon whom the designation of graduate student is conferred by the University of Lethbridge Registrar.
26. **“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”.
27. **“ULSU legislation”** refers to the Constitution, Bylaws and Policies of the ULSU.
28. **“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.

29. **“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.
30. **“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.
31. **“Part-time Student”** refers to an undergraduate student upon whom the designation of part-time student is conferred by the University of Lethbridge Registrar.
32. **“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.
33. **“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”.
34. **“Procedures”** shall refer to the common practices of the ULSU or any body created under its auspices, which shall adhere to ULSU legislation.
35. **“Reading Week”** refers to that which is defined by the University of Lethbridge Registrar as reading week.
36. **“Referendum”** refers to a balloting of the active members of the ULSU, the results of which are binding upon the ULSU.
37. **“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.
38. **“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.
39. **“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.
40. **“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.
41. **“Spring Semester”** refers to that which is defined by the University of Lethbridge Registrar as the spring semester.

42. **“Student”** refers to any person upon whom the designation of student is conferred by the University of Lethbridge Registrar.
43. **“Student body”** refers to all persons registered in one or more undergraduate or graduate courses through the University of Lethbridge.
44. **“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.
45. **“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.
46. **“Students’ Union Executive Council”** is comprised of the President, Vice-Presidents, and the non-voting Commissioners.
47. **“Students’ Union General Assembly” or “University of Lethbridge Students’ Council”** consists of the ULSU Executive, the ten (10) Faculty Representatives, the Residence Representative, the Edmonton Campus Representative, the Calgary Campus Representative, the International Student Representative, the First Nations, Métis, Inuit Student Representative and the Undergraduate Board of Governors Representative, hereafter referred to, where appropriate, as the General Assembly.
48. **“Summer Session”** refers to that which is defined by the University of Lethbridge Registrar as a summer session.
49. **“-University”** shall refer to the University of Lethbridge, or any body created under its auspices.
50. **“Town Hall Meeting”** refers to a general meeting open to all active members of the ULSU, for the purpose of consulting or informing.
51. **“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 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 external issues and shall hereafter be referred to as the “VP External”.
- ~~52~~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”.
- ~~53~~54. **“Vice-President ~~Student~~ Internal 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

**Comment [AE1]:** Addition of new Executive Council Position

**Comment [AE2]:** Renaming of Position

which principally concerns itself with internal issues and shall hereafter be referred to as the “VP [Student Affairs](#)Internal”.

## **ARTICLE III – GOVERNANCE**

*Last Amended January 2010*

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 January 2010*

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 January 2010*

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 January 2010*

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 January 2010*

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 January 2010*

- 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 January 2010*

- 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 January 2010*

- 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 January 2010

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 or Policies must be made as follows or as outlined in Section 5, at the discretion of the General Assembly:~~

~~4.1. First, notice of a motion to amend or add Bylaws or Policies must be presented to the General Assembly at a properly convened meeting of the General Assembly;~~

~~4.2. Second, the proposed amendments or additions and an explanation of same must be:~~

~~4.2.1. Posted on the Students' Union Website for a minimum of two weeks; and~~

~~4.2.2. Printed in the student newspaper, or, in the event that there is no student newspaper, posted on bulletin boards in public areas throughout campus, for a minimum of two (2) weeks prior to the vote on the proposed amendments or additions;~~

~~4.3. Third, the proposed amendments or additions must then be presented for discussion at a properly convened Town Hall meeting;~~

~~4.4. Last, the proposed amendments or additions becomes effective upon a vote in favour of the proposed amendments or additions by not less than two thirds (2/3) of all the voting members present at a properly convened meeting of the General Assembly.~~

~~5.4. As per Section 4, additions or a~~ 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:

~~5.1.1.4.2.1.~~ Posted on the Students' Union Website, and Social Media sites, Social Media sites, and Executive Blog.

~~5.2.4.3.~~ SecondThird, 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

**Comment [AE3]:** Updating of amendatory process for clarification

(2/3) of voting members present at a [the next](#) properly convened meeting of the General Assembly.

**6.5.** 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.

**7.6.** 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 January 2010*

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,
    - 1.1.1. 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<sup>st</sup> of May through the 30<sup>th</sup> of April.
3. An Annual Budget for each fiscal year must be passed no later than May 7<sup>th</sup> 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 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 January 2010*

**Comment [AE4]:** Updating of Quorum for a new 5-member Executive Council

1. Quorum for meetings of the Executive Council is four (4) members ~~two-thirds (2/3) of voting 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 four (4) ~~seventy-five percent (75%) of the~~ members of the Executive Council.

## **ARTICLE XIV - STUDENT ORGANIZATIONS**

*Last Amended January 2010*

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 January 2010

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.~~ 1.7. Voting on motions relating to ~~clubs~~, groups, organizations, or committees of which he or she is a member, ~~excepting excluding with the exception of~~ his or her elected faculty affiliation;
  - ~~1.7.~~ 1.8. Voting on motions relating to clubs of which he or she is a member, with the exception exemption of club ratifications;
  - ~~1.8.~~ 1.9. Voting on motions relating to funding applications which that person has submitted to the ULSU to benefit that person;
  - ~~1.9.~~ 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.
  - ~~1.10.~~ 1.11. Misrepresenting his or her position or the powers associated with that position.

**Comment [AE5]:** Updating conflict of interest rules for clubs and other campus groups

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 January 2010*

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).

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