

University of Lethbridge Students' Union

59th General Election

Nomination Package

May 2026 - April 2027



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Overview

The University of Lethbridge Students' Union General Election Nomination Package provides comprehensive information about the ULSU, the electoral process, and available positions. Candidates seeking election to serve during the May 2026 to April 2027 academic year must use this document as their guide and complete all relevant forms attached herein. Completed forms may be submitted via the official nomination form below. Candidates are expected to read all information and instructions carefully before submitting their nomination materials.

The Office of the Chief Returning Officer (CRO) consists of the Chief Returning Officer and any individuals authorized to act on behalf of the CRO, including ULSU office staff, volunteers and employees assisting with election operations. All candidates and campaign team members are expected to maintain professional and respectful conduct at all times. Behaviour deemed disrespectful, intimidating, or hostile toward individuals associated with the Office of the CRO will not be tolerated and may result in penalties, including potential disqualification from participation in the ULSU General Election.

Candidates requiring accommodation or having questions or concerns about the elections contact the ULSU CRO at the information on this page. Please note that the CRO is a part-time position with limited office hours; candidates are encouraged to contact the office in advance to confirm availability.

Elections Staff Contact Information

- **Chief Returning Officer (CRO), 2025-26:** Julia de Souza
- **Elections Office:** SU180
- **Email:** cro.elections@uleth.ca
- **Document Submission:** Forms may be submitted electronically, see link below

Important Links & Resources

Campaign Resources & Forms: [All campaign attachments, resources, and student ID collection forms can be accessed here:](#)

Official Nomination Form: [Complete your nomination online here \(REQUIRED\):](#)

IMPORTANT: The online nomination form is the ONLY acceptable method for submitting your candidacy. All nominations must be submitted through the online form before the deadline of February 12, 2026 at 3:00 PM.

About the ULSU

Introduction

The University of Lethbridge Students' Union conducts a General Election each year, providing undergraduate students the opportunity to elect the next academic year's General Assembly. This nomination package serves as the official guide for candidates wishing to represent their peers from May 2026 to April 2027.

Vision Statement

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

Mission Statement

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

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

Objectives

- To provide for the administration of the affairs of Students' Union members;
- To foster the development and management of student organizations, and once developed, to affiliate with those institutions in accordance with ULSU legislation;
- To advance the interests of its members and to promote the general welfare of all University of Lethbridge students;
- To promote a liberal education consistent with the mission and vision statement of the University of Lethbridge;
- To advocate for the rights of students without discrimination and particularly without discrimination based on race, color, creed, gender, nationality, place of origin, religion, sexual orientation, age, mental or physical health, or political beliefs;
- To foster the intellectual growth of all students benefits the individual, the University of Lethbridge Community, and society at large; and,
- To encourage students to engage in intellectual pursuits and active citizenship.

The Students' Union shall further these objects through, but not limited by, the following:

- 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;
- Supplying of goods, services, and facilities to students and student organizations for the promotion of social, cultural, and educational activities;
- Organizing and actively promoting activities and programs to meet the diverse needs of our membership;
- Representing its members, individually and collectively, to the University of Lethbridge, levels of government, and affiliated student organizations; and,
- Providing for the business, social, cultural, and recreational needs of its members.

Council Structure

The ULSU consists of two Governing Bodies, the Executive Council and the General Assembly. The Executive Council consists of 5 executive positions, and the General Assembly consists of 16 additional student representatives.

Executive Council

- President
- Vice President Academic
- Vice President Student Life
- Vice President External
- Vice President Operations and Finance

Powers and Responsibilities of the Executive Council

- Observe and uphold the objectives of the ULSU.
- Execute, adhere to, and implement all General Assembly decisions and policies.
- Oversee the office and the employees of the ULSU.
- Oversee the regular operations of the ULSU.
- Authorize and approve general expenditures as defined in the Financial Policy, the Constitution, or any other portion of the ULSU Bylaws and Policies, as within the purview of the Executive Council; be the primary body to present initiatives to the General Assembly; and,
- Represent all members of the ULSU.
- 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.

For more information on these roles, please contact Mark Serebryansky, the Governance and External Relations Officer at su.governance@uleth.ca

If you have any questions or concerns around elections or this nomination package, please contact Julia de Souza, Chief Returning Officer, at cro.elections@uleth.ca

President

Course Allowances & Requirements for the President

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

Responsibilities of the President

- Is the ceremonial head of the Students' Union.
- Is the official representative of the Students' Union and shall attend seminars, conferences, and general meetings on behalf of the Students' Union.
- Is responsible for ensuring that the Students' Union is well staffed and run in an organized and efficient manner.
- Is sole signing authority on all official Students' Union correspondence on matters of political position and opinion and has financial co-signing authority as outlined in the ULSU Constitution.
- Is responsible for the maintenance of the efficient administration of the affairs of the Students' Union.
- In conjunction with the VP Operations & Finance, oversee all matters related to human resources at the Students' Union.
- Acts as a liaison between the Students' Union, the University of Lethbridge Faculty, Staff and Administration, and the community.
- Along with the Governance and External Relations Officer, is responsible for the preparation of agendas.
- Will appoint an external Chair for meetings of the General Assembly, to be ratified by the General Assembly, and will chair meetings of the General Assembly in the Chair's absence.
- Will chair, or delegate to an appropriate chair, all Town Hall Meetings of the Students' Union, except those relating to Elections and Referenda.
- May be a delegate to any provincial and federal lobby groups the Students' Union subscribes to.
- Will ensure that all written reports are completed.
- Will attend all meetings of the General Assembly, the Executive Council, the University of Lethbridge Board of Governors, the General Faculties Council, the University of Lethbridge Senate, and various other committees and councils as outlined by the ULSU Bylaws and Policies.
- Will relay all pertinent information to the General Assembly in a timely manner.
- Will be aware of all responsibilities required of themselves in accordance with Students' Union legislation.
- Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority; and,

- Will fulfill any other responsibilities inherent in the legislation of the Students' Union.

Vice President Academic

Course Allowances & Requirements for the VP Academic

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

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Responsibilities of the VP Academic

- Is the academic liaison to all active members of the Students' Union on any proceedings of an academic nature.
- Is the liaison to each Faculty Representative in regard to all faculty and related academic matters.
- Is tasked with maintaining an awareness of current issues and developments regarding academic matters relevant to the Students' Union and University of Lethbridge students and therefore, leads and coordinates the Students' Union's efforts on academic advocacy.
- Has the authority to recommend the appointment of student members to University of Lethbridge committees on behalf of the Students' Union.
- Shall seek to gain student representation on appropriate University of Lethbridge committees if such representation does not exist.
- Will, in conjunction with the Operations Coordinator, organize an academic speakers' series or event and other activities of an academic nature;
- Will promote undergraduate research at the University of Lethbridge.
- Will act as a student advisor concerning Grade Appeals and to the GFC Undergraduate Student Discipline Committee.
- Will remain current on academic issues and developments, and inform the Executive Council, the General Assembly, and the student body as required.
- Will attend all meetings of the General Assembly, the Executive Council, the General Faculties Council, and various other committees and councils as outlined by the ULSU Bylaws and Policies.
- Will relay all pertinent information to the General Assembly in a timely manner.
- Will be aware of all responsibilities required of themselves in accordance with Students' Union legislation.

- Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority; and,
- Will fulfill any other responsibilities inherent in the legislation of the Students' Union.

Vice President Student Life

Course Allowances & Requirements for the VP Student Life

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

Responsibilities of the VP Student Life

- Is responsible for ensuring a diverse and engaging experience for all members of the Students' Union through events, clubs, and other activities.
- Is the liaison between clubs and the General Assembly.
- Will facilitate communication between the General Assembly and the active members of the Students' Union.
- Has the authority to discipline Clubs on behalf of the Students' Union to ensure all groups are adhering to the Constitution, Bylaws, and Policies of the Students' Union.
- Will make presentations to the General Assembly and Executive Council on behalf of Clubs, Clubs Council.
- Will facilitate the ratification process between Clubs, and the General Assembly by making the paperwork and necessary information readily available.
- Will ensure that all ratification forms have been reviewed prior to submission to the General Assembly and will address any concerns on behalf of Clubs, at the General Assembly meeting.
- Will, along with the Governance and External Relations Officer, be responsible for the preparation of the agendas for all Clubs Council meetings.
- Will chair all meetings of Clubs Council.
- Will be responsible for the orientation of the incoming General Assembly through an annual retreat at which the VP Student Life, in conjunction with the other members of the Executive Council will present all relevant materials to the incoming General Assembly.
- Will coordinate volunteers for all Students' Union events or delegate a representative to do so.
- Shall be responsible for the effective communication on behalf of the Students' Union to the University of Lethbridge Community.
- Will, in conjunction with the Operations Coordinator, organize activities, events, and projects of a non-academic nature.
- Will attend all meetings of the General Assembly, the Executive Council, and various other committees and councils as outlined by the ULSU Bylaws and Policies.

- Will relay all pertinent information to the General Assembly in a timely manner.
- Will be aware of all responsibilities required of themselves in accordance with Students' Union legislation.
- Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority.
- Will fulfill any other responsibilities inherent in the legislation of the Students' Union.

Vice President External

Course Allowances & Requirements for the VP External

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

Responsibilities of the VP External

- 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.
- Is the primary advocate of students to all external stakeholders.
- Is responsible for promoting the Students' Union to the external community through a variety of projects and events.
- The VP External has the authority to speak on behalf of the Students' Union when advocating to all levels of government.
- Shall act as the primary Government Relations Officer of the Students' Union.
- Is a delegate, normally the primary delegate, to any provincial and federal lobby groups of which the Students' Union subscribes.
- Is the primary advocate for University of Lethbridge Students to the City of Lethbridge.
- Will act as the primary policy researcher for all political policies of the Students' Union and/or its affiliated lobby organizations.
- Will organize activities and events that would outreach to the external community.
- In conjunction with the Marketing and Communications Manager and Governance and External Relations Officer, oversee all methods of communication and technology, including but not limited to: The Students' Union Website; social media; The Students' Union Blog; and Students' Union Press releases.
- Will 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.
- Will attend all meetings of the General Assembly, the Executive Council, the U of L Senate, and various other committees and councils as outlined by the ULSU Bylaws and Policies.
- Will relay all pertinent information to the General Assembly in a timely manner.

- Will be aware of all responsibilities required of themselves in accordance with Students' Union Legislation.
- Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority; and,
- Will fulfill any other responsibilities inherent in the legislation of the Students' Union.

Vice President Operations & Finance

Course Allowances & Requirements for the VP Operations & Finance

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

Responsibilities of the VP Operations & Finance

- Is the Chief Financial Officer of the Students' Union and shall uphold all the responsibilities thereof.
- Is responsible for ensuring that the Students' Union is well staffed, and run in an organized and efficient manner.
- Has financial co-signing authority as outlined in the ULSU Constitution.
- Has the authority to ensure that operational policies and legislation of the Students' Union are adhered to.
- Will, in conjunction with the General Manager and Accountant, 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.
- Will report the state of pertinent finances of the Students' Union to the General Assembly and Executive Council at each meeting.
- Will ensure that the financial accounts of the Students' Union are audited annually, commencing no later than one (1) month after the fiscal year end, for the information of the active membership of the Students' Union.
- Will oversee the applications and the approval process of all Students' Union grants.
- Will oversee operational aspects of the Students' Union Building.
- Will, in conjunction with the President, oversee all matters related to human resources at the Students' Union.
- Will be responsible for the coordination of any Students' Union Constitutional, Bylaw, or Policy revisions.
- Will initiate projects and carry out duties of an operational or financial nature.
- Will attend all meetings of the General Assembly, the Executive Council, the University Budget Advisory Committee, and various other committees and councils as outlined by the ULSU Bylaws and Policies.
- Will relay all pertinent information to the General Assembly in a timely manner.

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

General Assembly

- Six (6) Arts & Science Representatives
- One (1) Fine Arts Representative
- Two (2) Dhillon School of Business Representatives
- One (1) Education Representative
- One (1) Health Science Representative
- One (1) Indigenous Representative
- One (1) International Representative
- One (1) Residence Representative
- One (1) Calgary Campus Representative
- One (1) First Year Representative

Powers and Responsibilities of the General Assembly

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

For more information on these roles, please contact Mark Serebryansky, the Governance and External Relations Officer at su.governance@uleth.ca

If you have any questions or concerns around elections or this nomination package, please contact Julia de Souza, Chief Returning Officer, at cro.elections@uleth.ca

Time Requirement & Restrictions

Hour Requirements

- Members of the ULSU Executive Council are required to work a minimum of thirty-five (35) hours per week, which will include time spent attending Executive Council meetings, General Assembly meetings, and committee meetings;
- Academic Reps, International Student Rep, Indigenous Rep, Calgary Campus Rep and the Residence Rep are required to work a minimum of ten (10) hours per month, which will include attending all General Assembly meetings;

Office Hours

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

Summer Hours

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

Restrictions on Secondary Employment

- Members of the Executive Council are permitted to hold part-time employment up to fifteen (15) hours per month. Any additional employment must be approved by the General Assembly.
- 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 required meetings.

Honoraria

- **President & Vice Presidents:** \$3,640.41 per month (paid monthly from May – April); and, Executive Council honoraria are subject to national CPI increase annually.
- **General Assembly Members:** \$250.00 per month gross from September – April.
- **Summer Honoraria:** \$250.00 per month from May-April if members have been actively involved in their roles during the summer terms.

General Assembly Members are bound by the Honoraria Bylaw they were elected under, and any changes made to this Bylaw will take effect on May 1st of the following year.

Important Dates & Deadlines

- **January 30, 8:30 AM** – Nominations Open (Online via Smartsheet)
- **February 9, 9:00 AM** – Candidate Portraits Open
- **February 11, 3:00 PM** – Candidate Portraits Close
- **February 12, 3:00 PM** – Nominations Close
- **February 12, 5:00 PM** – Candidate Orientation (MANDATORY) (Online via Microsoft Teams)
- **February 13, 8:30 AM** – Campaigning Period Begins
- **February 24, 12:00 PM** – General Assembly Town Hall (Markin Hall)
- **February 25, 12:00 PM** – Executive Council Town Hall (Markin Hall)
- **February 26, 12:00 PM** – Executive Council Debate (Markin Hall)
- **February 27, 9:00 AM** – Campaigning Period Ends
- **March 3, 9:00 AM** – Voting Opens (Online)
- **March 6, 3:00 PM** – Voting Closes
- **March 6, 5:00 PM** – Results Announced (The Zoo)

Campaign Expense

Campaign Advertising Limit: Three Hundred dollars (\$300.00) maximum per candidate

Election candidates may not exceed the Three Hundred dollars (\$300) expense limit for a campaign, expenses allowable defined in the ULSU Legislation and at the discretion of the CRO.

A fair market value assessment of all donations must be included in the budget of the campaign.

Each Executive Council candidate will receive a maximum of a One Hundred dollars (\$100.00) reimbursement for campaign expense upon campaign expense report being submitted to the CRO.

The CRO reserves the right to request a clear and complete statement of an individual's campaign expenses.

Campaign Fines

- Should an individual exceed the applicable expense limit, the CRO, on behalf of the ULSU, will fine them fifty cents (\$0.50) for every dollar in excess of the limit.
- If the CRO should find any campaign materials around the campus after campaign end time, they, on behalf of the ULSU, will fine the individual or organization as follows: A maximum fine of twenty-five dollars (\$25.00) per banner; A maximum fine of ten dollars (\$10.00) per poster; and, For all other campaign material, a five dollar (\$5.00) fine per item will be levied.

- Mutilation or removal of any campaign material without authority of the owner or the CRO will result in a fifty (\$50.00) fine per instance to responsible candidates.