



# The Students' Union, the University of Lethbridge

Operations Manual – 2019-2020  
Last Amended March, 2019

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## DEFINITIONS

Last Amended [Date]

1. "Academic Year" shall refer to the period extending from May 1 to 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. "Academic Representative" is a member of the General Assembly elected from amongst students of a particular faculty or school to represent them, either through a general election or 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 via by-election of the General Assembly, 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 eleven (11) Academic Representatives, the Residence Representative, the Calgary Campus Representative, the International Student Representative, the Indigenous 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".
51. "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".
52. "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. "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".



## THE MISSION, VISION AND OBJECTS

Last Amended February 2013

1. The objects of the ULSU:
  - 1.1. The objects of the Students' Union shall be:
    - 1.1.1. To provide for the administration of the affairs of Students' Union members;
    - 1.1.2. To foster the development and management of student organizations, and once developed, to affiliate with those institutions in accordance with ULSU legislation;
    - 1.1.3. To advance the interests of its members and to promote the general welfare of all University of Lethbridge students;
    - 1.1.4. To promote a liberal education consistent with the mission and vision statement of the University of Lethbridge;
    - 1.1.5. 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;
    - 1.1.6. To foster the intellectual growth of all students in order to benefit the individual, the University of Lethbridge Community, and society at large; and,
    - 1.1.7. To encourage students to engage in intellectual pursuits and active citizenship.
  - 1.2. The Students' Union shall further these objects through, but not limited by, the following:
    - 1.2.1. 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;
    - 1.2.2. Supplying of goods, services, and facilities to students and student organizations for the promotion of social, cultural, and educational activities;
    - 1.2.3. Organizing and actively promoting activities and programs to meet the diverse needs of our membership;
    - 1.2.4. Representing its members, individually and collectively, to the University of Lethbridge, levels of government and affiliated student organizations; and,
    - 1.2.5. The acquisition, maintenance, and ownership of any capital or real property that is of direct benefit to ULSU members.

## **BYLAW 1 – MEMBERSHIP AND RIGHTS OF MEMBERS**

Last Amended [Date]

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 BYLAW 1, Section 3.
  - 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 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 their 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.

## BYLAW 2 – LEGISLATION

Last Amended [Date]

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.

## **BYLAW 3 – GENERAL ASSEMBLY**

Last amended [Date]

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. 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.
  - 3.1. With the exception of the First Year Representative.
4. The voting members of the ULSU General Assembly shall include:
  - 4.1. The Executive Council;
  - 4.2. Eleven (11) Academic Representatives;
  - 4.3. The Residence Representative;
  - 4.4. The Calgary Campus Representative;
  - 4.5. The International Student Representative;
  - 4.6. The Indigenous Student Representative; and
  - 4.7. The First Year Representative.
5. The non-voting members of the ULSU General Assembly shall include:
  - 5.1. The Chair of the General Assembly;
  - 5.2. The General Manager of the Students' Union;
  - 5.3. The Executive Assistant of the Students' Union.
6. 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.
7. Rights of voting in Council:
  - 7.1. Only members of General Assembly are entitled to vote at a properly convened General Assembly meeting.;

- 7.2. Voting may not take place in camera; and,
  - 7.3. A member of the General Assembly may lose or have suspended the right to vote if they are unduly disruptive or rude, as determined by the Chair of the General Assembly.
  
8. 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.
  
9. The powers and responsibilities of the General Assembly are as follows:
  - 9.1. 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,
  - 9.2. The General Assembly will:
    - 9.2.1. Observe and uphold the objectives of the ULSU;
    - 9.2.2. Approve expenditure in accordance with ULSU Legislation;
    - 9.2.3. Authorize The creation of all new employee positions;
    - 9.2.4. Authorize changes to the budget;
    - 9.2.5. Authorize expenditures from the Capital Replacement Fund;
    - 9.2.6. Serve as a check and balance to the Executive Council;
    - 9.2.7. Be well informed of the activities of the ULSU;
    - 9.2.8. 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,
    - 9.2.9. Act as representatives of the ULSU.
  
10. The General Assembly will have:
  - 10.1. One (1) meeting before May 7th of each term to:
    - 10.1.1. Become familiar with position portfolios and the general organization of the Students' Union; and,
    - 10.1.2. Approve the annual budget for the upcoming year.
  - 10.2. Meetings during the summer at the discretion of the Executive Council.
  - 10.3. One meeting per month during the Fall and Spring semesters.
  
11. General Assembly Agenda Submission Deadline:
  - 11.1. 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,
  - 11.2. If a meeting is called within six (6) business days, the President will set a reasonable deadline for submission of agenda items.

12. The ULSU General Assembly may mandate or authorize the Executive Council to perform duties that are within the purview of the General Assembly; however,
  - 12.1. Any such delegation of duty or authority shall expire upon the end of the current General Assembly's term of office.
13. 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.
14. Upon taking office, the General Assembly agrees to protect all confidential information obtained as a result of their position.
15. Wherever, in ULSU legislation, the Statutes of the Province of Alberta or those of the Government of Canada, the approval of the 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.
16. Members of the General Assembly shall not be referred to as employees within the legislation of the ULSU, except where otherwise specified.
17. 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.
18. 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.
19. 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.

## **BYLAW 4 – GENERAL ASSEMBLY OBLIGATIONS**

Last Amended [Date]

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 Academic Representatives, International Student Representative, Indigenous 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, they 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 7th for Summer Semesters, September 15th for the Fall Semester, and January 15th 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 at the University of Lethbridge; 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 their 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 their term. This does not include days on which the University of Lethbridge offices are closed;
- 8.2. Each member of the Executive Council is allowed to take the fall and spring semester term-breaks off with the following stipulations:
  - 8.2.1. Will check their email on a daily basis and respond when necessary;
  - 8.2.2. Will be able to be contacted in case of an emergency.
- 8.3. Should a member of the Executive Council resign before their term of office ends, their 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 their Students' Union title only when representing the Students' Union in a capacity pertaining to their position.

## **BYLAW 5 – THE EXECUTIVE COUNCIL**

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. Meetings
  - 5.1. The Executive Council will have at least:
    - 5.1.1. Two (2) meetings per month during the period from May to August; and,
    - 5.1.2. Weekly meetings during the period from September to April.
  - 5.2. Executive Council Agenda Submission Deadline:
    - 5.2.1. 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.
  
6. Quorum for meetings of the Executive Council is four (4) members present.

7. The Executive Council will have full authority to deal with all matters which are of an executive character.
8. The Executive Council must report all decisions publicly by way of providing minutes in a medium which is accessible to all members.
9. A decision of the Executive Council may be overruled by a two-thirds (2/3) majority vote taken by the General Assembly.
10. 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.
11. Matters of Executive or non-Executive nature or character are defined by ULSU legislation.

## BYLAW 6 – FINANCE

Last Amended [Date]

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 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: 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.

## BYLAW 7 - MEMBERSHIP FEES AND STUDENT LEVIES

Last Amended [Date]

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 1st 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. CKXU Radio Levy;
    - 4.1.2. An LPIRG Levy;
    - 4.1.3. A Campus Women's Centre Levy;
    - 4.1.4. Any other levy approved by referendum, and designated by the ULSU Fees and Levies Policy; and,
    - 4.1.5. World University Service of Canada (WUSC)
  
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 number of fees and levies, as stated in the ULSU Fees and Levies policies, may only be altered by the terms of a referendum.

## BYLAW 8 – 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 they are 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, School, Staff and Administration, and the community;
  - 3.4. Along with the Executive Assistant, be responsible for the preparation of agendas, as follows:
    - 3.4.1. The agendas for a meeting of the Executive Council must be prepared at least one (1) business day prior to that meeting;
    - 3.4.2. The agendas for a meeting of the General Assembly must be prepared at least four (4) business days prior to that meeting; and,



- 3.4.3. 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, 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 their activities since the preceding meeting;
- 5.2. Submit a monthly written report to the Executive Assistant summarizing their 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 them in accordance with Students' Union legislation;
- 6.2. The President will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority; and,
- 6.3. The President will fulfill any other responsibilities inherent in the legislation of the Students' Union.

## **BYLAW 9 – 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 Academic Representative in regard to all faculty or school 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. Organize an academic speakers' series or event;
  - 3.2. 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;
    - 3.4.1. However, to avoid conflict of interest, the VP Academic shall not appoint themselves to the GFC Undergraduate Student Discipline Committee;
  - 3.5. Remain current on academic issues and developments, and inform the Executive Council, the General Assembly, and the student body as required;
  - 3.6. Maintain a file of information about all students serving on University of Lethbridge committees;
  - 3.7. Act as chair, in the President's absence, all Town Hall Meetings of the Students' Union, except those relating to Elections and Referenda; and,
  - 3.8. 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 their activities since the preceding meeting;
  - 5.2. Submit a monthly written report to the President and Executive Assistant summarizing their 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 them 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 their first priority; and,
  - 6.3. The VP Academic will fulfill any other responsibilities inherent in the legislation of the Students' Union.

## **BYLAW 10 – 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 delegate to the Council of Alberta University Students (CAUS) and the Canadian Alliance of Student Associations (CASA);
    - 1.3.1. In the case the VP External is elected to the Board of Directors for CASA, the President becomes the primary delegate;
    - 1.3.2. In the case the VP External is elected Chair or Vice-Chair of CAUS, the President becomes the primary delegate.
  - 1.4. Is the primary liaison to the University of Lethbridge Calgary Campus; and,
  - 1.5. 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 the primary advocate for University of Lethbridge Students to the City of Lethbridge;
  - 3.3. Act as the primary policy researcher for all political policies of the Students' Union and/or its affiliated lobby organizations;
  - 3.4. Organize activities and events that would outreach to the external community;
  - 3.5. In conjunction with the Communications Coordinator and Executive Assistant, oversee all methods of communication and technology, including but not limited to:
    - 3.5.1. Students' Union Press releases.
  - 3.6. 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 their activities since the preceding meeting;
    - 5.2. Submit a monthly written report to the President and Executive Assistant summarizing their 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 them 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 their first priority; and,
    - 6.3. The VP External will fulfill any other responsibilities inherent in the legislation of the Students' Union.

## **BYLAW 11 – 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 Health & Safety Advisory 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 their activities since the preceding meeting;
  - 5.2. Submit a monthly written report to the President and Executive Assistant summarizing their 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 them in accordance with Students' Union legislation;
  - 6.2. The VP Operations & Finance will ensure that the rules outlined in the Constitution, Bylaws, and Policies is considered their first priority; and,
  - 6.3. The VP Operations & Finance will fulfill any other responsibilities inherent in the legislation of the Students' Union.



## **BYLAW 12 – 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;
    - 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. 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 and Drug Awareness Committee;
    - 4.4.3. The CKXU Board of Directors;
    - 4.4.4. Preventing Sexual Violence Awareness Committee; and,
    - 4.4.5. 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 their activities since the preceding meeting;
  - 5.2. Submit a monthly written report to the President and Executive Assistant summarizing their 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 them 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 their first priority; and,
  - 6.3. The VP Student Affairs will fulfill any other responsibilities inherent in the legislation of

the Students' Union.

## **BYLAW 13 – THE ACADEMIC REPRESENTATIVES**

Last Amended April 2015

1. The Academic Representatives are as follows:
  - 1.1. Six (6) Arts & Science Faculty Representatives;
  - 1.2. Two (2) Dhillon School of Business Representatives;
  - 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 Academic Representative will:
  - 2.1. Facilitate communication between the General Assembly and the active members of the ULSU;
  - 2.2. Represent the faculty or school from which they are elected by bringing forth information and perspectives from their respective faculties or schools 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 their 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 Academic Representative has one (1) vote on all General Assembly business items.
  
4. The Academic Representatives will fulfill and ensure ULSU legislation is being maintained.
  
5. The Academic Representatives will be voted in by the constituency they will represent thereafter.
  
6. The Academic Representatives must be of the constituency electing them.
  - 6.1. A nominee for Academic 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 14 – 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 their 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 they will represent thereafter.
5. The Residence Representative must be of the constituency electing them.
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 15 – 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 their 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 they will represent thereafter.
5. The International Student Representative must be of the constituency electing them.

## **BYLAW 16 – THE INDIGENOUS STUDENT REPRESENTATIVE**

Last Amended March 5, 2013

1. The Indigenous Student Representative will:
  - 1.1. Facilitate communication between the General Assembly and the Indigenous students of the University of Lethbridge;
  - 1.2. Represent the Indigenous 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 their 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 Indigenous Student Representative has one (1) vote on all General Assembly business items.
3. The Indigenous Student Representative will ensure ULSU Legislation is being adhered to.
4. The Indigenous Student Representative will be voted in by the constituency they will represent thereafter.
5. The Indigenous Student Representative must be of the constituency electing them.



## **BYLAW 17 – 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 their 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 they will represent thereafter.
6. The Calgary Campus Representative must be of the constituency electing them.

## **BYLAW 18 – 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 their 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, at an internal election during the September General Assembly Meeting, select a candidate that best represents the population of first year students within the University.

## **BYLAW 19 – 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 Robert's 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 20 – HONORARIA**

Last Amended April 2015

1. Each member of the General Assembly will receive the following honoraria, the amounts indicated are subject to government legislated deductions:
  - 1.1. Executive Council Members:
    - 1.1.1. \$2,814.80 per month gross from May – April;
  - 1.2. Academic Representatives, First Year Representative, International Student Representative, Indigenous Representative, and Residence Representative
    - 1.2.1. \$75.00 each per month gross from September – April;
  - 1.3. Calgary Campus Representative:
    - 1.3.1. \$200.00 per month gross from August - April.
  
2. The General Assembly voting members honoraria are subject to national CPI increases annually; using the 2018-2019 fiscal year as the base year;
  - 2.1. Honoraria does not decrease when CPI deflates.
  
3. 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.
  
4. Advances in Honoraria must be approved through the Executive Council.

## **BYLAW 21 – 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.

6. The Students' Union shall not hold any religious affiliations, and shall not hold affiliations with any political party.
  
7. 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.

## BYLAW 22 - CONFLICT OF INTEREST

Last Amended [Date]

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 they are a member, with the exception of their elected faculty or school affiliation;
  - 1.8. Voting on motions relating to clubs of which they are 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 their 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 their family has a material interest.
7. No member of the ULSU shall knowingly enter into a conflict of interest.



## **BYLAW 23 – 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 their 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 their 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 of 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 their 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 24 – 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, they 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 them 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 their 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 25 – 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 Academic Representative candidates running to represent the faculty in which they are registered and on the campus at which they attend classes;
    - 2.1.1. If an active member is registered in a combined degree program, they are eligible to vote as a member of each faculty or school in which they are registered in;
  - 2.2. An active member of the Students' Union may vote for the candidates running for the position of Residence Representative only if they reside in the University of Lethbridge residences;
  - 2.3. An active member of the Students' Union may vote for the Calgary Campus Representative only if they are 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;
  - 2.5. An active member of the Students Union may vote for the International Student Representative only if they are 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 Indigenous Student Representative only if they are designated by the University of Lethbridge Registrar as an Indigenous 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 ULSU directly demonstrates to the CRO, or delegate, their 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 their 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 their 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

- 7.1. An internal by-election shall be held at a regularly convened General Assembly meeting as required by Bylaw 26 – General Elections and By-elections.



- 7.2. In an Internal By-election, only ratified members of the General Assembly may cast a vote;
  - 7.2.1. The President shall cast their vote in a sealed envelope ranking all candidates numerically in order of preference for each position contested;
- 7.3. In the case of a tie, the sealed vote from the President shall be counted to determine a winner;
- 7.4. 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 26 – 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. Be a student at the University of Lethbridge;
      - 1.2.2.2. Fill out the official ULSU nomination form in ink including their name, phone number, University of Lethbridge student identification number, and position for nomination;
      - 1.2.2.3. 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;
      - 1.2.2.4. Confirm, by signing the nomination form, that they shall comply with all ULSU legislation;
      - 1.2.2.5. Have the official ULSU nomination form signed by ten (10) active members of the ULSU, including their student identification numbers and signatures;

- 1.2.2.6. 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;
  - 1.2.2.6.1. The deposit shall be refunded in full to a candidate for an Executive Council position if they receive a minimum of ten percent (10%) of the votes for that position;
- 1.2.2.7. 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;
- 1.2.2.8. 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;
  - 1.2.2.8.1. A nominee may request and receive special exemption to section(s) of Bylaw 26 General Elections and By-Elections, 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;
- 1.2.2.9. Submit the official nomination form, the academic standing letter, the financial standing report, and the deposit if required, to the CRO, the ULSU Administrative Assistant or the Executive Assistant before the closing of the nomination period;
- 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, they 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 them 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 enumerated 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 ULSU 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 27 – 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 their 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 they 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

- 2.1. Campaign materials will be limited to posters, clothing, ribbons, buttons, and banners;  
or,
  - 2.1.1. Any other campaign materials must be approved by the CRO;
- 2.2. No stickers of any kind will be used as campaign material;
- 2.3. Campaign materials may not be used for the spread of any message of hate;
- 2.4. 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;
- 2.5. The CRO must establish internet campaigning rules to be announced at all orientation sessions; and,
- 2.6. The following are the allowances for posters:
  - 2.6.1. No poster may obscure or cover other campaign materials or business signs;
  - 2.6.2. All candidates must comply with the building codes set out by the University;  
and,
  - 2.6.3. 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

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



## **BYLAW 28 – 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:
  - 2.1. Must be submitted in writing to the CRO no later than two (2) weeks following the official press release of the election results; and,
  - 2.2. May be initiated by the CRO.
  
3. The CRO is empowered to resolve questions pertaining to the election Bylaws. The CRO's 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:
  - 4.1. An alleged infraction concerning nominations must be filed with the CRO within twenty-four (24) hours of the close of the voting period;
  - 4.2. A ruling by the CRO must be made before the results of the election are made official;
  - 4.3. In the case of an appeal of the CRO's decision:
    - 4.3.1. The candidate must submit their appeal to the President of the Students' Union within twenty-four (24) hours of the CRO's decision;
    - 4.3.2. A ruling must be made by the General Assembly before the results of the election are made official;
    - 4.3.3. An emergency meeting of the General Assembly must be held within two (2) business days of receiving the appeal; and,
  - 4.4. In the case of a reinstatement of the nominee, they may begin campaigning directly following the adjournment of the meeting of the General Assembly;
  - 4.5. In the case of an alleged infraction during the campaigning or voting periods:
    - 4.5.1. A written statement must be submitted to the CRO outlining the perceived infractions of the candidate(s); and,
    - 4.5.2. 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;
    - 4.5.3. 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,

- 4.5.4. The CRO will sit as a resource person on the General Assembly during the adjudication of election complaints;
- 4.5.5. The penalties for contravening any election or referendum rules regulations are at the discretion of the General Assembly under the advisement of the CRO:
  - 4.5.5.1. A fine not exceeding \$100.00 dollars; and/or
  - 4.5.5.2. Annulment of the balloting results for the position or referendum in question.

## **BYLAW 29 – 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 voters 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 ULSU 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 ULSU 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 ULSU 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 30 – 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
  - 2.1. 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 them 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. Fee
  - 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, they 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, they may appoint a delegate to represent them, 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 31 - STUDENT ORGANIZATIONS**

Last Amended [Date]

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.



## BYLAW 32 – CLUBS

Last Amended March 5, 2013

1. Club Ratification
  - 1.1. Refer to Policy XVI-Club Policy for the ratification of all clubs.
  
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 offsetting 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 Policy XVI - Club Funding.
- 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
  - 7.1. Refer to policy XVII-Club Space regarding club rooms and office space.
- 8. Club Events
  - 8.1. Refer to policy XVII- Club Events for all club events.
- 9. Alcohol
  - 9.1. Refer to Policy XX-Club Alcohol for all events containing alcohol.

## **BYLAW 33 – 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 their 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 34 – FRATERNITIES AND SORORITIES**

Last Amended March 5, 2013

1. Fraternity and Sorority Ratification
  - 1.1. A fraternity or sorority will be ratified under Policy XXI Fraternity and Sororities. 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;
  - 2.2. A previously ratified fraternity or sorority must provide proof of an election within fifteen (15) business days of a request; and,
  - 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 measures to ensure that the fraternity or sorority is being financially and legally responsible;
  - 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; and,
    - 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 and 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 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, 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
  - 6.1. Refer to Policy XVIII-Club Events and Policy XXI-Fraternities and Sororities for all events that are held on campus or use ULSU resources to promote, plan or execute.
- 7. Alcohol
  - 7.1. Refer to Policy XX - Club Alcohol Policy for all events containing alcohol that are held on campus or use ULSU resources to promote, plan or execute.

## **BYLAW 35 – 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 36 – 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.
  - 1.7. Communications Coordinator
  - 1.8. Bar and Events Manager
  - 1.9. Kitchen and Catering 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 their 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 37 – 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 their 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 their 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.

## BYLAW 38 – 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 39 – 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)



## **BYLAW 40 - 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.