



ELECTIONS MANUAL 2024

- FEB 5, 8:30AM - NOMINATIONS OPEN
- FEB 15, 3:00PM - NOMINATIONS CLOSE
- FEB 15, 5:00PM - CANDIDATE ORIENTATION
- FEB 18, 8:30AM - CAMPAIGNING PERIOD BEGINS
- FEB 27, 12:00PM - EXECUTIVE COUNCIL TOWNHALL
- FEB 28, 12:00PM - GENERAL ASSEMBLY TOWNHALL
- FEB 29, 12:00PM - EXECUTIVE COUNCIL DEBATE
- MAR 4, 9:00AM - CAMPAIGNING PERIOD ENDS
- MAR 5, 9:00AM - VOTING OPENS
- MAR 8, 3:00PM - VOTING CLOSES
- MAR 8, 5:00PM - RESULTS ANNOUNCED

**ALL POSITIONS
AVAILABLE**

FOR MORE INFORMATION VISIT
[ELECTIONS.ULSU.CA](https://elections.ulsu.ca)



VISION & MISSION

VISION

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

MISSION

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

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





ORGANIZATIONAL CHART

GENERAL ASSEMBLY

(6) Arts & Science Reps
Calgary Campus Rep
(2) DSB Reps
Education Rep

Fine Arts Rep
Health Sciences Rep
Indigenous Rep
International Rep

Residence Rep
1st Year Rep
(Elected in September)

EXECUTIVE COUNCIL

VPX

VPA

President

VPOpFi

VP SA

GENERAL MANAGER

Accountant

Operations
Coordinator

Administrative
Assistant

Health &
Dental
Administrator

Zoo
Managers

Communications
& Marketing
Coordinator

Executive
Administrator

Imaginus
Staff

Service Centre
Staff

Pub &
Kitchen Staff



ELECTION RULES

NOMINATIONS & ELIGIBILITY OF CANDIDATES

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;

A prospective candidate must:

1. Completely fill out the official ULSU nomination form in ink;
2. Sign the nomination form in the presence of a ULSU staff member;
3. Have the official ULSU nomination form signed by 12 current undergraduate students, including their student identification numbers and signatures;
4. Confirm, by signing the nomination form, that you shall comply with all ULSU legislation;
5. Pay a nomination deposit of \$20 when dropping off your form, only if running for an Executive Council position;
6. The deposit shall be refunded in full the candidate receives a minimum of 10% of the votes for that position;
7. Include a letter from the Registrar's Office of academic enrollment;
8. A nominee must include a financial standing report obtained via the Cash Office section of The Bridge Web Information System verifying that at least 50% of your total student fees for the semester has been paid. A nominee may request and receive special exemption from this via approval from the General Assembly. Such request must be made either to the CRO or the Executive Council 48 hours prior to the closing of nominations to ensure appropriate time for a mailbox ballot of the General Assembly;
9. Submit the official nomination form, the enrollment letter, the financial standing report, and the deposit if required, to a staff member at the ULSU office before the closing of the nomination period;
10. Refunds shall not be made available to candidates who are disqualified from or withdraw from the election;
11. Members of the ULSU may only be nominated for 1 position per election;
12. Any person who was elected to the General Assembly and then impeached shall not be eligible to be nominated for any position;
13. A candidate's nomination shall not be deemed valid unless the candidate, or a delegate, as approved by the CRO, attends the orientation session;
14. If any candidate is not able to attend, he or she must submit written notification to the CRO at least 48 hours before the orientation session;
15. 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 24 hours of receiving the notice.



ELECTION RULES

CAMPAIGNING

Each candidate shall campaign in a reasonable and responsible manner, including:

1. Being personally responsible and liable for any damages resulting from the campaign;
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,
3. Being responsible for complying with the provisions of ULSU legislation and regulations outlined during the orientation session.

CAMPAIGN MATERIALS

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

1. Campaign materials will be limited to posters, clothing, ribbons, buttons, and banners;
2. The use of ULSU's or University's logo on your campaign materials is not allowed;
3. Any other campaign materials must be approved by the CRO;
4. No stickers or handbills of any kind will be used as campaign material;
5. Campaign materials may not be used for the spread of any message of hate;
6. 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;
7. The CRO must establish internet campaigning rules to be announced at all orientation sessions;
8. The following are the allowances for posters:
 - No poster may obscure or cover other campaign materials or business signs;
 - All candidates must comply with the building codes set out by the University;
 - Each campaign will be limited to a maximum of 1 banner per building and 3 in total.

CAMPAIGN EXPENSES

1. Election candidates may not exceed \$150.00 expense limit for a campaign, expenses allowable defined in ULSU legislation and at the discretion of the CRO.
2. A fair market value assessment of all donations must be included in the budget of the campaign.
3. Each Executive Council candidate will receive a maximum of a \$50.00 reimbursement for campaign expenses upon itemized receipts being submitted to the CRO.
4. The CRO reserves the right to request a clear and complete statement of an individuals campaign expenses.

CAMPAIGN FINES

1. Should an individual exceed the applicable expense limit, the CRO, on behalf of the ULSU, will fine them \$0.50 for every dollar in excess of the limit.
2. If the CRO should find any campaign materials around the campus after the campaign end time, he or she, on behalf of the ULSU, will fine the individual or organization as follows:
 - A maximum fine of \$25.00 per banner;
 - A maximum fine of \$10.00 per poster; and,
 - For all other campaign material, a \$5.00 fine per item will be levied.
3. Mutilation or removal of any campaign material without authority of the owner or the CRO will result in a \$50.00 fine per instance to responsible candidates.





IMPORTANT DATES AND DEADLINES

FEB 5

8:30am

NOMINATIONS OPEN

FEB 15

3:00pm

NOMINATIONS CLOSE

5:00pm

CANDIDATE ORIENTATION

FEB 18

8:30am

CAMPAIGNING BEGINS

FEB 27

12:00pm

EXECUTIVE COUNCIL NOMINEE TOWNHALL

FEB 28

12:00pm

GENERAL ASSEMBLY NOMINEE TOWNHALL

FEB 29

12:00pm

EXECUTIVE COUNCIL NOMINEE DEBATE

MAR 4

9:00am

CAMPAIGNING ENDS

MAR 5

9:00am

ONLINE VOTING OPENS

MAR 8

3:00pm

ONLINE VOTING CLOSES

5:00pm

ELECTION RESULTS ANNOUNCED



POSITIONS

WHAT IS INVOLVED WITH BEING AN EFFECTIVE LEADER?

EXECUTIVE COUNCIL

Full-time honoraria positions
35-hour/week commitment
Become a professional student advocate
Plan and host student events
Lobby government on student issues
Oversee the ULSU office and building

GENERAL ASSEMBLY REPRESENTATIVE

Part-time honoraria positions
10-20-hour/month commitment
Represent your constituency
Attend monthly meetings
Oversee ULSU spending
Assist with or plan student events

WHAT POSITION WILL YOU CHOOSE?

EXECUTIVE COUNCIL POSITIONS

President
VP Academic
VP External
VP Operations & Finance
VP Student Life

GENERAL ASSEMBLY POSITIONS

6x Arts & Science Reps
Calgary Campus Rep*
2x Dhillon School of Business Reps
Education Rep
Fine Arts Rep
Health Sciences Rep
Indigenous Rep
International Rep
Residence Rep

*Calgary Campus Rep is for Calgary campus students only.



POSITIONS

THE PRESIDENT

Course Allowances & Requirements for the President

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

Responsibilities of the President

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



VICE PRESIDENT ACADEMIC

Course Allowances & Requirements for the VP Academic

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

Responsibilities of the VP Academic

1. Is the academic liaison to all active members of the Students' Union on any proceedings of an academic nature;
2. Is the liaison to each Faculty Representative in regard to all faculty and related academic matters;
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, leads and coordinates the Students' Union's efforts on academic advocacy;
4. Has the authority to recommend the appointment of student members to University of Lethbridge committees on behalf of the Students' Union;
5. Shall seek to gain student representation on appropriate University of Lethbridge committees if such representation does not exist;
6. Will, in conjunction with the Operations Coordinator, organize an academic speakers' series or event and other activities of an academic nature;
7. Will promote undergraduate research at the University of Lethbridge;
8. Will act as a student advisor concerning Grade Appeals and to the GFC Undergraduate Student Discipline Committee;
9. Will remain current on academic issues and developments, and inform the Executive Council, the General Assembly, and the student body as required;
10. Will attend all meetings of the General Assembly, the Executive Council, the General Faculties Council, and various other committees and councils as outlined by the ULSU Bylaws and Policies;
11. Will relay all pertinent information to the General Assembly in a timely manner;
12. Will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
13. Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
14. Will fulfill any other responsibilities inherent in the legislation of the Students' Union.



VICE PRESIDENT EXTERNAL

Course Allowances & Requirements for the VP External

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

Responsibilities of the VP External

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.
2. Is the primary advocate of students to all external stakeholders.
3. Is responsible for promoting the Students' Union to the external community through a variety of projects and events.
4. The VP External has the authority to speak on behalf of the Students' Union when advocating to all levels of government.
5. Shall act as the primary Government Relations Officer of the Students' Union.
6. Is a delegate, normally the primary delegate, to any provincial and federal lobby groups of which the Students' Union subscribes.
7. Is the primary advocate for University of Lethbridge Students to the City of Lethbridge.
8. Will act as the primary policy researcher for all political policies of the Students' Union and/or its affiliated lobby organizations.
9. Will organize activities and events that would outreach to the external community;
10. In conjunction with the Communications Coordinator and Executive Assistant, oversee all methods of communication and technology, including but not limited to: The Students' Union Website; Social Media; The Students' Union Blog; and, Students' Union Press releases.
11. Will organize activities and events of a political nature, with the understanding that these shall be limited to activities and events related to post-secondary education.
12. Will attend all meetings of the General Assembly, the Executive Council, the U of L Senate, and various other committees and councils as outlined by the ULSU Bylaws and Policies;
13. Will relay all pertinent information to the General Assembly in a timely manner;
14. Will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
15. Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
16. Will fulfill any other responsibilities inherent in the legislation of the Students' Union.



POSITIONS

VICE PRESIDENT OPERATIONS & FINANCE (OPFI)

Course Allowances & Requirements for the VP Operations & Finance

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

Responsibilities of the VP Operations & Finance

1. Is the Chief Financial Officer of the Students' Union and shall uphold all the responsibilities thereof;
2. Is responsible for ensuring that the Students' Union is well staffed, and run in an organized and efficient manner;
3. Has financial co-signing authority as outlined in the ULSU Constitution;
4. Has the authority to ensure that operational policies and legislation of the Students' Union are adhered to;
5. Will, 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;
6. Will report the state of pertinent finances of the Students' Union to the General Assembly and Executive Council at each meeting;
7. Will ensure that the financial accounts of the Students' Union are audited annually, commencing no later than 1 month after the fiscal year end, for the information of the active membership of the Students' Union;
8. Will oversee the applications and the approval process of all Students' Union grants;
9. Will oversee operational aspects of the Students' Union Building;
10. Will, in conjunction with the President, oversee all matters related to human resources at the Students' Union;
11. Will be responsible for the coordination of any Students' Union Constitutional, Bylaw, or Policy revisions;
12. Will initiate projects and carry out duties of an operational or financial nature;
13. Will attend all meetings of the General Assembly, the Executive Council, the University Budget Advisory Committee, and various other committees and councils as outlined by the ULSU Bylaws and Policies;
14. Will relay all pertinent information to the General Assembly in a timely manner;
15. Will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
16. Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
17. Will fulfill any other responsibilities inherent in the legislation of the Students' Union.



VICE PRESIDENT STUDENT LIFE

Course Allowances & Requirements for the VP Student Life

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

Responsibilities of the VP Student Life

1. Is responsible for ensuring a diverse and engaging experience for all members of the Students' Union through events, clubs, and other activities;
2. Is the liaison between clubs and the General Assembly;
3. Will facilitate communication between the General Assembly and the active members of the Students' Union;
4. Has the authority to discipline Clubs on behalf of the Students' Union to ensure all groups are adhering to the Constitution, Bylaws, and Policies of the Students' Union;
5. Will make presentations to the General Assembly and Executive Council on behalf of Clubs, Clubs Council, Sororities, and Fraternities;
6. Will facilitate the ratification process between Clubs, Fraternities, and Sororities and the General Assembly by making the paperwork and necessary information readily available;
7. Will ensure that all ratification forms have been reviewed prior to submission to the General Assembly and will address any concerns on behalf of Clubs, Fraternities, or Sororities at the General Assembly meeting;
8. Will, along with the Executive Assistant, be responsible for the preparation of the agendas for all Clubs Council meetings;
9. Will chair all meetings of Clubs Council;
10. Will 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;
11. Will coordinate volunteers for all Students' Union events or delegate a representative to do so;
12. Shall be responsible for the effective communication on behalf of the Students' Union to the University of Lethbridge Community;
13. Will, in conjunction with the Operations Coordinator, organize activities, events, and projects of a non-academic nature;
14. Will attend all meetings of the General Assembly, the Executive Council, and various other committees and councils as outlined by the ULSU Bylaws and Policies;
15. Will relay all pertinent information to the General Assembly in a timely manner;
16. Will be aware of all responsibilities required of him or her in accordance with Students' Union legislation;
17. Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority;
18. Will fulfill any other responsibilities inherent in the legislation of the Students' Union.



POSITIONS

THE ACADEMIC REPRESENTATIVES

Includes:

1. (6) Arts & Science Reps
2. (2) Dhillon School of Business Reps
3. Education Rep
4. Fine Arts Rep
5. Health Sciences Rep

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the Academic Representatives

1. Facilitate communication between the General Assembly and the active members of the ULSU;
2. Represent the faculty from which they are elected by bringing forth information and perspectives from their respective faculties and the student body;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least 1 ULSU committee;
9. Sit on at least 1 University committee;
10. Must volunteer at 2 ULSU functions and/or events each semester;
11. Each Academic Rep has 1 vote on all General Assembly business items;
12. Will fulfill and ensure ULSU legislation is being maintained;
13. Will be voted in by the constituency they will represent thereafter;
14. Must be of the constituency electing him or her.



THE CALGARY CAMPUS REPRESENTATIVE

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the Calgary Campus Representative

1. Will facilitate communication between the General Assembly and students attending classes at the Uof L Calgary Campus;
2. Represent active members of the ULSU attending classes at the U of L Calgary Campus, and bring forth information and perspectives from this group;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist with and coordinate Students' Union activities on the U of L Calgary Campus;
6. Help administer the Students' Union Health and Dental plans on the U of L Calgary Campus;
7. Act as a student advisor concerning the Grade Appeal process on the U of L Calgary Campus, in consultation with the VP Academic;
8. Ensure the well being and good working order of ULSU property and equipment on the Calgary Campus;
9. Submit a monthly report to the President summarizing his or her activities for that month.
10. Submit all reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month;
11. Has 1 vote each on all General Assembly business items;
12. May strike committees on their campus, comprised of student volunteers from their campus to assist with the coordination of events, the collection of information and perspectives, and the discussion of issues pertaining to the ULSU;
13. Will ensure and maintain ULSU legislation is being adhered to;
14. Will be voted in by the constituency he or she will represent thereafter;
15. Must be of the constituency electing him or her.



THE INDIGENOUS REPRESENTATIVE

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the Indigenous Representative

1. Will facilitate communication between the General Assembly and the Indigenous students of the UofL;
2. Will represent the Indigenous students on the U of L main campus, and bring forth information and perspectives from this group;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. Submit all reports on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least 1 ULSU committee;
9. Sit on at least 1 University committee;
10. Must volunteer at 2 ULSU functions, events, or activities each semester;
11. Has 1 vote on all General Assembly business items;
12. Will ensure and maintain ULSU Legislation is being adhered to;
13. Will be voted in by the constituency he or she will represent thereafter;
14. Must be of the constituency electing him or her.



THE INTERNATIONAL REPRESENTATIVE

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the International Representative

1. Facilitate communication between the General Assembly and the international students of the University of Lethbridge;
2. Represent the international students of the University of Lethbridge main campus, and bring forth information and perspectives from this group;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. Must submit all reports on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least 1 ULSU committee;
9. Sit on at least 1 University committee;
10. Must volunteer at 2 ULSU functions, events, or activities each year;
11. Has 1 vote on all General Assembly business items;
12. Will ensure and maintain ULSU legislation is being adhered to;
13. Will be voted in by the constituency he or she will represent thereafter;
14. Must be of the constituency electing him or her.



THE RESIDENCE REPRESENTATIVE

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the Residence Representative

1. Will facilitate communication between the General Assembly and the students housed in the Residence Buildings at the University of Lethbridge;
2. Represent the students who live in residence at University of Lethbridge, and bring forth information and perspectives from this group;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. Submit all reports on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least 1 ULSU committee;
9. Sit on at least 1 University committee;
10. Must volunteer at 2 ULSU functions, events, or activities each semester.
11. Has 1 vote on all General Assembly business items;
12. Will ensure and maintain ULSU legislation is being adhered to;
13. Will be voted in by the constituency he or she will represent thereafter;
14. Must be of the constituency electing him or her;
15. The candidate must meet all eligibility requirements designated in the Voting and Eligibility Requirements Bylaw, as well as receive 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.



TIME REQUIREMENTS & RESTRICTIONS

Hour Requirements

1. Members of the ULSU Executive Council are required to work a minimum of 35 hours per week, which will include time spent attending Executive Council meetings, General Assembly meetings, and committee meetings;
2. Academic Reps, International Student Rep, Indigenous Rep, and the Residence Rep are required to work a minimum of 10 hours per month, which will include attending all General Assembly meetings;
3. The Calgary Campus Rep is required to work a minimum of 20 hours per month, which will include time spent attending all General Assembly meetings.

Office Hours

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

Summer Hours

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





HONORARIA

Restrictions on Secondary Employment

1. Members of the Executive Council are permitted to hold part-time employment up to 15 hours per month. Any additional employment must be approved by the General Assembly;
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.

HONORARIA

Each member of the General Assembly will receive the following honoraria, the amounts indicated are subject to government legislated deductions:

1. President and Vice Presidents: \$3,126.00 per month gross from May – April; and, Executive Council honoraria are subject to national CPI increases annually;
2. Academic Representatives, International Student Representative, Indigenous Student Representative, and Residence Representative: \$150.00 each per month gross from September – April;
3. Calgary Campus Representative: \$300.00 each per month gross from September - April.
4. 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.





ONLINE CAMPAIGNING

ULSU WEB SPACE

Each candidate will be given space on The Students' Union website for the following information:

1. A photo of yourself, preferably a head shot so people can see who you are (1080x1080px minimum) or one that can be cropped.
2. Approximately 200 word bio along with the title of the position you are running for.
3. Approximately 300 words on what you know about the position you are running for.
4. Approximately 300 words on what some of your initiatives would be if you are elected.
5. Please email this information to **su.communications@uleth.ca**, anytime between Feb 6th until noon on Mar 6th. Your Information will be uploaded to the ULSU website once campaigning begins. The earlier you hand it in, the better your chances of success, students love to read them. Bio's will remain on the website during the voting period.

ULSU SOCIAL MEDIA PROMO

The ULSU will be promoting candidates on Facebook and Instagram. Candidate will be given space for the following information:

1. A digital photo of yourself (1080x1080px minimum), the position you are running for and your field of study.
2. No more than 50 words on why you would be a good candidate for this position.
3. No more than 50 words on what your main initiative will be if you are elected.
4. Please email this information to **su.communications@uleth.ca** anytime between Feb 6th until noon on Feb 25th. Your Information will be uploaded on social media once campaigning begins.



ONLINE CAMPAIGNING

CANDIDATE SOCIAL MEDIA REGULATIONS

1. Each candidate can create one official Facebook, Instagram, and Twitter page, which will be administrated by the CRO.
2. The candidate may create their pages no earlier than the date campaigning opens, Sunday, Feb 19th at 8:30 am, and will not post or upload any information to the page once campaigning ends, Monday, March 6th at 9:00 am.
3. On the official page, the candidate will be allowed to put biographical information, campaign platforms, qualifications and photos.
4. Candidates may also include their facebook page link in their bio to su.communications@uleth.ca and it will be added to the candidates' space on the ULSU website.
5. Social media campaign materials may only be shared by organizations external to the ULSU at their own discretion. Such materials cannot be shared after the campaigning period is closed.
6. Candidates may not request social media campaign materials be shared by organizations external to the ULSU.
7. Candidates with access to the social media accounts of organizations external to the ULSU may not share candidate campaign materials.

Campaigning through email is NOT allowed.



CHECKLIST

THINGS TO DO

1. Positions: Familiarize yourself with the various positions available and make your decision.
2. Nomination Form: Fill out the online nomination form, at any time during nomination week, DEADLINE is Thursday, Feb 16 at 3:00pm.
3. Letter of Academic Standing: Submit your letter of academic standing from the Registrar's Office to su.manager@uleth.ca before 3:00 pm, Thursday, Feb. 16th. Also email your financial standing print out from your bridge account before 3:00 pm, Thursday, Feb. 16th.
4. Mandatory Orientation: Attend the mandatory orientation meeting on Thursday, Feb. 16th at 5:00 pm on Zoom.
5. Election Rules: Know the Election rules and regulations especially on campaigning (this will be discussed in detail at the aforementioned orientation meeting.)
6. Bio & photo for the ULSU Website: Your bio and photo for the ULSU website can be submitted to su.communications@uleth.ca any time between Feb 6th until noon on Mar 6th (see previous page for details).
7. Candidate's ULSU Social Media Promo: You may submit your information to su.communications@uleth.ca anytime between Feb 6th until noon on Feb 25th (see previous page for details).
8. Social Media Campaigning: You may create your candidates' page anytime during campaign period only (see previous page for details).
9. Campaign Dates: Make sure you do not campaign before the start date, Sunday, Feb. 19th at 8:30 am, and that you have all your campaigning materials removed by the closing date, Monday, March 6th at 9:00 am.
10. Town Hall Speeches: Lethbridge campus candidates prepare to give your Town Hall speech on Tuesday, Feb 28th at 12:00 pm in Markin Hall, or on Wednesday, Mar 1st at 12:00 pm in Markin Hall.
11. Executive Council Debate: Executive Council candidates participate in the debate held on Thursday, Mar 2nd at 12:00 pm in Markin Hall.
12. Respect: Be respectful of other candidates campaigning materials and the University's property.

PLEASE NOTE:

There will be a mandatory orientation meeting on Thursday, February 11th at 5:00 pm on Zoom.
All candidates must attend for your nominations to be valid.

All successful Executive Council & General Assembly candidates will be expected to attend the Council Changeover Retreat near the end of April, as well as the ULSU's annual awards night in April in the ULSU Ballrooms.



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