



UNIVERSITY OF LETHBRIDGE
STUDENTS'
UNION
OPERATIONS MANUAL 2024-2025

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DEFINITIONS

Last Amended April 2024

1. “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.
2. “Academic year” shall refer to the period extending from May 1 of the given year to April 30 of the following year.
3. “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.
4. “By-election” refers to an election to fill vacant positions on the ULSU General Assembly before the term of office expires.
5. “Calendar year” refers to a period extending from January 1 to December 31 of a given year.
6. “Calgary Campus Representative” to the General Assembly is that member of the General Assembly elected from students enrolled at the University of Lethbridge Calgary Campus, either through a general election or internal by-election of the General Assembly.
7. “Campaign Expense” refers to any and all expenditures by a candidate or on a candidate’s behalf for election advertising, equipment, or other expenditures associated with campaigning, at the discretion of the Chief Returning Officer.
8. “Campaigning” refers to any act by a candidate or on behalf of any person or issue which has the potential to gain support for a candidate in an election or gain support for an issue including, but not limited to, the spread of information through word of mouth, use of campaign materials, and speaking at a town hall meeting.
9. “Capital Replacement Fund” refers to the fees collected from students, used to purchase capital items, or otherwise be invested into a trust fund.
10. “Casual Employees” are those people employed by the ULSU who have not been hired on a continuing, year-round basis.
11. “Chief Returning Officer” refers to an individual employed to oversee ULSU Elections, Referenda, and hereafter will be referred to as the “CRO”.

12. "Club", is an organization ratified by the ULSU, established for members to pursue a common interest or goal.
13. "Club Constitution" is the document which outlines the objectives and procedures for the governance of a club.
14. "Clubs' Council" is a representative body consisting of delegates from clubs ratified by the ULSU.
15. "Club Executive" is defined as the members of a club responsible for the administration of the club.
16. "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.
17. "Eligible voter" refers to an active member of the ULSU who meets the eligibility criteria for a ULSU election or referendum.
18. "Executive Nature" is defined as matters which fall within the purview of the Executive Council.
19. "Fall Semester" refers to that which is defined by the University of Lethbridge Student Enrolment and Registrar Service as the Fall Semester.
20. "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.
21. "Final Examination Period" refers to that which is defined by the University of Lethbridge Student Enrolment and Registrar Service as the final examination period.
22. "Fiscal year" refers to the period extending from May 1 of a given year to April 30 of the following year.
23. "Full-time Employees" are those associates employed by the ULSU for a minimum of 35 hours per week on a continuing year-round basis.
24. "Full-time Student" refers to an undergraduate student upon whom the designation of a full-time student is conferred by the University of Lethbridge Student Enrolment and Registrar Service.
25. "General Election" refers to the annual election organized by the ULSU for the purpose of electing the following year's General Assembly.

26. Graduate Student” refers to a student upon whom the designation of a graduate student is conferred by the University of Lethbridge Student Enrolment and Registrar Service.
27. “Greek Life Organization” refers to those organizations that may also be known as Fraternities or Sororities, that are social organizations formed based-on single-sex membership, tradition, philanthropy, Greek letter identification symbols, and a two-part vetting process for membership.
28. “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”
29. “ULSU Legislation” refers to the Constitution, Bylaws, and Policies of the ULSU.
30. “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.
31. “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.
32. “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.
33. “Part-time Student” refers to an undergraduate student upon whom the designation of a part-time student is conferred by the University of Lethbridge Student Enrolment and Registrar Service.
34. “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.
35. “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”.
36. “Procedures” shall refer to the common practices of the ULSU or anybody created under its auspices, which shall adhere to ULSU legislation.
37. “Referendum” refers to a balloting of the active members of the ULSU, the results of which are binding upon the ULSU.

38. “Regularly Scheduled Class Weeks” refers to any seven-day period extending from Sunday of the given week to Saturday of the following week during which courses are scheduled, as determined by the University of Lethbridge Student Enrolment and Registrar Service.
39. 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.
40. “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 the Students’ Union daily operating accounts.
41. “Scrutineer” is that person designated by an election candidate or 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.
42. “Spoiled” ballot is any ballot that is not an official ballot, or upon which the intent of the voter is not clear as determined by the CRO.
43. “Student” refers to any person upon whom the designation of student is conferred by the University of Lethbridge Student Enrolment and Registrar Service.
44. “Student body” refers to all persons registered in one or more undergraduate or graduate courses through the University of Lethbridge.
45. “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.
46. “Student Representative” shall refer to any member of the General Assembly, or anybody 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 anybody.
47. “Students’ Union Building” or “SU” refers to the Building on the University of Lethbridge campus leased to the Students’ Union and governed by this document and the Building Agreement.
48. “Students’ Union Executive Council” is comprised of the President, Vice-Presidents, and the non-voting Commissioners.

49. "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.
50. "Summer Session" refers to that which is defined by the University of Lethbridge Student Enrolment and Registrar Service as a summer session.
51. "Term Break" refers to that which is defined by the University of Lethbridge Student Enrolment and Registrar Service as a term break.
52. "Town Hall Meeting" refers to a general meeting open to all active members of the ULSU, for the purpose of consulting or informing.
53. "University" shall refer to the University of Lethbridge or anybody created under its auspices.
54. "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".
55. "Vice-President External of the ULSU" refers to a person elected from amongst student candidates in a general election or by-election to serve in the executive role which principally concerns itself with external issues and shall hereafter be referred to as the "VP External".
56. "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".
57. "Vice-President Student Life 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 Life".
58. "Winter Session" refers to that which is defined by the University of Lethbridge Student Enrolment and Registrar Service as a winter session.

MISSION, VISION & OBJECTIVES

Last Amended April 2022

1. The Mission of the ULSU:
 - 1.1. As defined per the Strategic Plan:
 - 1.1.1. The mission of the Students' Union is to provide our students, as well as faculty, staff, and alumni a portal to the and alumni a portal to the unique University of Lethbridge experience. The Students' Union complements the academic programs and enhances the overall educational experience and quality of campus life for all students and other members of the University of Lethbridge family. As the heart of the student community, we are committed to student success by delivering a diverse program of cultural, educational, social, and recreational services. We strive to surpass the needs of our multicultural student community, create a positive learning experience, and maintain a healthy balance between academic and leisure activities
2. The Vision of the ULSU:
 - 2.1. As defined per the Strategic Plan:
 - 2.1.1. The University of Lethbridge Students' Union will deliver extraordinary services, facilities, programs, and opportunities that exceed the expectations of our students. The Students' Union will be recognized locally, provincially, and nationally as a dynamic and innovative leader in the Canadian University Community.
3. The Objectives of the ULSU:
 - 3.1. The objectives of the Students' Union shall be:
 - 3.1.1. To provide for the administration of the affairs of Students' Union members;
 - 3.1.2. To foster the development and management of student organizations, and once developed, to affiliate with those institutions in accordance with ULSU legislation;
 - 3.1.3. To advance the interests of its members and to promote the general welfare of all University of Lethbridge students;
 - 3.1.4. To promote a liberal education consistent with the mission and vision statement of the University of Lethbridge;
 - 3.1.5. To advocate for the rights of students without discrimination and particularly without discrimination based on race, color, creed, gender, nationality, place of origin, religion, sexual orientation, age, mental, or physical health, or political beliefs;
 - 3.1.6. To foster the intellectual growth of all students benefits the individual, the University of Lethbridge Community, and society at large; and,

- 3.1.7. To encourage students to engage in intellectual pursuits and active citizenship.
- 3.2. The Students' Union shall further these objects through, but not limited by, the following:
 - 3.2.1. Acting as a channel of communication between its active members and the University of Lethbridge, as outlined in University of Lethbridge documents, and any other body external to its membership;
 - 3.2.2. Supplying of goods, services, and facilities to students and student organizations for the promotion of social, cultural, and educational activities;
 - 3.2.3. Organizing and actively promoting activities and programs to meet the diverse needs of our membership;
 - 3.2.4. Representing its members, individually and collectively, to the University of Lethbridge, levels of government, and affiliated student organizations; and,
 - 3.2.5. The acquisition, maintenance, and ownership of any capital or real property that is of direct benefit to ULSU members

BYLAWS

The University of Lethbridge Students' Union

Last Amended April 2024

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BYLAW 1 - MEMBERSHIP AND RIGHTS OF MEMBERS

Last Amended April 2022

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 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 the Executive Administrator.
 - 2.2.1. If a General Assembly member or employee is requested to provide such information directly, the General Assembly member or employee must redirect that request to the Executive Administrator.
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, Individual student information.
4. Every active member of the Students' Union has the right to be sponsored to speak at meetings of the Students' Union General Assembly and of any board or committee created or governed under the auspices of the ULSU, provided that:
 - 4.1. They have submitted in writing prior at least 3 days in advance of the meeting to the chair their request to speak at the meeting; and,
 - 4.2. The chair of that meeting does not determine their presence to be unduly, disruptive; and,
 - 4.3. Subject to the capacity and limitations of the meeting format; and,
 - 4.4. 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 April 2024

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 Bylaw 10 – Amendatory Process.
2. The Master Constitution, Bylaws and Policies:
 - 2.1. The Master Constitution, Bylaws, and Policies is a Digital file labeled Master Constitution, Bylaws, and Policies containing the primary Digital 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, within the objects of the ULSU;
 - 2.3. The Master Copy of the Constitution, Bylaws, and Policies is to be stored digitally on a ULSU-secured service.
 - 2.4. In the event that the Master Constitution, Bylaws, and Policies are 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 are 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 Administrator 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 April 2024

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 the 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 Administrator of the Students' Union.
 - 5.4. The Operations Coordinator
 - 5.5. The Communications Coordinator
6. The 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 the 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 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 for 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 or the alteration of employee position's job descriptions;
 - 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.
 - 9.2.10. Attend committees as assigned by the VP Academic and/or the President.
10. The General Assembly will have:
 - 10.1. At least one (1) meeting before the end of May 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 Winter semesters unless we are unable to achieve a quorum.
11. Calling of Emergency meetings
 - 11.1. An Emergency meeting of the General Assembly may only be called by resolution of the President or by the chair of the General Assembly.
 - 11.2. A Special General Assembly meeting may be requested in writing by any of the following:
 - 11.2.1. The Executive Council.
 - 11.2.2. One-fifth (1/5) of the General Assembly.
 - 11.2.3. Fifty students at large.

12. General Assembly Agenda Submission Deadline:
 - 12.1. Items for meetings of the General Assembly must be submitted to the Executive Administrator at a minimum of six (6) business days prior to the scheduled meeting; and,
 - 12.2. If a meeting is called within six (6) business days, the President will set a reasonable deadline for submission of agenda items.
13. The ULSU General Assembly may mandate or authorize the Executive Council to perform duties that are within the purview of the General Assembly; however,
 - 13.1. Any such delegation of duty or authority shall expire upon the end of the current General Assembly's term of office
14. Upon taking office as a member of the General Assembly, the person commits to do their due diligence in being aware of, and upholding the legislation of the Students' Union, the Province of Alberta, and the Government of Canada.
15. Upon taking office, the General Assembly agrees to protect all confidential information obtained as a result of their position.
16. 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.
17. Members of the General Assembly shall not be referred to as employees within the legislation of the ULSU, except where otherwise specified.
18. 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.
19. 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.
20. Meetings of the General Assembly will follow the structure of Robert's Rules of Order, which will be conveyed before or at the first properly convened meeting of the General Assembly.

BYLAW 4 - GENERAL ASSEMBLY OBLIGATIONS

Last Amended April 2024

1. Hour Requirements
 - 1.1. Members of the ULSU Executive Council are required to work thirty-five hours (35) per week, which will include but not limited to time spent attending Executive Council meetings, General Assembly meetings, and other committee meetings pertaining to members' roles.
 - 1.1.1. It is the duty of each individual to maintain an accurate record of work hours and submit them monthly to the President and Executive Administrator
 - 1.2. The Academic Representatives, International Student Representative, Indigenous Representative, First Year Representative, and Residence Representative are required to work a minimum of forty (40) hours per academic semester, which will include attending committee meetings, and all General Assembly meetings.
 - 1.2.1. The required amount of hours will be pro-rated based on the time elected for any GA members elected in a by-election.
 - 1.3. The Calgary Campus Representative is required to work a minimum of eighty (60) hours per academic semester, which will include time spent attending 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 15th for the Summer Semester, 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 Winter 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.
 - 5.1.4. The Executive Council Member may enroll in one (1) additional course per semester if approved by the General Assembly.
 - 5.1.5. Registering the Executive Council position as a Co-op through the Co-op office at the University will not count towards this maximum.
 - 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 and President shall ensure that all members of the ULSU General Assembly have met the registration requirements listed above within five (5) business days of the add deadline 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 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 Administrator 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 members 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 Administrator 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 every business day 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.
 - 8.4. Should a member of the Executive Council complete their term of office without using all of their vacation time, their final honoraria will include a pro-rated amount of the days not used.
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 the 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. Any 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 2024

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 Life
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, 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 of May 1 to August 31; and,
 - 5.1.2. Weekly meetings during the period of September 1 to April 30.
 - 5.2. Executive Council Agenda Submission Deadline:
 - 5.2.1. Items for meetings of the Executive Council must be submitted to the Executive Administrator a minimum of one (1) business day prior to the scheduled meeting.
6. The quorum for meetings of the Executive Council is three (3) voting members present.
7. The Executive Council will have full authority to deal with all matters which are of an executive nature.

8. The Executive Council must report all decisions publicly by way of providing minutes in a medium that 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 nonexecutive 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 April 2024

1. The General Assembly has the authority to administer and review all ULSU property and finances, including, but not restricted to:
 - 1.1. ULSU fees and levies, The General Assembly does not, however, have the authority to change the amount of fees and levies charged to active members, without referendum;
 - 1.2. All monies donated to or otherwise received by the ULSU;
 - 1.3. All monies received through business operations and/or ventures on behalf of the ULSU;
 - 1.4. All capital and liquid assets of the Students' Union.
2. The Students' Union's fiscal year shall span from the 1st of May of a given year to the 30th of April of the following year.
3. An Annual Budget for each fiscal year must be passed no later than the last day of May each year. This budget may not place the ULSU in a deficit situation.
 - 3.1. An interim budget approved by the Annual Budget Committee will be used until the approval of the Annual Budget.
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, and the General Assembly regarding the proper financial management of the ULSU, as requested.
7. During the ULSU fiscal year, the General Assembly will procure the auditing of the Students' Unions' Accounts, and prepare a report that meets the standards set forth by the Canadian Institute of Certified Public Accountant Canada. This report will be presented to the General Assembly and the Board of Governors, of 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, to allocate funds from the reserves subject to the terms and conditions as may be established for specific 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. The intentions and purposes of reserve funds shall be articulated in the ULSU Policy.
11. It shall be within the competency of the General Assembly to authorize the purchase of capital assets that incur liability in further financial years, following a thorough assessment of the asset's necessity, cost-effectiveness, and alignment with the ULSU Long-term goals.
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 the Executive Council.
13. The Executive Council has the authority to be responsible for the 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 of the ULSU shall be:
 - 14.1. General Manager, the President, the VP of 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 April 2024

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;
 - 2.1.3. 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 and 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 Collective (previously Campus Women's Centre) Levy;
 - 4.1.4. World University Service of Canada (WUSC);
 - 4.1.5. Any other levy approved by referendum, and designated by the ULSU Fees and Levies Policy;
 - 4.1.6. Meliorist Levy;
 - 4.1.7. UPASS Levy; and
 - 4.1.8. Feed A Friend Levy.
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 2024

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, at their own discretion, 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 Bylaw 6, Finance; and,
 - 2.3. The President is the co-signing authority on 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, and the General Manager oversee all matters related to human resources at the Students' Union;
 - 3.2.1. The President and VP Operations & Finance may authorize the General Manager to retain the services of a professional human resources firm to supplement decision making on the matter
 - 3.3. Act as a liaison between the Students' Union, the University of Lethbridge Faculty, School, non-academic Staff and Administration, and the community;

- 3.4. Along with the Executive Administrator, 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 three (3) business day prior to that meeting;
 - 3.4.2. The agendas for a meeting of the General Assembly must be prepared at least three (3) business days prior to that meeting; and,
 - 3.4.3. The agenda for a Town Hall Meeting must be prepared and promoted at least one (1) week 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 Administrator and displayed on the Students' Union website by the Communications Coordinator.
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; 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, the VP Academic shall appoint three 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 University of Lethbridge Alumni Association; and,
 - 4.4.9. 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 Administrator 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 Administrator regarding each business trip and the business conducted which will be made publicly available by the Communications Coordinator 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 2024

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(s);
 - 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, at the discretion of the VP Student Life, 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
 - 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. 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 Administrator 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 Administrator regarding each business trip and the business conducted which will be made publicly available by the Communications Coordinator 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.
 - 6.4. 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 2024

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.
 - 2.2. The VP External is the co-signing authority on official Students' Union correspondence on matters of political position and opinion;
 - 2.2.1. All external correspondence on political position and opinion must be approved by the Executive Council or General Assembly; and,
 - 2.2.2. 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 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 Administrator, 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 City of Lethbridge Youth Advisory Council;
 - 4.4.2.1. 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;
 - 4.4.3. World University Service of Canada (WUSC) Board of Directors; 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 Administrator summarizing their activities that month which will be made publicly available by the Communications Coordinator 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 Administrator regarding each business trip and the business conducted which will be made publicly available by the Communications Coordinator 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 2024

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 there of; 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 Bylaw 6, Finance.
 - 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 Accountant, monitor the financial situation and accounts of the Students' Union, ensure that accurate records are maintained with respect to all financial and operational matters of the Students' Union, and be responsible for all capital maintenance of the Students' Union;
 - 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 the current state of the financials.
 - 3.3. Ensure that the financial accounts of the Students' Union are audited annually, prior to 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 University of Lethbridge Board of Governors;
 - 4.4.2. The General Faculties Council;
 - 4.4.3. The Campus Space Advisory Committee;
 - 4.4.4. The Health & Safety Advisory Committee;
 - 4.4.5. The Meliorist Board of Directors; 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 Administrator summarizing their activities that month which will be made publicly available by the Communications Coordinator 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 Administrator regarding each business trip and the business conducted which will be made publicly available by the Communications Coordinator 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 LIFE

Last Amended April 2024

1. The VP Student Life 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, Greek Life Organizations, 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 Life has the authority to discipline Clubs and Greek Life Organizations 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 Life shall:
 - 3.1. Make presentations to the General Assembly and Executive Council on behalf of Clubs, Clubs' Council, and Greek Life Organizations;
 - 3.2. Facilitate the ratification process between Clubs and Greek Life Organizations, and the Executive Council by making the documents and necessary information readily available;
 - 3.3. Ensure that all ratification forms have been reviewed prior to submission to the General Assembly or Executive Council and will address any concerns on behalf of Clubs or Greek Life Organizations at the General Assembly meeting;
 - 3.4. Along with the Executive Administrator, 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 Life is unable to chair a meeting of Clubs' Council, they may delegate that responsibility to the Clubs Coordinator;
 - 3.5.2. If the Club Coordinator is unavailable or not yet hired, the VP Academic may chair the meeting.

- 3.6. Assist with the orientation of the incoming General Assembly through an annual retreat at which the VP Student Life, in conjunction with 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. Duties of the General Assembly and its members;
 - 3.6.3. Students' Union employee job descriptions;
 - 3.6.4. Students' Union budget, in conjunction with the VP Operations & Finance; and,
 - 3.6.5. 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 Life has the ability to delegate this responsibility if 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 Life will attend all General Assembly Meetings;
 - 4.1.1. The VP Student Life has one (1) vote on all General Assembly business items.
- 4.2. The VP Student Life will attend all Executive Council Meetings;
 - 4.2.1. The VP Student Life has one (1) vote on all Executive Council business items.
- 4.3. The VP Student Life will serve on committees as outlined in the Internal Committees Policy; and,
- 4.4. The VP Student Life 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; and,
 - 4.4.4. Any other committee as determined by the Executive Council.

5. The VP Student Life 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 Administrator 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 Administrator 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 Life will be aware of all responsibilities required of them in accordance with Students' Union legislation;
 - 6.2. The VP Student Life will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority; and,
 - 6.3. The VP Student Life will fulfill any other responsibilities inherent in the legislation of the Students' Union.

7. The VP Student Life will fulfill any other responsibilities inherent in the legislation of the Students' Union.

BYLAW 13 - THE ACADEMIC REPRESENTATIVES

Last Amended April 2024

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 students of 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 Administrator summarizing their activities for that month;
 - 2.6.1. All reports must be submitted within five (5) business days of the new month 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 minimum 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 via approval of the General Assembly. Such a 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.
7. The Education Faculty Representative is expected to attend all executive meetings of the Alberta Teachers Association Student Local #4.

BYLAW 14 - THE RESIDENCE REPRESENTATIVE

Last Amended April 2024

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 Life;
 - 1.5. Assist in ULSU activities;
 - 1.6. Submit a monthly report to the President and Executive Administrator summarizing their activities for that month;
 - 1.6.1. All reports must be submitted within five (5) business days of a new month 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 minimum 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 April 2024

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, as well as Calgary campus by liaising with the Calgary campus representative and VP External on matters pertain to international students at the 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 involvement of the student body in the ULSU and student life;
 - 1.5. Assist in ULSU activities;
 - 1.6. Submit a monthly report to the President and Executive Administrator summarizing their activities for that month;
 - 1.6.1. All reports must be submitted within five (5) business days of the new month 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 minimum 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 April 2024

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 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 life;
 - 1.5. Assist in ULSU activities;
 - 1.6. Submit a monthly report to the President and Executive Administrator summarizing their activities for that month;
 - 1.6.1. All reports must be submitted within five (5) business days of the new month 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 minimum 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 2024

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 life;
 - 1.5. Assist with and coordinate Students' Union activities on the University of Lethbridge Calgary Campus;
 - 1.6. Act as a student advisor concerning the Grade Appeals process on the University of Lethbridge Calgary Campus, in consultation with the VP Academic;
 - 1.7. Ensure the well-being and good working order of Students' Union property and equipment on the Calgary Campus; and,
 - 1.8. Submit a monthly report to the President and Executive Administrator summarizing their activities for that month;
 - 1.8.1. All reports must be submitted within five (5) business days of the new month 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, composed 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 pertaining 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 2024

1. 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.
 - 1.1. The election shall operate in accordance with Bylaw 26, General Elections and By-Elections.
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 at least one (1) ULSU committee;
 - 2.4. Sit on at least 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 Administrator summarizing their activities for the month, and
 - 2.6.1. All reports must be submitted within five (5) business days of the new month in order for the ULSU General Assembly member to receive honoraria for that month.
3. The First 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 First Year Representative must be of the constituency they represent & must begin their studies in the fall semester of their first year of study.

BYLAW 19 - THE CHAIR OF THE GENERAL ASSEMBLY

Last Amended April 2024

1. Each year, the President will nominate an external Chair of the General Assembly for of the current year; the President's nomination must be approved by vote of a simple majority of the General Assembly;
 - 1.1. The nominee shall have no conflicting 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 three (3) years following their date of graduation.

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.;
 - 2.3. Provide an update on outstanding reports in the Chair Remark's section of General Assembly Meetings; and,
 - 2.4. Be the official liaison and notifier of grievances, as per Bylaw 23, Grievances, Discipline, and Resignation, of General Assembly Members.

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 Robert's 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 2024

1. Each member of the General Assembly will receive the following honoraria, the amounts indicated are as of the base year, and subject to government legislated deductions:
 - 1.1. Executive Council Members:
 - 1.1.1. \$3485.46 per month gross from May – April;
 - 1.2. Academic Representatives, First Year Representative, International Student Representative, Indigenous Representative, Residence Representative, and Calgary Campus Representative.
 - 1.2.1. \$150.00 each per month gross from September – April;
 - 1.2.2. \$150.00 each per month gross from May – April if members have been actively involved in their roles during the summer term.
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 by two of three signing authorities, as outlined in Bylaw 6, Finance.

BYLAW 21 - CODE OF CONDUCT

Last Amended April 2024

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 governance, affairs and business of the ULSU.
2. The Code of Conduct is binding upon all ULSU employees and elected student representatives.
 - 2.1. All ULSU employees and elected student representatives will be made aware of this policy upon taking office or accepting an employee position.
 - 2.1.1. A signed and acknowledged copy of the most up to date Code of Conduct will be signed by each member of the General Assembly and filed with the General Manager prior to taking office in the term for which they are elected.
 - 2.1.2. A signed and acknowledged copy of the most up to date Code of Conduct will be signed by each employee and filed with the General Manager upon the employee review cycle.
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 organisational 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 3, the Executive Council must adhere to all decisions of the General Assembly;
 - 3.3.2. When possible, the General Assembly should be approached for additional opinions of official statements on decisions, positions, opinions, and policies; and,
 - 3.3.3. There need something to be added here.
 - 3.4. ULSU representatives and employees will abide by all legislation outlined in 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 Bylaws, to any person who is not entitled to that information.
 - 4.1. A signed and acknowledged copy of the ULSU Non-Disclosure Agreement will be signed by each member of the General Assembly before taking office and filed with the General Manager prior to taking office in the term for which they are elected.

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 fulfilment 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.
 - 5.3.1. Including but not limited to submitting untrue, salacious, and or vexatious complaints, against members of the General Assembly as per Bylaw 23, Grievances Against General Assembly Members.

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

7. The Students' Union will not knowingly engage in conflicts of interest, known, perceived or otherwise.
 - 7.1. If a conflict of interest arises within the ULSU, the matter will be resolved through Bylaw 22, Conflict of Interest and Conflict of Commitment.

8. The Students' Union shall be governed by democratic principles and practices, statutes of Provincial and Federal law, ULSU legislation, and the most current edition and accepted standards for Robert's Rules of Order.

9. Enumeration of Grounds for Violation of the Code of Conduct,
 - 9.1. Discrimination
 - 9.1.1. Student representatives and employees shall not engage in any form of discrimination, harassment, or prejudice based on race, ethnicity, colour, religion, creed, gender, sexual orientation, gender identity, age, disability, or any other characteristic protected under the Alberta Human Rights Act. Such conduct is subjected to sanctions and disciplinary actions.
 - 9.2. Harassment and Bullying
 - 9.2.1. Any act or pattern of behaviour constituting harassment, whether verbal, physical, or digital, directed towards any student representatives or employees within the ULSU, and based on protected characteristics such as race, ethnicity, colour, religion, creed, gender, sexual orientation, gender identity, age, disability, or any other characteristic protected under the Alberta Human Rights Act, shall be deemed a violation of this Code of Conduct.
 - 9.2.1.1. "Sexual Harassment" any conduct falling within the definitions and examples of sexual harassment as outlined in Policy 31, Section 1.3, including but not limited to unwelcome sexual advances, requests for sexual favours, and other verbal, non-verbal, or physical conduct of a sexual nature, directed towards any student representative or employee, shall be considered a direct violation of this Code of Conduct.
 - 9.3. Professionalism
 - 9.3.1. Any action or behavior deemed to contravene the established norms of professionalism of the ULSU, characterized by breaches of decorum, failure to adhere to prescribed protocols, or conduct detrimental to the reputation for integrity of the Student Union, shall be regarded as a violation of this Code of Conduct."
 - 9.4. Misuse of ULSU resources
 - 9.4.1. Utilizing ULSU resources, including funds, facilities, or equipment, for purposes other than those expressly authorized or contrary to established guidelines, policies, or regulations, constitutes a violation of this Code of Conduct."
 - 9.5. Student representatives and employees who do not comply with any provisions of this Code of Conduct may be subject to disciplinary action, up to and including dismissal.

BYLAW 22 - CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT

Last Amended April 2024

1. Definition of a conflict of interest:
 - 1.1. Incompatibility of two or more duties, responsibilities, or interests (personal, business or public) of an individual or institution such that one cannot be fulfilled without compromising or bringing advantage to the other. An actual or potential conflict of interest arises when an employee, executive, or representative is placed in a situation in which their personal or financial interests or the interests of their immediate family, or persons with whom the ULSU member has a personal or business relationship, conflict or appear to conflict with their duties and responsibilities to the ULSU.
 - 1.2. Examples of a potential conflict of interest include but are not limited to:
 - 1.2.1. Having any personal, financial, or business interest in organizations supplying property, goods or services to the Students' Union or its businesses, services or affairs;
 - 1.2.2. 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;
 - 1.2.3. Influencing a decision of the ULSU to further that person's private interests;
 - 1.2.4. Attempting to use bribery, intimidation, blackmail, or coercion to influence any ULSU or University initiative or operation;
 - 1.2.5. Using confidential information for any purpose other than that for which it was obtained;
 - 1.2.6. Having undeclared interests external to the ULSU, including other employment or membership to other organizations which influences decisions of the ULSU;
 - 1.2.7. 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;
 - 1.2.8. Voting on motions relating to clubs of which they are a member, with the exception of club ratifications;
 - 1.2.9. Voting on motions relating to funding applications which that person has submitted to the ULSU to benefit that person;
 - 1.2.10. 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 their position; and,
 - 1.2.11. Misrepresenting their position or the powers associated with that position.

2. Definition of a conflict of commitment:
 - 2.1. An actual or potential conflict of commitment arises when the external activities or commitments of an employee are so substantial such that they interfere with or are so demanding of the employee's time and attention as to interfere with their duties and responsibilities to the ULSU and University of Lethbridge.
3. Section 1 and 2 applies equally to executive members of anybody created under ULSU auspices, and their appointed representatives.
4. A member must declare any potential conflict of interest, and refrain from participating in deliberations, or voting in respect to that interest.
 - 4.1. All members of the General Assembly and employees must sign the conflict of interest and Non-disclosure agreement form as outlined in Bylaw 21, Code of Conduct.
5. No member of the Executive Council may hold a remunerated position with the ULSU during their term of office.
6. The ULSU shall not enter into any agreement or contract that compromises the integrity of the ULSU by working against the objectives or legislation of the ULSU.
7. 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.
8. No member of the ULSU shall knowingly enter into a conflict of interest.

BYLAW 23 - GRIEVANCES, DISCIPLINE, AND RESIGNATION OF GENERAL ASSEMBLY MEMBERS

Last Amended April 2024

1. Members are encouraged to choose the appropriate method as described below depending on how they identify their conflict;
2. Informal conflicts should be addressed to the individual directly, whenever possible, or anonymously passed along, to resolve conflict through informal discussion initially with the party or parties involved;
 - 2.1. If the member addressing the concern wishes to be anonymous, they can informally address the General Manager about their concern.
 - 2.2. The member responsible for raising the concern must follow up with the individual within 10 business days of notifying the recipient of the concern.
3. The process of submitting a formal grievance will require a member of the General Assembly to:
 - 3.1. Submit via email to the President and the Chair of the General Assembly their formal complaint citing their grievance(s)
 - 3.1.1. In order for the complaint to be officially recognized the grievance must include:
 - 3.1.1.1. Date of submission
 - 3.1.1.2. Full Name
 - 3.1.1.3. ULSU Position
 - 3.1.1.4. Signature of Griever
 - 3.1.1.5. Cite the grounds on which they are filing a complaint through Bylaw 23, Section 3
4. Substantiation of Claims
 - 4.1. Grounds for submitting a formal complaint include:
 - 4.1.1. The member of the General Assembly 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;
 - 4.1.2. The member of the General Assembly fails to uphold their hour requirements or office hours if required for that member;
 - 4.1.3. The member of the General Assembly is found to be involved in a conflict of interest as outlined in the ULSU Constitution;
 - 4.1.4. The member of the General Assembly is convicted by legal authorities for an indictable offense;
 - 4.1.5. The member of the General Assembly is neglecting the duties associated with their position as outlined in the ULSU legislation;

- 4.1.6. A General Assembly member chooses to sponsor a formal grievance via a formal petition, signed by no less than 15 percent (10%) of the active members of the ULSU. The petition must follow the submission guidelines under Section 2 of Bylaw 23 explicitly citing the grievance and justifying their request for discipline.
- 4.1.7. The member of the General Assembly does not hand in required reports before the established deadlines on two (2) occasions;
- 4.1.8. The member of the General Assembly knowingly misrepresents the General Assembly or any other member of the General Assembly to any body. This includes, but is not limited to:
 - 4.1.8.1. Issuing a quote on behalf of a member of the General Assembly without their knowledge or consent;
 - 4.1.8.2. Incorrectly communicating the beliefs or values of a member of the General Assembly;
 - 4.1.8.3. Unlawfully altering or changing official minutes of the General Assembly or any body created under its auspices.
- 4.1.9. The member speaks on behalf of the ULSU in opposition to a decision made by the General Assembly after a vote;
- 4.1.10. The member of the General Assembly reveals confidential information;
- 4.1.11. The member of the General Assembly misuses the privileges of office;
- 4.1.12. The member of the General Assembly is grossly incompetent and, or, guilty of negligence.
- 4.1.13. The member of the General Assembly is in violation of Bylaw 21, Code of Conduct.
- 4.1.14. The member has continually failed to follow the orders of the General Assembly of Executive Council; and/or,
- 4.1.15. The member is no longer an active member of the ULSU.

5. Procedure for presenting and adjudicating a formal grievance:
 - 5.1. The chair will inform the respondent at minimum, with, one (1) week notice prior to the General Assembly meeting regarding grievances against them, to allow for the respondent to prepare an appeal;
 - 5.2. During the in-camera portion of the meeting the General Assembly must:
 - 5.2.1. Give adequate time during the meeting to the complainant to present their grievance;
 - 5.2.2. Give adequate time during the meeting to the respondent to present their appeal;
 - 5.2.2.1. the respondent and the complainant must both be ushered out of the meeting room, virtual or in-person and allowed a separate place to wait while the grievance is deliberated;
 - 5.2.2.1.1. These members will be ushered back into the meeting once the General Assembly moves out of the in-camera portion but before the vote has occurred.
 - 5.2.3. Adjudicate on the merit of the grievance;
 - 5.2.3.1. Deliberate whether disciplinary action towards the respondent is warranted or not; and,
 - 5.2.3.2. Create and vote on a motion that either dismisses the grievance or specifies the disciplinary action against the respondent.
 - 5.3. Vote on the motion to dismiss or discipline the respondent out of the in-camera session.

6. Potential disciplinary actions of a General Assembly Member include but are not limited to:
 - 6.1. Suspending the respondent with or without pay from their role for a specified amount of time;
 - 6.1.1. Should the respondent be cleared of the grievances against them by order of the General Assembly, the member will be paid for the time of suspension.
 - 6.2. Impeachment from office;
 - 6.2.1. Removal from office must meet a two-thirds (2/3) majority vote if the member is to be impeached.
 - 6.2.2. The General Assembly can recommend and propose a disciplinary action of their own.

7. Resignation
 - 7.1. Any member wishing to resign must do so in writing to the Chair of the General Assembly;
 - 7.2. The Chair must present any letters of resignation at the next regularly convened General Assembly meeting;
 - 7.3. Resignations take effect on the date specified in the letter of resignation; and,
 - 7.4. Letters of resignation will be filed by the President.

BYLAW 24 - THE CHIEF RETURNING OFFICER

Last Amended April 2024

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 Website, 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 Greek Life Organization; 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 booth locations at least two (2) weeks prior to the opening of the nomination period.
14. The CRO must make public and maintain the following office hours:
 - 14.1. For a general election, the CRO will be available for a minimum of:
 - 14.1.1. Four (4) hours during the week prior to the close of nominations;
 - 14.1.2. 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,
 - 14.1.3. One (1) hour per day for three days following voting.
 - 14.2. For a referendum, the CRO will be available for a minimum of:
 - 14.2.1. Four (4) hours during the week beginning two weeks before the referendum or plebiscite; and,
 - 14.2.2. One (1) hour per day for the week prior and during the referendum or plebiscite.
15. The CRO will count all election ballots, in the case paper ballots are used.
16. 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.
17. Remuneration of the CRO will be governed by the CRO Remuneration Policy.
18. 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;
 - 18.1. 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,
 - 18.2. All reports must be submitted on time in order for the CRO to receive their honoraria.

19. The CRO will work in conjunction with the General Manager, and be accountable to the General Assembly.
20. 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:
 - 20.1. 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;
 - 20.2. 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,
 - 20.3. 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 2024

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 Student Enrolment and Registrar Services 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 and VP Student Life;
 - 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 Student Enrolment and Registrar Service 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 Student Enrolment and Registrar Service as an Indigenous student.
3. List of Electors
 - 3.1. The General manager or designate will work with the University of Lethbridge's IT Solutions department to establish an electronic voting ballot.

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
 - 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 five hundred dollars (\$500.00) 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 secure website on the University of Lethbridge campus in Lethbridge;
 - 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.

6. Counting
 - 6.1. Before voting period ends, the CRO will cast a vote for each position or referendum and seal each paper ballot or email in a separate envelope email attachment, 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 a secured digital file or location;
 - 6.1.2. In the case of a tie, 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;

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 2024

1. The ULSU shall hold a General Election annually, in the spring winter 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 voting shall remain open.
 - 1.1.1.6.1. voting must be open for at least 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;
 - 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. Confirm, by signing the nomination form, that they shall comply with all ULSU legislation;
 - 1.2.2.4. Have the official ULSU nomination form supported by twelve (12) active members of the ULSU, including their student identification numbers;
 - 1.2.2.5. Include a letter from the University of Lethbridge Student Enrolment and Registrar Service verifying that the nominee is in good academic standing as per the academic standards laid out in the University of Lethbridge Calendar;
 - 1.2.3. A nominee may request and receive special exemption to sections of Bylaw 26 General Elections and By-Elections, via approval from the General Assembly. Such request must be made to the CRO and the Executive Council forty-eight (48) hours prior to nominations close to ensure appropriate time for a mailbox ballot or special meeting of the General Assembly;

- 1.2.4. Refunds shall not be made available to candidates who are disqualified from or withdraw from the election;
- 1.2.5. Members of the ULSU may only be nominated for one (1) position on the General Assembly per election;
- 1.2.6. Any person who was elected to the General Assembly and then impeached shall not be eligible to be nominated for any position;
- 1.2.7. 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,
- 1.2.8. 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,
 - 1.2.8.1. 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. The names of each candidate shall be arranged in the following order.
 - 1.3.3.1. The candidate's surname;
 - 1.3.3.2. The candidate's preferred name, as given by the Student Enrolment and Registrar Service Office;
- 1.3.4. No titles, degrees, prefixes or suffixes shall be included with any candidate's name on the ballot;
- 1.3.5. 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;
- 1.3.6. All ballots shall be as similar in format as possible;
- 1.3.7. The ballot shall be electronic, the background shall be white;
- 1.3.8. 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;
- 1.3.9. 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";
 - 1.3.9.1. 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;
- 1.3.10. 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,
- 1.3.11. 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 elections.

- 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 or any Vice 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 the start and end of the fall semester, 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 or Vice President will be carried out by the Executive Council until April 30;

 - 2.2. The First-Year Representative position will be voted in annually by an internal by-election.

 - 2.3. If the position of any Representative becomes vacant
 - 2.3.1. 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,
 - 2.3.2. 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;
 - 2.3.3. Between February 1 and April 30, the position will remain vacant;
 - 2.3.4. 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,
 - 2.3.5. 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;

- 2.4. By-Election Dates
 - 2.4.1. The Executive Council, in consultation with the CRO, will establish:
 - 2.4.1.1. The date or dates of the voting for any by-election which must occur during the fall or winter semesters; and,
 - 2.4.1.2. The dates for the filing of nominations, which must occur during the fall or winter semesters;
 - 2.5. The nominations and eligibility of candidates for a by-election will be the same as for a general election;
 - 2.6. 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 April 2024

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 questions;
 - 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 online, including their name, University of Lethbridge student identification number, and the position being taken on the election or referendum;
 - 1.4.1.2. Confirm that they will comply with all ULSU legislation by signing the nomination form;
 - 1.4.1.3. Attend an orientation session as required by the ULSU;
 - 1.4.1.4. Ensure all active members of the ULSU who are assisting with the campaign sign a form stating they are assisting the campaign;
 - 1.4.1.5. 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 two hundred dollars (\$200) 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 April 2024

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 and General Manager, must make a ruling and notify the candidate who committed the infraction of that decision within forty-eight (48) hours of receiving the complaint;
 - 4.5.3. The CRO will forward to the Students' Union General Manager all complaints submitted after the official election results are released. The General Manager must forward these to Executive Council following 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 2024

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. \$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;
 - 3.2. \$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,
 - 3.3. 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 affiliated organization utilizing the election or referendum service must provide a returning officer to assist the ULSU CRO; and,
 - 6.1. The organization's returning officer will not have the authority to make rules as to the interpretation of ULSU legislation; and,
 - 6.2. The organization's returning officer does not have access to alter any ballots or end results.

BYLAW 30 - REFERENDA

Last Amended April 2024

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 referendum question, on 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;

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 April 2024

1. The Executive council or 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 Executive council or General Assembly regarding the finances and assets granted to them by the ULSU.
4. Failure of a ratified group to properly account to the Executive council or 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, University of Lethbridge policies, 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 April 2024

1. Club Membership and Operation
 - 1.1. 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;
 - 1.2. 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,
 - 1.3. A ratified club must provide proof of an election within fifteen (15) business days of Election Results.
 - 1.4. And an up to date list of club executives to the ULSU.
 - 1.5. Refer to Policy 14 - Club Policy for the ratification of all clubs.

2. Club Executive
 - 2.1. Elections for executive positions of a Club must be held annually;
 - 2.2. Only current University of Lethbridge students may hold Club executive positions;
 - 2.3. The executive members of a Club are responsible financially and legally for the actions of the Club
 - 2.4. 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;
 - 2.5. Members of the ULSU Executive Council may not hold executive positions with any Club; and,
 - 2.6. At least two Club executive members must have signing authority for the finances of the Club. Only executive members or a designate member may hold signing authority.

3. Club De-ratification
 - 3.1. The Students' Union Executive council or General Assembly has the authority to de-ratify any Club for the promotion, encouragement, or tolerance of the following:
 - 3.1.1. Illegal activities as defined by Municipal, Provincial, and Federal laws;
 - 3.1.2. Contravention of the policies, rules, and regulations of The University of Lethbridge;
 - 3.1.3. Contravention of ULSU legislation or the orders of the Executive Council or of the General Assembly;
 - 3.1.4. Discrimination on the basis of race, sex, political affiliation, religion, age, marital status, or sexual orientation; and/or,
 - 3.1.5. Failure to reconcile any outstanding balance due to the ULSU or any other organization.
 - 3.1.6. Perpetuating a culture of secrecy and concealment as it pertains to sexual violence and harassment; and/or
 - 3.1.7. Conduct unbecoming of the reputation of the ULSU.
4. The Executive Council has the authority to temporarily place any Club on probation until the next convened Executive council or General Assembly Meeting.
5. Club Fund and Club Funding
 - 5.1. Refer to Policy 17 - 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 be debated and approved at a properly convened Executive Council; and,
 - 5.3.2. Maximum amounts of funding to be released to clubs shall be outlined in Policy 17 - 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 sanctioned activities taking place within the legislation, and formally approved by the VP Student Life; and/or the General Manager, Operations coordinator, and/or Administrative Assistant.
7. 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 Life, the Operations Coordinator and the ULSU General Manager.

BYLAW 33 - CLUBS' COUNCIL

Last Amended April 2024

1. The objective of Clubs' Council is to provide a forum where representatives from all ratified Clubs and Greek Life Organizations can exchange ideas, share information, work together, and make decisions pertaining to the overall welfare of all ratified Clubs and Greek Life Organizations.
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 Life 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) business days prior to the meeting;
 - 3.2. The VP Student Life 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 Life; and,
 - 3.4. All agenda items must be submitted to the VP Student Life 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 and Greek Life Organizations;
 - 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 and Greek Life Organizations 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 or designate from membership may attend in their place; or,
 - 5.2. Proxy
6. Each ratified Club or Greek Life Organization 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 or Greek Life Organizations on probation;
 - 6.2. An individual may only represent one (1) club or Greek Life Organization at each Clubs' Council meeting.

7. Quorum for meetings of Clubs' Council will be the majority of all clubs and Greek Life Organizations ratified at the time of the meeting;
 - 7.1. Clubs and Greek Life Organizations 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 or Greek Life Organizations that misses two (2) unexcused Clubs' Council meetings will be put on Probation, as per Policy 14 - Club Policy;
 - 8.1. The VP Student Life 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. Provide input about Students' Union events and activities.

BYLAW 34 - GREEK LIFE ORGANIZATIONS

Last Amended April 2024

1. The ULSU will not recognize Greek Life Organizations until such a time the University of Lethbridge Board of Governors acts on either the recognition or non-recognition of the organizations.
2. Greek Life Organization Ratification
 - 2.1. A Greek Life Organization will be ratified under Policy 19 - Greek Life Organizations. A Greek Life Organization will not be considered a club, and are only expected to follow the Club Policies and Bylaws when indicated by the Greek Life Organization's Constitution, Bylaws and Policies or otherwise stated in the Students' Union Operations Manual.
3. Greek Life Organization Membership and Operation
 - 3.1. A Greek Life Organization 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;
 - 3.2. A previously ratified fraternity or sorority must provide proof of an election within fifteen (15) business days of a request; and,
 - 3.3. The ULSU will not be responsible financially or legally for the actions taken by a Greek Life Organization or their members as they represent a Greek Life Organization.
4. Greek Life Organization Executive
 - 4.1. Elections for executive positions of a Greek Life Organization must be held annually;
 - 4.2. Only current University of Lethbridge undergraduate students may hold Greek Life Organization executive positions;
 - 4.3. The executive members of a Greek Life Organization will take measures to ensure that the fraternity or sorority is being financially and legally responsible;
 - 4.4. Members of the ULSU Executive Council may not hold executive positions with any Greek Life Organization;
 - 4.5. At least two executive members must have signing authority for the finances of the Greek Life Organization. Only executive members may hold signing authority; and, 4.5.1. A third-party administrator may also hold signing authority over the account if deemed necessary unanimously by the Greek Life Organization executive members.

5. Greek Life Organization De-ratification
 - 5.1. The Students' Union General Assembly has the authority to de-ratify any Greek Life Organization for the promotion, encouragement, or tolerance any of the following:
 - 5.1.1. Illegal activities as defined by Municipal, Provincial, and Federal laws;
 - 5.1.2. Contravention of the policies, rules, and regulations of The University of Lethbridge;
 - 5.1.3. Contravention of ULSU legislation, or the orders of the Executive Council, or of the General Assembly;
 - 5.2. Discrimination on the basis of race, political affiliation, religion, age, marital status, or sexual orientation;
 - 5.2.1. Failure to reconcile any outstanding balance due to the ULSU or any other organization; and
 - 5.2.2. Perpetuating a culture of secrecy and concealment as it pertains to sexual violence and harassment; and/or
 - 5.2.3. Conduct unbecoming of the reputation of the ULSU.
 - 5.3. The Executive Council has the authority to temporarily place any Greek Life Organization on probation until the next convened General Assembly meeting.
6. Greek Life Organization Liability and Insurance
 - 6.1. The ULSU will not be held responsible for any liabilities or negligent activities undertaken by a ratified Greek Life Organization;
 - 6.1.1. All Greek Life Organization 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 Life;
 - 6.2. The ULSU liability insurance will cover only those legal activities taking place within the ULSU legislation, and formally approved by the ULSU VP Student Life; and,
 - 6.3. Private or special event insurance for Greek Life Organization 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 Life, Operations Coordinator and the ULSU General Manager.
7. Greek Life Organization Events
 - 7.1. Refer to Policy 16 - Club Events and Policy 19 - Greek Life Organizations for all events that are held on campus or use ULSU resources to promote, plan or execute.
8. Alcohol
 - 8.1. Refer to Policy 18 - 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 April 2024

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 Life; and,
 - 1.6. The General Manager.
2. Discretionary accounts are intended only for expenditures incurred in line with the objects of the ULSU, as defined in the ULSU Bylaws.
3. Discretionary monies may not be used for the purchase of alcohol or tobacco unless it is to be used for relevant Students' Union matters.
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; if requested 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 Section 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 Accountant.
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 Accountant.
8. The General Assembly shall have the authority to suspend discretionary privileges of any discretionary account holder.

BYLAW 36 - CREDIT CARD

Last Amended April 2024

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 Life;
 - 1.6. The General Manager;
 - 1.7. The Service Center Manager;
 - 1.8. The Communications Coordinator;
 - 1.9. The Pub Manager; and,
 - 1.10. The Kitchen and Catering Manager.
 - 1.11. The Calgary Campus Representative
 - 1.12. The Executive Administrator
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 Section 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 the ULSU Bylaws.
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 Accountant within three (3) business days; or,
 - 5.2. For purchases made outside of Lethbridge, receipts and explanatory notes must be submitted to the ULSU Accountant within three (3) business days of the credit card holder's arrival in Lethbridge through email and/or physical submission.

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 Section 4 of this Bylaw;
 - 6.2. Is not accompanied by appropriate documentation as indicated by Section 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 Accountant to make deductions from their salary or honorarium in the amount of any purchase that falls within the limits of Section 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 Accountant; and,
 - 8.1. The ULSU Accountant shall bring to the attention of the General Manager and to either of the VP 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 Section 4 of this Bylaw; or,
 - 8.1.2. Is not accompanied by appropriate documentation as indicated by Section 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. The ULSU credit cards are not intended for personal use;
 - 11.1. Personal use may be grounds for disciplinary action.

BYLAW 37 - TRAVEL, CONFERENCE, AND PER DIEM EXPENDITURES

Last Amended April 2024

1. Travel
 - 1.1. Any individual traveling 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. 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:
 - 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 Accountant 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 per DIEM 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,
 - 4.2. As per the General Assembly Obligations Bylaw, reports for Travel and Conferences must be submitted within five (5) business days of returning, if requested.

BYLAW 38 - EMPLOYEES

Last Amended April 2024

1. The ULSU shall be an equal opportunity employer.
2. All new 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 employer, supervisor, coworker or any official representative of the General Assembly, the following steps must be followed:
 - 4.1.1. The employee should seek, whenever possible, to resolve conflict through informal discussion initially with the party or parties involved;
 - 4.1.2. 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 original incident. In the event that a grievance pertains to a recurring matter, a letter should be filed within 30 days of the most recent occurrence
 - 4.1.2.1. Upon receipt of the complaint, the General Manager, VP Operations and Finance or the President will begin the resolution of complaints as outlined below within seven (7) days
5. Resolution of Grievances
 - 5.1. Should a grievance or concern arise regarding an employees' performance or conduct, the following steps must be followed:
 - 5.1.1. The employee shall be spoken to by the General Manager. The General Manager will disclose the grievance or concern and discuss with the employee about how the problem could be resolved. A letter summarizing that discussion, signed both by the General Manager and the employee, must be added to the employee's personnel file and made available to the employee;

- 5.1.1.1. If the employee in question is the General Manager, the VP Operations and Finance or the President will assume the role of the General Manager in all steps of discipline.
- 5.1.2. If, following the verbal warning, there is no corrective action taken, multiple grievances, or if the nature of the concern is of a magnitude in which a verbal conversation is not an adequate level of discipline, a written warning is to be issued by the General Manager
 - 5.1.2.1. 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 and made available to the employee;
- 5.1.3. If, following the delivery of a written warning, corrective action is not taken, there are continued concerns, or grievances of a similar nature, a letter of dismissal shall be issued to the employee following any necessary consultation with Human Resources and/or Legal; and,
 - 5.1.3.1. A signature from the employee on a copy of the letter of dismissal, acknowledging receipt of the letter, shall be requested; and,
 - 5.1.3.2. 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.
 - 5.1.3.3. Dismissal of full-time employees must be approved by the General Assembly
- 5.2. An employee may be immediately dismissed or placed on suspension, without written warning notices, period of notice, or salary in lieu of notice, for just cause, as outlined below, at the immediate discretion of the General Manager and Executive Council and final approval of the General Assembly at the next regular convened meeting. This may include, but is not limited to:
 - 5.2.1. theft, fraud, or other criminal activities;
 - 5.2.2. breach of duty or policy;
 - 5.2.3. breach of confidentiality;
 - 5.2.4. gross misconduct;
 - 5.2.5. failure to inform their supervisor of non-attendance;
 - 5.2.6. conduct which, in the discretion of the Students' Union, tends to bring the Employee or the organization into disrepute.
- 5.3. Refer to Section 6.1.3 for proper approval of dismissal
 - 5.3.1. An employee's file will not be used against them if no new complaints of a similar matter are filed within 18 months of the most recent complaint.
- 5.4. 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 Human Resources website Policy;
- 5.5. The aforementioned grievance procedures may not be invoked if the University's Human Resources website Policy has already been engaged.

6. Employee Review
 - 6.1. The Employee Review Committees' Terms of References are outlined in the Internal Committees Policy;
 - 6.2. All permanent employees shall be reviewed annually by the appropriate committee;
 - 6.3. The committees shall follow the methodology outlined below:
 - 6.3.1. The employee will be notified at least two weeks in advance of their review;
 - 6.3.2. The employee shall be given the standard ULSU review form and asked to do a self-assessment;
 - 6.3.3. 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,
 - 6.3.4. The committee shall conduct an interview with the employee and administer the employee's review.
7. Employees shall not engage in activities against the goals and initiatives of the ULSU.
8. Employees are expected to act with integrity and without discrimination in carrying out their roles and functions.
9. Employees shall positively support the message of the ULSU as part of their role within the organization.
10. Employees' personal interests and/or business activities should not influence or appear to influence their decisions made in the normal course of employment. This includes decisions and recommendations in awarding contracts, staff recruitment, and supervision decisions
11. Employees may not hire, supervise, or evaluate the performance of a relative or individual with whom they have a close personal, sexual, financial, or otherwise intimate relationship or with whom they reside. Employees are expected to immediately disclose any such relationships to ULSU President, VP Operations and Finance and the General Manager. The ULSU Executive Council will review the circumstances to determine whether any real or perceived conflict of interest exists and to consider options for resolving the conflict.

BYLAW 39 - THE STUDENTS' UNION BUILDING

Last Amended April 2024

1. The Executive Council and/or General Assembly shall control and manage the Students' Union Building in compliance with the Building Agreement between the University of Lethbridge 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
 - 1.2. The Executive Council and/or General Assembly must approve any changes in the Students' Union Building that will result in loss or gain to spaces.

2. The Students' Union shall work with the University to ensure that the Students' Union Building is properly maintained.
 - 2.1. The ULSU shall strike the Students' Union Building (SU) ad-hoc committee annually to assess building renovations and changes as per policy 6 section 20.

BYLAW 40 - AMENDATORY PROCESS

Last Amended April 2022

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 must be made as follows, by the General Assembly:
 - 4.1. First, the proposed Bylaw and/or Policy additions or amendments are proposed and voted on by the General Assembly at a properly convened meeting of the General Assembly in the first week of April.
 - 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 the following academic year upon a vote in favour of the proposed additions or amendments by no less than two-thirds (2/3) of voting members present at 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.

POLICIES

The University of Lethbridge Students' Union

Last Amended April 2024

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POLICY 1 – FINANCIAL POLICY

Last Amended April 2024

1. The Executive Council has the authority to:
 - 1.1. Authorize general expenditures in the annual budget, to a maximum of two thousand dollars (\$2000.00);
 - 1.1.1. The Executive Council cannot authorize expenditures that incur costs in the following years' budgets;
 - 1.1.2. The Executive Council cannot authorize expenditures that exceed the approved budget, or commence expenditures which will ultimately exceed the approved budget;
 - 1.2. Be responsible for preparation of an annual budget for the academic year;
 - 1.3. Be responsible for investment decisions, including bursary and scholarship investments;
 - 1.4. In the event of an emergency, authorize the expenditure of money to protect the physical assets of The Students' Union.
 - 1.4.1. Authorize the repair of physical assets to a maximum of fifty percent (50%) of the replacement value; and,
 - 1.5. Ensure an audit of the financial accounts of the Students' Union is commissioned annually; and,
 - 1.5.1. This commission shall be done no later than the end of the following fiscal year; and,
 - 1.5.2. The audit shall be presented to the General Assembly upon completion, and shall be made available to the members of the Students' Union.
2. The General Assembly has the authority to:
 - 2.1. Approve the annual budget;
 - 2.1.1. The General Assembly may not approve a budget that places the Students' Union in deficit;
 - 2.2. Authorize any changes to the approved budget;
 - 2.3. Approve the expenditure of ULSU funds within the annual budget; however,
 - 2.3.1. The General Assembly may not approve the expenditure of funds which will place the Students' Union in a deficit situation;
 - 2.4. Approve any contract for the purchase of goods or services exceeding one year in duration.
 - 2.5. To see updated operating budget on a monthly basis or as requested
3. The General Manager has the authority to:
 - 3.1. Negotiate revenue-generating contracts, subject to the approval of the Executive Council;
 - 3.2. Authorize the expenditure of funds to a maximum of one thousand dollars (\$1000.00);
 - 3.3. Monitor investment accounts and execute investment decisions which must subsequently be reported to the VP Operations and Finance.

4. Pricing of the Students' Union products and/or services will follow these guidelines:
 - 4.1. The pricing policy for the Students' Union will be to charge slightly less than the standard commercial rate where possible and financially feasible; and,
 - 4.2. Pricing for each product and/or service will be evaluated each year following receipt of the year-end audited financial statements.
 - 4.2.1. The VP Operations & Finance, The Accountant, will review the pricing strategy and notify the General Assembly of their findings on as needed basis.

POLICY 2 – EMERGENCY ASSISTANCE GRANTS

Last Amended April 2022

1. Undergraduate students experiencing immediate personal financial need may apply for Emergency Assistance Grants to a maximum of six hundred dollars (\$600.00).
 - 1.1. Graduate students are eligible for emergency funding,
 - 1.1.1. Must provide documented proof from the that they have exhausted Graduate Students Association funding, have been declined, or have exhausted funding.
 - 1.1.2. Preference for funding will be given to undergraduate students first.
2. Emergency Assistance Grant applications must include, if applicable:
 - 2.1. Completed Student Emergency Financial Grant Request Form which shall include, but may not be limited to the following.
 - 2.1.1. Contact information;
 - 2.1.2. Sources of Income;
 - 2.1.3. Monthly Expenses;
 - 2.1.4. Semester Expenses;
 - 2.1.5. Letter of intent;
 - 2.1.6. Copy of all bank statements from the past thirty (30) days;
 - 2.1.7. Letter of enrollment from the University of Lethbridge Student Enrolment and Registrar Service Office; and,
 - 2.1.8. Letter of financial standing from the University of Lethbridge Cash Office.
 - 2.1.9. Copy of last two (2) pay stubs;
 - 2.1.10. Copy of all bills from the past 30 days;
 - 2.1.11. Proof that other possible funding sources have been exhausted; and,
 - 2.1.12. Any relevant documentation.
3. The Executive Council has the authority to approve any Emergency Assistance Grant application.
 - 3.1. The VP Operations and Finance may request more information, either through email or an interview with the applicant prior to the vote to approve the Emergency Assistant Grant;
 - 3.2. Any discussion of Emergency Assistance Grants during an Executive Council Meeting shall occur in-camera; and,
 - 3.3. To protect the confidentiality of the applicant, the motion to approve or deny an Emergency Assistance Grant shall not refer to the applicant by name.
4. The VP Operations and Finance will keep a digital record of approved and denied emergency assistance grants for the past five (5) years at which time the records will be destroyed. The records shall be kept confidential and will only be viewable to the VP Operations and Finance, the Accountant and the General Manager.

POLICY 3 – MAILBOX BALLOT MOTIONS

Last Amended April 2024

1. A Mailbox Ballot may be used by the Executive Council and the General Assembly to:
 - 1.1. Process business items regarding matters of sufficient importance and timeliness that require action prior to the next scheduled meeting, but do not require an emergency meeting;
2. Mailbox ballots occur by email.
3. Mailbox Ballots must include the following:
 - 3.1. A properly worded motion;
 - 3.2. The date on which the motion was proposed;
 - 3.3. Both the name of the person who moved the motion and the name of the person who seconded the motion;
 - 3.4. The times and dates for which the discussion period is to last;
 - 3.5. The times and dates for which the voting period is to last; and,
 - 3.6. A rationale for the motion.
 - 3.7. Should the motion include the expenditure of funds, a detailed budget must be attached to the Mailbox Ballot.
4. Mailbox Ballot voting must adhere to the quorum guidelines as outlined in Bylaw 3 - General Assembly and Bylaw 5 - Executive Council.
5. The President may vote in a Mailbox Ballot of the Executive Council only to break or cause a tie at the end of the voting period.
6. The record of a Mailbox Ballot will be included as an item for information at the next regularly convened meeting of the General Assembly or Executive Council.
7. In the event of a request by a member to defer to a regularly convened General Assembly meeting or Executive Council, that request shall be considered a motion to table, and must be seconded by a similar request by another member, with procedure under Robert's Rules of Order to be determined by the Chair of the particular council.

8. Procedure of Electronic Mailbox Ballots
 - 8.1. When a member of the Executive Council determines that a matter warrants an electronic vote, the member of the Executive Council shall email all General Assembly members or Executive Council members the motion, providing a rationale for the motion in the email, and outlining the discussion and voting periods;
 - 8.1.1. A vote to ratify elections results shall not be done via a mailbox ballot.
 - 8.2. The discussion period shall last a minimum of 24 hours and a maximum of 72 hours;
 - 8.2.1. The length of the discussion period shall be set by the Executive Council. This period is meant for discussion on the motion by General Assembly;
 - 8.2.2. Executive Council electronic mailbox ballots do not require a minimum discussion period and voting may commence immediately.
 - 8.3. At the end of the discussion period, a member of the Executive Council will email all General Assembly members informing them of the end of the period and the beginning of the voting period.
 - 8.4. The voting period will last until all votes have been cast, for a maximum of seventy-two (72) hours. If quorum has not been reached within seventy-two (72) hours, the motion will be tabled until the next General Assembly meeting.
 - 8.4.1. Votes are to be emailed to all General Assembly, Executive Council, and the Executive Administrator for recording.
 - 8.5. Any member that has a conflict of interest for the motion must not participate in discussion or voting and acknowledge that conflict of interest in an email to all General Assembly or Executive Council members and the Executive Administrator for recording;
 - 8.6. In the event of more than one vote received from a single member, the first vote shall be the only valid vote;
 - 8.7. The decision made via electronic vote takes effect following the end of the voting period; and,
 - 8.7.1. Following the voting period, a member of the Executive Council or the ULSU Executive Administrator shall e-mail all General Assembly or Executive Council members to inform them of the result of the vote.

POLICY 4 – ELECTIONS AND REFERENDA EXPENSE AND FEES

Last Amended April 2024

1. Election candidates may not exceed a two-hundred-dollar (\$200.00) expense limit for a campaign, expenses allowable defined in Bylaw 27 - Campaigns for Election Candidates and Referenda and at the discretion of the CRO.
2. Any organization or individual campaigning for or against any referendum question may not exceed a one thousand, five-hundred-dollar (\$1500.00) expense limit on the campaign.
3. A fair market value assessment of all donations must be included in the budget of the campaign.
4. Should an individual or an organization exceed the applicable expense limit, the CRO, on behalf of the ULSU, will fine them fifty cents (\$0.50) for every dollar in excess of the limit.
5. Each Executive Council candidate will receive a maximum of a one Hundred Dollar (\$100.00) reimbursement for campaign expenses upon itemized receipts being submitted to the CRO.
6. If the CRO should find any campaign materials around the campus after the campaign end time, they, on behalf of the ULSU, will fine the individual or organization as follows:
 - 6.1. A maximum fine of thirty dollars (\$30.00) per banner;
 - 6.2. A maximum fine of fifteen dollars (\$15.00) per poster; and,
 - 6.3. A maximum fine of ten dollars (\$10.00) per item for all other campaign materials
7. Mutilation or removal of any campaign material without authority of the owner or the CRO will result in a seventy-five dollar (\$75.00) fine per instance to responsible candidates.
8. Any group using ULSU election services will be assessed the following fees:
 - 8.1. Three hundred dollars (\$300.00) if the election runs simultaneously with a General Election, by-election, or referendum, and the organization is not a ratified club or student- run organization; and/or,
 - 8.2. Five hundred dollars (\$500.00) or the amount of costs incurred to the ULSU, whichever is greater, for the election if the election does not run simultaneously with a General Election, by-election, or referendum.

9. The CRO reserves the right to request a clear and complete statement of an individual or organization's campaign expenses.
10. Individuals or organizations receiving ULSU funds to run their campaign in a referendum must submit expense statements and receipts.
11. Candidates or groups shall not use any ULSU resources or employees for any campaign purposes.

POLICY 5 – TRAVEL, CONFERENCE, AND PER DIEM EXPENDITURES

Last Amended April 2024

1. Daily Expenses
 - 1.1. The following maximum will be allowed per meal which is not provided by the conference or event and will include a multiplier based on the tax percentage from the area where travel is occurring:
 - 1.1.1. Breakfast - \$20.00;
 - 1.1.2. Lunch - \$25.00; and,
 - 1.1.3. Dinner - \$35.00;
 - 1.1.4. A daily incidental allowance of fifteen dollars (\$15.00) for each partial or full day will be authorized to offset incidental costs.
2. Vehicle Travel
 - 2.1. Private vehicle travel will be reimbursed at the current calendar year rate of mileage reimbursement as recommended by the Canada Revenue Agency with the restrictions as laid out in Bylaw 37 - Travel, Conference, and Per Diem Expenditures; and,
 - 2.2. When renting a vehicle, fuel will be calculated at \$0.15 per kilometer for budgeting purposes. All fuel costs will be charged to an Executive Council member's credit card or reimbursed upon return.
 - 2.3. When using a ULSU vehicle, all fuel costs will be charged to a ULSU credit Card or reimbursed upon return.

POLICY 6 – INTERNAL COMMITTEES

Last Amended April 2024

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

incoming and outgoing VP Operations and Finance, and either the General Manager or the Accountant.

- 7.4. The Annual Budget shall be assembled chaired by the outgoing VP Operations and Finance.
8. The Budget Committee
 - 8.1. The membership of the Budget Committee shall be:
 - 8.1.1. The VP Operations and Finance;
 - 8.1.2. The President;
 - 8.1.3. The General Manager; and,
 - 8.1.4. The Accountant.
 - 8.2. The duties of the Budget Committee shall be:
 - 8.2.1. To review the current budget at a minimum of four times annually; and,
 - 8.2.2. To ensure that the ULSU is spending money appropriately, and to flag any concerns within the budget that may need to be addressed throughout the year.
 - 8.3. Quorum for the budget committee is three (3) of the members listed above.
 - 8.4. The Budget Committee shall be assembled and chaired by the VP Operations and Finance
 - 8.5. Other executives or staff members may be requested to attend the Budget Committee meeting at the discretion of the VP Operation and Finance.
 9. General Manager Hiring Committee
 - 9.1. The membership of the General Manager Hiring committee shall be:
 - 9.1.1. The President;
 - 9.1.2. The VP Operations and Finance;
 - 9.1.3. One non-executive member of the General Assembly;
 - 9.1.4. One full-time employee of the ULSU; and, this employee shall not be the current General Manager; and,
 - 9.1.5. Two members of the university community.
 - 9.2. The duties of the General Manager Hiring Committee shall include:
 - 9.2.1. To recruit and interview candidates for the position of General Manager of the Students' Union; and,
 - 9.2.2. To recommend a candidate to the Executive Council, who may then instruct the President and VP Operations and Finance to jointly offer the position to the candidate and enter into a contract with them on behalf of the Students' Union;
 - 9.3. Quorum for the General Manager Hiring Committee shall be four (4) of the members listed above, and must include either the President or the VP Operations and Finance; and,
 - 9.4. The General Manager Hiring Committee shall be assembled and chaired by the President, or the VP Operations and Finance in their absence.

10. Full-time Employee Hiring Committee

- 10.1. The membership of the Full-time Employee Hiring Committee shall be:
 - 10.1.1. The President;
 - 10.1.2. The VP Operations and Finance; and,
 - 10.1.3. The General Manager;
 - 10.1.4. The current employee shall only be used as a resource.
- 10.2. The duties of the Full-time Employee Hiring Committee shall include:
 - 10.2.1. To determine the manner in which candidates shall be recruited for all vacant full-time employment positions of the ULSU;
 - 10.2.2. To interview candidates for all full-time employment positions for the ULSU; and,
 - 10.2.3. To offer the position to the recommended candidate and to enter into a contract with him or her on behalf of the Students' Union;
- 10.3. Other members of the General Assembly or the ULSU may be consulted or asked to attend at any time by this committee
- 10.4. Quorum for the Full-time Employee Hiring Committee shall be the President, the VP Operations and Finance, and the General Manager.
- 10.5. The Full-time Employee Hiring Committee shall be assembled and chaired by any member of the committee.

11. General Manager Review Committee

- 11.1. The membership of the General Manager Review Committee shall be:
 - 11.1.1. The President; and,
 - 11.1.2. The VP Operations and Finance;
- 11.2. The duties of the General Manager Review Committee shall include:
 - 11.2.1. To perform an annual review of the performance of the General Manager;
 - 11.2.2. To recommend bonuses and salary increases for the General Manager, as appropriate; however,
 - 11.2.2.1. Bonuses and salary increases are subject to the approval of the Executive Council;
 - 11.2.3. Assistance from Human Resources and/or legal as necessary.
- 11.3. Quorum for the General Manager Review Committee is all its members.
- 11.4. Shall meet one month before the end of the fall semester at the latest.

12. Full-time Employee Review Committee
 - 12.1. The membership of the Full-time Employee Review Committee shall be:
 - 12.1.1. The President;
 - 12.1.2. The VP Operations and Finance; and,
 - 12.1.3. The General Manager;
 - 12.2. The duties of the Full-time Employee Review Committee shall be:
 - 12.2.1. To perform an annual review of the performance of each full-time employee of the ULSU, with the exception of the General Manager;
 - 12.2.2. To give notice to each full-time employee no less than five (5) business days prior to the commencement of his or her review; and,
 - 12.2.3. To recommend bonuses and salary increases for the employees reviewed, as appropriate; however,
 - 12.2.3.1. Bonuses and salary increases are subject to the approval of the Executive Council; and,
 - 12.3. Quorum for the Full-time Employee Review Committee shall be all of the members listed above.
 - 12.4. The Full-time Employee Review Committee shall be assembled and chaired by the VP Operations and Finance.
 - 12.5. Shall meet one month before the end of the fall semester at the latest.
13. Legislative Review Committee
 - 13.1. The membership of the Legislative Review Committee shall include:
 - 13.1.1. The VP Operations and Finance;
 - 13.1.2. The President;
 - 13.1.3. The VP Academic;
 - 13.1.4. The VP External;
 - 13.1.5. The VP Student Life;
 - 13.1.6. The General Manager;
 - 13.1.7. The Advocacy Relations Coordinator (as required); and,
 - 13.1.8. No less than two members of the General Assembly;
 - 13.2. The duties of the Legislative Review Committee shall include:
 - 13.2.1. Reviewing the legislation of the ULSU;
 - 13.2.2. Recommending the amendment of bylaws and policies to the General Assembly, as appropriate; and,
 - 13.2.3. Recommending referenda for the amendment of the constitution to the General Assembly, as appropriate;
 - 13.3. Quorum of the Legislative Review Committee shall at least two members of the Executive Council and at least two non-executive members of the General Assembly; and,
 - 13.4. The Legislative Review Committee shall be assembled and chaired by the VP Operations and Finance

14. ULSU Awards Committee
 - 14.1. Membership of the ULSU Awards Committee shall include:
 - 14.1.1. The VP Student Life;
 - 14.1.2. The President;
 - 14.1.3. The VP Academic;
 - 14.1.4. The VP External;
 - 14.1.5. The VP Operations and Finance;
 - 14.1.6. One full-time employee of the Students' Union; and,
 - 14.1.7. Three other members of the General Assembly;
 - 14.2. The duties of the ULSU Awards Committee shall include:
 - 14.2.1. To procure nominations and select recipients for annual awards given out by the ULSU to recognize excellence within the University Community;
and,
 - 14.3. Quorum for the ULSU Awards Committee shall include no less than two members of the Executive Council and two non-executive members of the General Assembly;
 - 14.4. The ULSU Awards Committee shall be assembled and chaired by the VP Student Life.
15. General Assembly Transition Committee
 - 15.1. The membership of the General Assembly Transition Committee shall be:
 - 15.2. Two Executive Council members; and,
 - 15.3. A minimum of two General Assembly members.
16. The duties of the General Assembly Transition Committee shall include:
 - 16.1. To develop a training session to provide to incoming members of the General Assembly;
 - 16.2. To offer the training session to all incoming members of the General Assembly;
and,
 - 16.3. To consider other steps necessary to prepare incoming General Assembly members for a governance role.
17. Quorum for the General Assembly Transition Committee shall include a minimum of two Executive Council members and one General Assembly member.
18. The General Assembly Transition Committee Chair shall be elected from the Executive Council.

19. Business Liaison Committee
 - 19.1. The membership of the Business Liaison Committee shall include:
 - 19.1.1. The VP Operations and Finance;
 - 19.1.2. The President;
 - 19.1.3. The General Manager;
 - 19.1.4. The Operations Coordinator (as required);
 - 19.1.5. The Zoo Managers (as required);
 - 19.1.5.1. The Kitchen and Catering Manager;
 - 19.1.6. The Pub Manager;
 - 19.1.7. The Service Centre Manager (as required); and;
 - 19.1.8. The Accountant.
 - 19.2. The duties of the Business Liaison Committee shall include:
 - 19.2.1. To provide a venue for effective communication between business management, the General Manager, and the Executive Council; and,
 - 19.2.2. To provide a venue for the General Manager and the Executive Council to make suggestions regarding the operations of the Service Centre, the Zoo, and any other businesses run by the Students' Union;
 - 19.2.3. To communicate a strategic plan for the businesses owned by the Students' Union;
 - 19.3. The Business Liaison Committee shall be assembled and chaired by the VP Operations and Finance.
 - 19.4. Quorum is two (2) executives plus one (1) full-time staff member.
20. Student Engagement Committee
 - 20.1. The membership of the Student Engagement Committee shall be:
 - 20.1.1. The VP Student Life;
 - 20.1.2. The VP Academic;
 - 20.1.3. The VP External;
 - 20.1.4. No less than three (3) additional members of the General Assembly;
 - 20.1.5. Up to ten (10) undergraduate students who are not members of the General Assembly;
 - 20.2. The duty of the Student Engagement Committee shall be to provide a forum for the creation, planning and execution of academic and non-academic events on campus, directed towards the betterment of student experiences. The members will meet to review recent and current events, and formulate future events over the academic year.
 - 20.3. The Student Engagement Committee shall be chaired and assembled by the VP Student Life or the VP Academic.

21. Executive Accountability Committee

- 21.1. The membership of the Executive Accountability Committee shall be:
 - 21.1.1. No less than three (3) and no more than five (5) members of the General Assembly excluding members of the Executive Council
 - 21.1.2. One (1) staff member shall be designated as resource person to the committee;
- 21.2. The purpose of the Executive Accountability Committee is to ensure Executive Council members are accountable for their decisions and actions, to provide a venue for General Assembly members and staff to submit anonymous feedback, as well as to inspire the executive Council to be more effective and accountable in their roles.
- 21.3. The duties of the Executive Accountability Committee shall include:
 - 21.3.1. The creation of a survey in the Fall which shall be sent out to a list of appropriate stakeholders, as determined by the committee;
 - 21.3.2. The preparation of a public report for each member of the Executive Council, and the General Assembly;
 - 21.3.3. The presentation of final reports are to the General Assembly at the last General Assembly meeting in December;
 - 21.3.4. The creation of a shorter, follow up survey in February. Results for this survey to be delivered no later than the March General Assembly meeting;
- 21.4. Quorum for the Executive Accountability shall be two-thirds (2/3) of committee members, not including resource persons;
- 21.5. The Executive Accountability shall select a Chair from its membership at the first meeting.
- 21.6. The Executive Accountability committee shall be called during the May GA Meeting.

22. The Students' Union Strategic Planning Committee

- 22.1. The membership of the Students' Union Strategic Planning Committee shall be:
 - 22.1.1. The President;
 - 22.1.2. The VP External;
 - 22.1.3. The VP Operations and Finance;
 - 22.1.4. One other member of the Executive Council;
 - 22.1.5. At least two General Assembly members; and,
 - 22.1.6. The General Manager (as required).
- 22.2. The purpose of the Students' Union Strategic Planning Committee is to develop and maintain the Strategic Plan as per Policy 25 – The Students' Union Strategic Plan;
- 22.3. Quorum for the Students' Union Strategic Planning Committee shall be two (2) Executive Council members and one (1) General Assembly member. The Students' Union Strategic Planning Committee shall be assembled and chaired by the President.

23. Advocacy Advisory Committee

- 23.1. The membership of the Advocacy Advisory Committee shall include, but not be limited to:
 - 23.1.1. The VP External;
 - 23.1.2. Two additional Executive Council members;
 - 23.1.3. Three General Assembly Members;
 - 23.1.4. Two Students at Large; and,
 - 23.1.5. ULSU Advocacy Relations Coordinator.
- 23.2. The purpose of the Advocacy Advisory Committee shall include, but not be limited to:
 - 23.2.1. Drafting and revising External Policies of the ULSU
 - 23.2.2. Providing support and feedback for the Vice-President External and President in relation to their endeavors with CAUS (the Council of Alberta University Students) and CASA (the Canadian Alliance of Student Associations).
- 23.3. The Advocacy Advisory Committee shall be assembled and chaired by the VP External, with the President performing the duties if the VP External is unavailable.

24. Health and Dental Advisory Committee

- 24.1. The membership of the Health and Dental Advisory committee shall include, but is not limited to:
 - 24.1.1. The VP Operations and Finance;
 - 24.1.2. The President;
 - 24.1.3. One member of the General Assembly;
 - 24.1.4. The General Manager;
 - 24.1.5. The Health and Dental Plan administrator;
 - 24.1.6. One member of the GSA Executive;
 - 24.1.7. One designate from the following departments;
 - 24.1.7.1. Counseling Services
 - 24.1.7.2. The Health Center
 - 24.1.7.3. The International Center
 - 24.1.8. One student-at-large.
- 24.2. Quorum shall consist of the chair, at least one member of the ULSU Executive Council, one member of the ULSU staff, and at least one non-ULSU member.
- 24.3. The Health and Dental Advisory Committee will be chaired and assembled by The VP Operations and Finance and/or the President.
- 24.4. The purpose of the Health and Dental Plan Advisory Committee shall be:
 - 24.4.1. Providing guidance on the strategic direction of the ULSU's health and dental plan.
 - 24.4.2. The committee shall not interfere on the operations of the plan, and shall not contravene any Bylaws or Policies of the ULSU that designates administrative responsibility for the plan.

- 24.4.3. The committee will engage campus stakeholders to derive broad input on the efficiencies and deficiencies of the plan.
- 24.4.4. The committee will advise and offer input on any binding changes to the plan.
- 24.5. The duties of the Health and Dental Plan Committee shall include:
 - 24.5.1. The gathering of feedback on the plan:
 - 24.5.1.1. Method and frequency of gathering feedback is up to the discretion of the committee
 - 24.5.2. Providing a forum for suggestions for improvements;
 - 24.5.3. Recommending any changes to the plan; and,
 - 24.5.4. Determining long term goals for the plan.
- 25. Foodbank Advisory Committee
 - 25.1. The membership of the Foodbank Advisory committee shall include, but is not limited to:
 - 25.1.1. The VP Operations and Finance;
 - 25.1.2. The President;
 - 25.1.3. One member of the General Assembly;
 - 25.1.4. The General Manager;
 - 25.1.5. The Foodbank Coordinator;
 - 25.1.6. The Administrative Assistant
 - 25.1.7. One external member of the Food for thought;
 - 25.1.8. One member of the GSA Executive; and,
 - 25.1.9. One student-at-large.
 - 25.2. Quorum shall consist of the chair, at least one member of the ULSU Executive Council, one member of the ULSU staff, and at least one non-ULSU member.
 - 25.3. The Health and Dental Advisory Committee will be chaired and assembled by The VP Operations and Finance and/or the President.
 - 25.4. The Purpose of the Committee shall be:
 - 25.4.1. To provide input and governance oversight of the ULSU Foodbank.
 - 25.4.2. The purpose of the committee will be to remain up to date with initiatives, programs, changes, and updates that affect the ULSU Foodbank.
 - 25.4.3. The committee will also help organize and execute any fundraising events or initiatives for the Foodbank.
 - 25.4.4. The committee members will provide updates to the committee regarding their constituency or representative group.
 - 25.5. The Duties of the Foodbank Advisory Committee Shall include:
 - 25.5.1. The organization of at least one joint fundraiser per year;
 - 25.5.2. Providing a forum for suggestions for improvements;
 - 25.5.3. Recommending and executing changes, initiatives, or program ideas for the ULSU Foodbank; and,
 - 25.5.4. Advocating for food security on campus.

26. Students' Union Building (SUB) Planning Committee
 - 26.1. Shall be an ad-hoc committee;
 - 26.2. Shall review student needs in the context of the facilities and services provided by the Students' Union Building (SUB);
 - 26.3. Shall develop a building master plan (or, where one exists, propose amendments to plan), covering areas such as:
 - 26.3.1. Space assessments and allocations;
 - 26.3.2. Proposed renovations and upgrades to SUB;
 - 26.3.3. Initial financing strategies for renovations and upgrades managed by the Students' Union;
 - 26.3.4. Developing design guidelines in areas such as wayfinding, accessibility and inclusion, decor, and other matters as appropriate.
 - 26.4. Shall consult with students and other stakeholders as required regarding items within this mandate;
 - 26.5. Shall make recommendations on matters pertinent to its mandate to the Executive Council;
 - 26.6. The Executive Council may, at its discretion, forward those recommendations, along with any feedback, to the appropriate stakeholders;
 - 26.7. The membership of the committee shall include:
 - 26.7.1. The VP Operations and Finance;
 - 26.7.2. The President;
 - 26.7.3. One member of the General Assembly;
 - 26.7.4. The General Manager;
 - 26.7.5. One appointed member from the University VP Finance and Administration department (as required);
 - 26.7.6. One representative from the University's Facilities department (as required); and,
 - 26.7.7. A minimum of one and a maximum of two undergraduate students-at-large, one of whom shall be an Indigenous student.

POLICY 7 – RESPECTFUL WORKPLACE

First Adopted April 2024

1. The ULSU is dedicated to fostering a welcoming workplace atmosphere that is inclusive and diverse. Everyone, including employees, students, and visitors, can expect to be treated with respect and dignity. We do not tolerate any form of disrespectful behavior, including but not limited to discrimination, harassment (sexual or otherwise), bullying, or violence and will take all reasonably practical steps to prevent this type of behaviour and to stop it if it occurs.
 - 1.1. All employees and the Executive Council shall complete mandatory Respectful Workplace Training annually.
2. A respectful workplace is characterized by:
 - 2.1. Treating everyone with respect and dignity.
 - 2.2. Acknowledging and celebrating individual differences.
 - 2.3. Addressing conflicts and concerns in a timely and effective manner.
 - 2.4. Encouraging positive communication.
3. Disrespectful Behaviour in the workplace is characterized by
 - 3.1. Physical, visual or verbal conduct, whether intended or unintended, that is inappropriate, degrading, demeaning or otherwise offensive resulting in an uncomfortable, hostile and/or intimidating work environment
 - 3.2. Discrimination and/or harassment based on one or more of the prohibited grounds in the Alberta Human Rights Code: age, gender, race, colour, ancestry, place of origin, religious beliefs, marital status, physical or mental disability, family status, sexual orientation, source of income.
 - 3.3. Unwelcome conduct that is sexual in nature which may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.
 - 3.4. Any inappropriate conduct or comment by a person through any means of communication that the person knew or reasonably ought to have known would cause humiliation or intimidation.
 - 3.5. Disrespectful Behaviour may be found to have taken place in and outside of the workplace.
 - 3.6. It may be one incident or a series of incidents depending upon the context.
4. This policy excludes day-to-day managerial functions and decisions regarding work assignments, job assessments, and evaluations. Activities such as workplace inspections, enforcement of dress codes, and disciplinary actions are not deemed as disrespectful behavior, notwithstanding any unfavorable consequences they may entail. However, it is imperative that managerial actions are executed in a lawful and non-abusive manner.
5. Other situations that do not constitute disrespectful behaviour include:

- 5.1. Consensual banter or relationships;
- 5.2. Expressing differences in opinions in a respectful manner;
- 5.3. Offering constructive feedback, guidance, or advice about work-related behaviour and performance
- 5.4. Providing legitimate, reasonable direction or instruction, operational change, coaching
- 5.5. Feedback and performance management;
- 5.6. Undertaking disciplinary action for proven misconduct;
- 5.7. Making a legitimate complaint through established procedures;
- 5.8. Physical contact necessary for the performance of the work using acceptable industry standards;
- 5.9. Conduct which all parties agree is inoffensive or welcome

POLICY 8 – STUDENTS' UNION GENERAL OFFICE POLICIES

Last Amended April 2024

1. The Students' Union Office
 - 1.1. The Students' Union will operate an office in Room SU180 of the Students' Union Building;
 - 1.2. The office will be run by hired employees and by members of the Students' Union Executive Council; and,
 - 1.3. The Students' Union office will serve as an information centre for active members of the Students' Union, and a centre for all Students' Union operational and representational activities.

2. Students' Union Employees
 - 2.1. The Students' Union will adhere to the Alberta Labour Standards; and,
 - 2.2. The Students' Union will hire University of Lethbridge students as a first priority for all casual positions.

3. Office Equipment and Supplies
 - 3.1. Office equipment is intended for Students' Union business only;
 - 3.2. Use of equipment for Students' Union matters has priority over any other usage;
 - 3.3. Computers
 - 3.3.1. No persons other than Students' Union employees, members of the General Assembly, the CRO, and those whom are approved by an Executive Council member or the General Manager shall be permitted to use the computers in the Students' Union office; and,
 - 3.3.2. Computer hardware components, software, and manuals must not leave the Students' Union Office without the approval of the Executive Council or General Manager; and,
 - 3.3.3. Any technology owned by the ULSU must be signed out each semester with the administrative assistant.
 - 3.3.4. All ULSU technological devices shall be sign out and sign in with the admin assistant
 - 3.3.5. Authorized users choosing to return devices, shall be charged the equivalent value of the device after accessing for depreciation.
 - 3.4. All Students' Union office supplies are for Students' Union use only.

4. Mailboxes
 - 4.1. The following individuals and groups will receive a mailbox in the Students' Union office:
 - 4.1.1. All members of the General Assembly;
 - 4.1.2. All Students' Union full time employees;
 - 4.1.3. All ratified clubs, if possible;
 - 4.1.4. All subtenants of the Students' Union Building; and,
 - 4.1.5. Other individuals and groups deemed eligible by the President or General Manager.

5. Mail
 - 5.1. Incoming Mail
 - 5.1.1. All incoming Students' Union mail, excluding those items marked "personal and confidential" or those items appearing to be of a personal nature, will be opened by the Administrative Assistant and date stamped. If required, a photocopy will be placed in the internal files for future reference;
 - 5.2. Outgoing Mail
 - 5.2.1. All outgoing mail must be sealed before being placed in the outgoing mail pile; and,
 - 5.2.2. Stationary bearing the logo of the Students' Union must not be used for personal use at any time.

6. Filing System
 - 6.1. Contents of Filing System
 - 6.1.1. The filing system shall include personnel, financial, internal, and external files which will be maintained by the Executive Administrator;
 - 6.1.2. Two (2) years will be maintained in the filing system; and,
 - 6.1.3. Files will be archived once a year;
 - 6.2. Individual Filing Systems
 - 6.2.1. The General Manager shall, in a locked cabinet:
 - 6.2.1.1. File employee contracts, pertinent correspondence, information and employee reviews for all full time staff;
 - 6.2.1.2. File copies of all subtenant lease agreements and other business contracts; and
 - 6.2.1.3. File banking and investment information;
 - 6.2.2. The Food and Beverage Manager shall:
 - 6.2.2.1. File information regarding events in the Zoo and Ballrooms;
 - 6.3. Archives
 - 6.3.1. Students' Union records two (2) or more years older will be archived to maintain a primary history of the Students' Union.
 - 6.4. The Executive Administrator will keep a record of all contracts digitally and paper copies in their office.

7. Business Hours
 - 7.1. The business hours of the Students' Union Office are 8:30 a.m. to 4:30 p.m., Monday through Friday.
 - 7.1.1. At the discretion of the General Manager, the office may be closed.
8. Keys
 - 8.1. Distribution of Keys
 - 8.1.1. Campus Planning will designate one (1) representative of the Students' Union to authorize key distribution on behalf of the Students' Union;
 - 8.1.2. The Administrative Assistant will sign key requests and manage Students' Union Building keys;
 - 8.1.3. Each member of the Students' Union Executive Council and the Students' Union Office Staff shall receive keys to the Students' Union Office, the Level 1 doors of the Students' Union Building, as well as other keys that apply specifically to their portfolio;
 - 8.1.4. Each member of the Students' Union General Assembly shall receive keys to the Students' Union General Assembly Office, the Level 1 doors of the Students' Union Building, as well as other keys that apply specifically to their portfolio;
 - 8.1.5. Key privileges may be suspended or revoked by the Executive Council;
 - 8.2. Master Keys
 - 8.2.1. The Executive Council, the Operations Coordinator, and the General Manager shall each hold a master key to the Students' Union Building; and,
 - 8.2.2. Full time office staff shall hold master keys as determined by the General Manager.
9. Returning of Keys
 - 9.1. All keys must be returned to the Students' Union on or before the last day of a representative's term of office or an employee's term of employment; and,
 - 9.1.1. Executive Council members may return their keys up to three (3) business days following the end of their term in office;
 - 9.2. The Students' Union will deduct the cost of the key replacement from the final paycheque for any person who fails to return his or her key at the end of his or her term of office of employment.

10. Telephones

- 10.1. No long distance personal calls are to be charged to the Students' Union;
- 10.2. Any violation of the telephone policy may, at the discretion of the General Assembly, result in:
 - 10.2.1. Deductions from salary or honoraria;
 - 10.2.2. Suspension of privileges of office; and/or,
 - 10.2.3. Dismissal or impeachment; and,
- 10.3. The CRO and non-permanent employees may access the Students' Union Office and telephone lines.
- 10.4. Long distance charges to personal cell phones for Students' Union purposes, as decided by the Executive Council, may be reimbursed.

11. Photocopier

- 11.1. The ULSU Accountant will monitor the usage of the printers; and,
- 11.2. Excessive printing will be deducted from employee or General Assembly salary or honoraria.

POLICY 9 – EMPLOYEE AND EXECUTIVE COUNCIL BENEFITS

Last Amended April 2024

1. Health and Dental Benefits
 - 1.1. Extended Health Plan Benefits:
 - 1.1.1. All full-time employees and part-time employees that meet a weekly hourly requirement of 28 hours, will have the option of being included as a single or family member for the extended health plan benefits established under the Students' Union Health and Dental plan;
 - 1.1.2. This benefit is only available to employees if the plan is available to members of the Students' Union; and,
 - 1.1.3. Extended Health and Dental benefits will be implemented for full-time employees in the first month following a ninety (90) day probationary period, or as agreed upon by the General Manager and Executive Council
 - 1.2. Health Plan Supplement:
 - 1.2.1. All full-time employees and part-time employees that meet a weekly hourly requirement of 28 hours, may receive the Students' Union Health Plan Supplement;
 - 1.2.2. This supplement is to cover a maximum of \$60.00 monthly or \$720.00 annually for Individuals, and \$120.00monthly or \$1440.00 annually; and,
 - 1.2.3. The exact benefits covered, limitations and exclusions of the Health Plan Supplement are described in Students' Union Health Plan Supplement Terms of Reference.
 - 1.3. Executive Council Health and Dental Benefits
 - 1.3.1. The Executive Council will be reimbursed once annually for Students' Union Health and Dental benefits.
2. Optional Retirement Savings Plan
 - 2.1. The Students' Union will provide a matching benefit based on the following schedule:
 - 2.1.1. First year of employment – the Students' Union will match the equivalent of one percent (1%) of gross salary commencing in the first month following the ninety (90) day probationary period;
 - 2.1.2. Second year of employment – the Students Union will match the equivalent of two percent (2%) of gross salary commencing in the first month following the anniversary date of hire; and,
 - 2.1.3. Third and subsequent years of employment – the Students Union will match the equivalent of three percent (3%) of gross salary commencing in the first month following the anniversary date of hire. Percentage rates may be negotiable after 3 years of service.

3. Personal time off.
 - 3.1. All full-time employees, Executive Council members, and part time employees that meet a weekly hourly requirement of 28 hours, are entitled to wellness days, Personal days, and bereavement days as follows:
 - 3.1.1. Wellness days – Five (5) paid wellness days per fiscal year;
 - 3.1.2. Personal days – Five (5) paid family care days per fiscal year;
 - 3.1.3. Bereavement days – Three (3) paid bereavement days per fiscal year; and,
 - 3.1.4. Additional wellness days, Personal days, and bereavement days may be granted at the discretion of the General Manager or the Executive Council.

4. Working from Home
 - 4.1. All full time employees, Executive Council members, and part time employees that meet a weekly hourly requirement of 28 hours, are permitted to Work From Home as long as;
 - 4.1.1. Staff are not mandated to participate in the Work From Home model and must indicate to the General Manager, and/or President and VP Operations and Finance their desire to be scheduled;
 - 4.2. Employees eligible for remote work must meet the following criteria:
 - 4.2.1. Demonstrate proficiency in their role and ability to work independently;
 - 4.2.2. Possess reliable internet access and appropriate technology to perform job duties and responsibility remotely
 - 4.2.3. Employees and Executive Council members must obtain approval from General Manager, and/or President and VP Operations and Finance through written or verbal request indicating;
 - 4.2.3.1. Their reason for working from home;
 - 4.2.3.2. The most effective means by which they can be contacted on their Work From Home day;
 - 4.2.3.2.1. A pre-written/verbal request can be waived if the employee realizes they are ill and potentially infectious the morning which they intend to come in for their duties;
 - 4.2.3.2.1.1. Such situations will be addressed at the discretion of the General Manager, President and VP Operations and Finance on a case by case basis.
 - 4.3. Approval Process
 - 4.3.1. A verbal or written response must be given by the General Manager, and/or President and VP Operations and Finance prior to any full time employee uses a day to work from home

- 4.4. Work Hours and operations
 - 4.4.1. The General Manager will do their best to ensure that scheduling Work From Home days cause as little disruption to the in person office operations.
 - 4.4.2. The request to work from home shall not be during the first three weeks of the semester, the last two weeks of the semester, and any period that is deemed critical for in-person delivery of services at the discretion of the General Manager or Executive Council;
 - 4.4.2.1. The only exception to the indicated period(s), is if the staff member is ill and isolating at home and still feeling healthy enough to work.
 - 4.4.3. Each full time member is allowed no more than Five (5) Work From Home Days per academic semester.
- 4.5. Expectation and responsibilities
 - 4.5.1. All full time members working from home shall adhere to the standard work hours as outlined in the employment contract and/or operations manual.
 - 4.5.2. Any Employee or Executive Council working from home, must remain accessible during working hours via email, phone or slack.
 - 4.5.3. Productivity will be monitored and evaluated through Employee and Executive Council member's weekly reports which must be submitted to the Executive Council committee.
- 4.6. Usage of Work From Home Days
 - 4.6.1. No more than three (3) days can be used in the same week; and
 - 4.6.2. No more than two consecutive (2) days in a row.
 - 4.6.3. No more than two (2) Employees and two (2) Executive Council shall be working from home on the same day unless approved and discussed by the General Manager and the Executive Council.
 - 4.6.4. If the amount of days permitted or limitations are exceeded the General Manager, and/or President and VP Operations and Finance must notify the Human Resource committee and/or the Executive Council and course of action will be taken relative to the situation.
- 4.7. Compliance and Enforcement
 - 4.7.1. Employees and Executive Council members shall adhere to all applicable ULSU University policies, bylaws and regulations while working from home.
 - 4.7.2. The General Manager, President and VP Operations and Finance reserve the right to adjust or revoke any Employee or Executive Council ability to work from home based on organizational needs, performance issues or other relevant factors.
- 4.8. ULSU equipments and resources
 - 4.8.1. Employees and Executive Council members are responsible for the care and proper use of ULSU-provided equipment and resources, including but not limited to technological devices.

5. Parking Pass
 - 5.1. All full time employees, Executive Council members, and part time employees that meet a weekly hourly requirement of 28 hours, will be given, or reimbursed for, a yearly campus parking permit in a University parking lot, upon request, once per annum; or,
 - 5.1.1. If preferable, employees may be reimbursed for the cost of a Lethbridge Transit yearly bus pass.

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

7. Executive Council Professional Development Benefits
 - 7.1. Each Executive Council member is entitled to a reimbursement of a maximum \$500.00 for the purchase of business attire; and,
 - 7.2. Each Executive Council member is entitled to a reimbursement of a maximum of \$400.00 for the purchase of technology.

POLICY 10 – EMPLOYEE AND EXECUTIVE COUNCIL VACATION TIME

Last Amended April 2024

1. Terms of Reference and General Guidelines.
 - 1.1. Use of vacation time must adhere to Alberta Employment Standards Code;
 - 1.2. Employees must submit requests for vacation time to the VP Operations and Finance and the General Manager at least ten (10) business days prior to the requested time.

2. Each Executive Council member, full time employee, and part-time employee of the Students' Union is entitled to vacation time according to the length of time that he or she has been employed by the Students' Union. Vacation time is allotted as follows:
 - 2.1. During the first through third years of employment, each Executive Council member, full time employee or part-time employee of the Students' Union is entitled to ten (10) business days of vacation prorated to the time worked prior to April 30 of the fiscal year, and equal to four percent (4%) of gross salary;
 - 2.2. During the fourth through sixth years of employment, each full or part-time employee of the Students' Union is entitled to fifteen (15) business days of vacation prorated to the time worked prior to April 30 of the fiscal year, and equal to six percent (6%) of gross salary; and,
 - 2.3. During the seventh and all subsequent years of employment, each full or part-time employee of the Students' Union is entitled to twenty (20) business days of vacation prorated to the time worked prior to April 30 of the fiscal year, and equal to eight percent (8%) of gross salary.

3. Restrictions of Vacation time:
 - 3.1. Unless otherwise authorized by the Executive Council for employees, vacation time may not be taken during:
 - 3.1.1. The first week of the Students' Union fiscal year;
 - 3.1.2. The last week of the Students' Union fiscal year;
 - 3.1.3. The first two weeks of the Fall Semester; or,
 - 3.1.4. The first two weeks of the Spring Semester.
 - 3.2. Vacation time for employees may be carried over into the next fiscal year, to a maximum of 2 months cumulatively.
 - 3.2.1. Employees who attempt to accumulate more shall be paid a prorated salary per day over the maximum;

4. Days during which the Students' Union Office is closed shall not be counted as vacation time.

POLICY 11 – MEDIA, MARKETING AND SPONSORSHIP

Last Amended April 2024

1. The marketing objectives of the Students' Union include, but are not limited to:
 - 1.1. Gathering feedback from the student body to ensure that expectations and values are being taken into consideration when providing a product or service.
 - 1.2. Including but not limited to surveys, referenda, comments, and direct messages.
 - 1.3. Utilizing the best information, feedback, and technology available to publicize, promote and market all Students' Union events and activities, within reason and financial feasibility.

2. The promotional objectives of the Students' Union will be delegated as follows:
 - 2.1. In order to ensure that promotional guidelines and financial restrictions are adhered to, all posters, banners, advertisements and other promotional instruments may be subject to review at the General Manager's and Executive Council's discretion;
 - 2.2. Public political messaging and communications must be approved by the President; and,
 - 2.3. The ULSU will annually format, revise, and adhere to relevant policies and guidelines. Including but not limited to, the strategic plan, design guidelines, and any other operational documents.
 - 2.3.1. The ULSU should call upon the Communications Coordinator for their expertise and insight on any and all relevant revisions on the ULSU's marketing.
 - 2.4. All advertising for events sponsored in whole or in part by the ULSU will, bear the ULSU Logo, in accordance with the design guidelines brand vision and strategic plan.
 - 2.4.1. Advertisements must not contain false, misleading, or deceptive information.
 - 2.4.2. The ULSU reserves the right to reject any advertisement or sponsorship that conflicts with the Students' Union values, mission, or objectives.
 - 2.4.3. Sponsorship agreements must be reviewed and approved by the Communications Coordinator and the General Manager.

3. The Students' Union will conduct preference and awareness surveys on our target market to evaluate marketing effectiveness on an ongoing basis.
 - 3.1. Marketing activities must be conducted in a professional manner, respecting the dignity and diversity of all individuals.
 - 3.2. Marketing strategies should focus on promoting ULSU events, initiatives, and services while adhering to ethical marketing principles.
 - 3.3. Marketing materials should accurately represent ULSU offerings and avoid exaggeration or misrepresentation.

4. The Communication Coordinator shall interact with the media to share pertinent public information included but not limited to (social media, news/press release and/or media interviews) and coordinate on behalf of the Students' Union; however, they shall not speak on behalf of the organization nor offer official comments.

POLICY 12 – DESIGN GUIDELINES AND BRAND VISION

First Adopted April 2022

1. Use of the ULSU logo:
 - 1.1. The ULSU icon shall only be used if there is not enough space for the full ULSU logo or in cases where the ULSU brand has already been established.
 - 1.2. The ULSU icon can exist without the wordmark. However, the ULSU wordmark should never exist without the icon.
 - 1.3. The ULSU blue logo is the primary colourway.
 - 1.4. The ULSU blue logo should only be used on a white or light-coloured background. For darkcoloured backgrounds, the ULSU white logo should be used.
 - 1.5. The logo and icon's exclusion zone is equal to half the height of the ULSU icon.
 - 1.6. Minimum sizing of the ULSU logo should be followed to ensure the legibility and effectiveness of the logo are not compromised.
 - 1.6.1. In most cases, the ULSU logo should never be smaller than 70px in digital format.
 - 1.6.2. In most cases, the ULSU icon should never be smaller than 20px in digital format.
 - 1.7. The appearance of the ULSU logo must remain consistent. The logo should not be modified. Its orientation, colour, and composition should remain as indicated in this document – with reasonable exceptions to be made under the discretion of the Communications & Marketing Coordinator.
 - 1.7.1. Do not use any previous iterations of the logo.
 - 1.7.2. Do not rotate the logo.
 - 1.7.3. Do not resolve the logo in two different colours.
 - 1.7.4. Do not distort or warp the logo in any way.
 - 1.7.5. Do not use the ULSU wordmark without the ULSU icon.
 - 1.7.6. Do not outline or create a keyline around the ULSU logo.
 - 1.7.7. Do not change the typeface nor recreate or manipulate the wordmark and the icon.
2. Use of the ULSU colors:
 - 2.1. The ULSU blue exists under code: #263D93.
 - 2.2. Subsidiary colours are as follows: white, #FFFFFF, and black, #000000.

3. Fonts:
 - 3.1. The following typefaces are recommended, but not restricted to, in the design of ULSU
 - 3.2. branding and marketing design:
 - 3.2.1. Montserrat, Futura PT, and Helvetica Neue.
 - 3.3. If custom fonts are not available for use in your work, try commonly available defaults.
 - 3.4. For example; Default sans-serif for the platform, Helvetica, and Arial.
 - 3.5. Custom fonts are permitted to be used when using effective design strategies. However, the ULSU logo must be present in all ULSU marketing materials or marketing materials for projects of which the ULSU has a direct involvement.

4. The Brand Vision of the ULSU will be a document, presented by the Communications Coordinator at the Annual General Assembly Transition proceedings and at the first September General Assembly Meeting.
 - 4.1. The contents and preparation of this document are at the discretion of the Communications Coordinator.

POLICY 13 – ROOM BOOKING AND RENTALS

Last Amended April 2020

1. Room Rental and Usage
 - 1.1. SU180J, SU234, SU300A, SU300B, SU300C, SU052, and SU054 are available for University of Lethbridge groups, community groups, Students' Union groups, and external parties;
 - 1.2. The maximum allowed capacity of each room is dependent on the tables and equipment required;
 - 1.3. All room bookings and rentals are subject to the ULSU legislation;
 - 1.4. All bookings and rentals will be done through the Students' Union Office; and,
 - 1.5. All events are booked on a first come, first served basis, while the right to refuse a booking is maintained;
 - 1.5.1. Priorities of bookings will be given based on the objectives of the ULSU.
 - 1.6. All bookings require approval of the Operations Coordinator;
 - 1.6.1. The Operations Coordinator reserves the right to cancel a booking if deemed necessary.
2. Rental Fees
 - 2.1. The rental fee schedule will be reviewed annually by the Executive Council, Operations Coordinator and the General Manager;
 - 2.2. The rental fee for external bookings include:
 - 2.2.1. The use of tables and chairs;
 - 2.2.2. Room set-up prior to the event;
 - 2.2.3. Clean-up following the event;
 - 2.2.4. The removal of tables and chairs following the event; and,
 - 2.2.5. The adjustment of blinds prior to event;
 - 2.3. Additional requirements for which an additional fee will be charged, include, but are not limited to:
 - 2.3.1. Stage rental, staffing, equipment rental, entertainment services, tickets, and corkage; and/or,
 - 2.3.2. Additional maintenance charges will apply for excess cleaning and damages caused by the user(s) or the guests of the user(s);
 - 2.4. All set-up requirements must be received and confirmed a minimum of five (5) business days prior to the event;
 - 2.5. The user will be responsible to arrange payment of the full amount invoiced by the Students' Union; and,
 - 2.6. Access after normal business hours or on weekends must be arranged in advance with the Students' Union.

3. Heating and Ventilation
 - 3.1. In accordance with the policies of the University of Lethbridge, heating and ventilation are provided.
4. Confirmation of Booking
 - 4.1. Ballroom bookings are not considered confirmed until proof of deposit or written request by the applicable university department(s) is received by the Students' Union; and,
 - 4.2. Tentative bookings will be reserved for a maximum of two (2) weeks if not confirmed.
5. Cancellation Fee
 - 5.1. All cancellations must be received in writing;
 - 5.2. Room rental is non-refundable;
 - 5.3. Cancellation of any function must be made no later than thirty (30) days prior to the event; and,
 - 5.4. Any other assessed charges which have been paid are non-refundable if cancellation is less than two (2) weeks prior to the event; however,
 - 5.4.1. This will be negotiable on a case-by-case basis for clubs of the ULSU.
6. Guidelines for rentals are established in the facilities booking procedure.
7. The only food or beverages to be consumed within Ballroom C on the 3rd level of the Students' Union Building will be those that have been purchased therein.

POLICY 14 – THE STUDENTS’ UNION HEALTH AND DENTAL PLAN

Last Amended April 2024

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

POLICY 15 – HEALTH AND DENTAL PLAN OPT-OUT

Last Amended April 2024

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

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

POLICY 16 – CLUB POLICY

Last Amended April 2024

1. Club Ratification
 - 1.1. To be considered for ratification by the Executive Council, the following must be submitted by a club to the VP Student Life:
 - 1.1.1. A Students' Union Application for Club Ratification which includes:
 - 1.1.1.1. The name of the club;
 - 1.1.1.2. The date of application;
 - 1.1.1.3. The names, titles, e-mail addresses, phone numbers, and University of Lethbridge student identification numbers for at least three (3) members of the club executive;
 - 1.1.1.3.1. All executive members of the club must be current, students with the majority of the executive team being undergraduate students;
 - 1.1.1.3.2. A minimum of twelve (12) member names, with corresponding e-mail addresses; and
 - 1.1.1.4. An up-to-date constitution deemed acceptable by the VP Student Life;
 - 1.1.1.5. A signed copy of the Sanctioned Club Agreement Form, indicating that the club will comply with ULSU legislation; and,
 - 1.1.2. Upon submission of the above requirements, the VP Student Life will submit the application for ratification to the Executive Council for approval;
 - 1.2. The General Assembly or Executive Council has the authority to ratify or deny ratification to any student club; and,
 - 1.2.1. The ratification of a club that was de-ratified in the prior year will take into account the filed history of that club and rational for prior deratification.
2. Club and Greek Life Probation
 - 2.1. A club or Greek Life Organization may have one (1) unexcused absence for Clubs' Council meetings per semester.
 - 2.1.1. If no members are available to attend Clubs' Council, that Organization may be excused from Clubs' Council as long as they contact the VP Student Life before Clubs' Council is in session.
 - 2.1.2. If Clubs have submitted a motion to Clubs' Council and are unable to speak to the motion, they must make arrangements with the VP Student Life to present their motion at the next available Clubs' Council session.
 - 2.1.3. A club or Greek Life Organization may be put on probation during Clubs' Council for a second unexcused absence, at the discretion of the VP Student Life.

- 2.2. Probation will result in loss of Club Privileges, including but not limited to applying for Club Funding and free booking of rooms.
 - 2.2.1. Clubs or Greek Life Organizations on Probation will remain covered under SU insurance, allowing for sanctioned events and previous room bookings to be held.
 - 2.3. A club or Greek Life Organization on probation will also lose their right to vote on Clubs' Council and will be treated as a non-voting member. This means the Organization will not count towards quorum at future Clubs' Council meetings.
 - 2.4. A club on probation may appeal for reinstatement of privileges by presenting at the next Executive Council or General Assembly meeting or submitting a written proposal for the VP Student Life to speak to on their behalf.
 - 2.4.1. If Clubs' Council grants reinstatement from probationary status, the club's privileges will be reinstated.
 - 2.5. Should a club be up for probation a second time, they will be brought forth for de-ratification to the General Assembly.
 - 2.5.1. If the motion for de-ratification is defeated, the club will then remain on probation for the remainder of the semester. The club may apply for reinstatement by presenting at the next General Assembly meeting or submitting a written proposal for the VP Student Life to speak to on their behalf during the following semester or re-ratify for the following academic year
3. De-Ratification
- 3.1. Any club found to be in violation of Students' Union Legislation will be brought forth to the General Assembly for de-ratification at the discretion of the VP Student Life.
 - 3.2. A de-ratified club loses all club privileges and may not ratify for the remainder of the academic year.
 - 3.3. The VP Student Life will keep record of de-ratified clubs, and will make note should a club seek ratification in the following academic year.
4. Previously de-ratified Clubs seeking re-ratification must:
- 4.1. Produce copies of all policies and procedures used to govern and operate the organization; and,
 - 4.2. Produce copies of all paperwork members may be required to sign, including but not limited to, and only if applicable:
 - 4.2.1. The Club's Code of Conduct
 - 4.2.2. The Club's Non-Disclosure Agreements, and
 - 4.3. Produce a rationale as to why they should be ratified by the General Assembly; and,
 - 4.3.1. Include the reason why they were de-ratified and what measures have been taken to prevent the problem from occurring and management of the situation should issues arise.

- 4.4. Pass a vote of confidence by the General Assembly
 - 4.4.1. The vote requires a minimum two-thirds (2/3rds) majority of the General Assembly to reinstate any Club's official ratified status.
 - 4.4.2. Should the vote be successful, the Club must return to the General Assembly at the end of the semester to report on the operations of the Club and clearly communicate any concerns, risks, or threats as they pertain to the Club.

POLICY 17 – CLUB ROOMS

Last Amended April 2024

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

2. Club Rooms
 - 2.1. Club rooms SU010E, E886, E888, E890, E892, A838, M2029, M2033 are available as club rooms free of charge to all clubs ratified by the Students' Union;
 - 2.2. Applications for club rooms will be reviewed and assigned annually by the VP Student Life in consultation with other ULSU staff;
 - 2.3. On April 30, club rooms will be made vacant unless previously arranged with the VP Student Life;
 - 2.4. Requirements for use of clubs offices:
 - 2.4.1. If the membership of a club occupying a club room falls to less than twelve (12) members, that club will lose possession of the club room;
 - 2.4.2. The club occupying a club room is responsible for maintaining the good order of the club room, and may not alter any physical features without the approval of the General Manager;
 - 2.4.3. Any costs for telephone, internet service, maintenance, etc. will be the responsibility of the club occupying the club room;
 - 2.4.4. A maximum of two (2) sets of keys will be assigned to the club occupying the club room; and,
 - 2.4.4.1. All keys must be returned to the Students' Union office on or by April 30;
 - 2.4.4.2. Keys will be assigned to the newly elected club executive of the club authorized to occupy a club room by the Administrative Assistant after May 1; and,
 - 2.4.4.3. A replacement fee, determined by the Department of Facilities, will be assessed to a club in the event that keys are lost or not returned to The Students' Union prior to April 30; and,
 - 2.5. Any vacated rooms will be announced at Clubs' Council with notification for application deadlines.

3. Applications For Club Rooms
 - 3.1. The application for club room space must include a letter of intent through email;
 - 3.2. A contract outlining liabilities of damages to club rooms must be signed prior to accessing keys.

POLICY 18 – CLUB EVENTS

Last Amended April 2024

1. Raffles and Lotteries
 - 1.1. Clubs must adhere to all regulations of the Government of Alberta which pertain to Raffles and Lotteries. Licenses may be obtained from the ULSU.

2. Club Bookings
 - 2.1. Clubs may reserve SU300A, SU300B, or SU234 free of charge for club bookings.
 - 2.2. Bookings are subject to the availability of the room.
 - 2.3. The Students' Union reserves the right to cancel a club booking up to 5 days prior to a scheduled club booking, if deemed necessary by the Operations Coordinator;
 - 2.4. Clubs will be notified of a cancellation via email,
 - 2.4.1. The Students' Union will attempt to relocate or reschedule a club booking in the case of a cancellation.

3. Events Involving Alcohol
 - 3.1. All club events held on the University of Lethbridge campus are subject to the Club Alcohol Policy;
 - 3.2. The Students' Union has the right to deny minors access to areas where alcohol is being served; and,
 - 3.3. For club events held off campus involving the available service of alcohol, that is events taking place at a licensed venue, all University of Lethbridge, AGLC, and ULSU Policies are in effect. Please see the Clubs Alcohol Policy;
 - 3.3.1. All events of this type must be sanctioned by the ULSU and are therefore subject to the discretion of the VP Student Life in consultation with University of Lethbridge Risk and Safety Services. Clubs may face de-ratification if the Students' Union is associated in any way with an unsanctioned club event.

4. Cabarets in SUB300A, B, and/or C
 - 4.1. A ratified club may reserve rooms SU300A, SU300B, and/or SU300C free of charge for club events;
 - 4.2. A club must notify the Operations Coordinator at least twenty (20) business days in advance of an event to reserve the ballroom(s);
 - 4.3. A club cabaret requires the approval of the ULSU Operations Coordinator and the VP Student Life and/or the General Manager;
 - 4.4. Two or more clubs may co-host a cabaret;
 - 4.5. The Halloween Cabaret, Ender Bender, and Last Class Bash are deemed Students' Union Cabarets, and are unavailable to clubs;
 - 4.6. In order to secure the use of SU300A, B, and/or C, for a cabaret, a club must go over the following information with the Operations Coordinator and VP Student Life:
 - 4.6.1. The date requested;
 - 4.6.2. The cost and type of entertainment;
 - 4.6.3. The theme; and,
 - 4.6.4. The ticket price
 - 4.7. The club hosting the cabaret is responsible for the following:
 - 4.7.1. Ticket production;
 - 4.7.2. Ticket sales, both prior to and during the cabaret; however,
 - 4.7.2.1. Ticket sales must not exceed the maximum capacity of the ballroom(s) in which the event is taking place;
 - 4.7.3. Entertainment and advertising costs;
 - 4.7.4. Providing coat check services during the event as required;
 - 4.7.5. Any financial loss experienced by the Students' Union as a direct result of the event; and,
 - 4.7.6. Any damages that occur as a direct result of the event;
 - 4.8. To keep costs to a minimum, the club hosting the cabaret must confirm the exact number of tickets sold seventy-two (72) hours prior to an event;
 - 4.8.1. The Students' Union will staff according to the projected ticket sales based on the ticket sale information provided by the hosting club; however,
 - 4.8.2. Should ticket sale information not be provided, the maximum number of staff will be used at the cost of the hosting club;
 - 4.9. A club may share both income and expenses for a cabaret with the ULSU if such a collaborative event is arranged with the VP Student Life well in advance and subject to all other ULSU legislation; and,
 - 4.9.1. Outside any collaboration with the ULSU, a club is entitled to all ticket revenue from the event; however,
 - 4.9.2. Neither the ULSU Council budget nor the club are entitled to any profit sharing for the Zoo sales of food or alcohol.

5. Club Events held off campus
 - 5.1. All club events held off campus are subject to the requirements of operations coordinator and/or VP Student Life in consultation with University of Lethbridge Campus Safety Services; and,
 - 5.1.1. Requirements may vary depending on the nature of the event and the establishment or venue at which it is taking place; in some cases proof of insurance and an extension of liability coverage may be required by the establishment or venue; and,
 - 5.2. Clubs can expect to need proof of both insurance and staff certification in the case that an event is being held at a licensed venue;
 - 5.2.1. The Club must fill out and return to the VP Student Life, a minimum of three weeks prior to the event, or at the discretion of the VP Student Life, all applicable paper work including but not limited to:
 - 5.2.2. Driver Agreements
 - 5.2.2.1. All individuals driving either a personal or rental vehicle must submit a University of Lethbridge driver agreement form for the current academic year;
 - 5.2.2.2. Drivers must have liability insurance coverage not less than one million dollars (\$1,000,000.00);
 - 5.2.3. Waivers or a Group Waiver
 - 5.2.3.1. Waivers will be prescribed for events by the of operations coordinator and/or VP Student Life in consultation with University of Lethbridge Campus Safety Services and must be carefully filled out and returned before the event takes place;
 - 5.2.4. Event Proposals
 - 5.2.4.1. The Primary Event Organizer will be the direct contact for the event and responsible for all aspects pertaining to the event. The Event Proposal form must be filled out and signed before the event takes place;
 - 5.2.4.2. The Primary Event Organizer will be responsible for ensuring adherence to the Club Alcohol Policy;
 - 5.2.4.2.1. All event volunteers subsequent to the Primary Event Organizer will be required to sign the “appointed volunteer” section of the Event Proposal Form, in accordance with the Club Alcohol Policy;
 - 5.3. For all events held off campus, being held at a licensed venue will require a tailored Risk Management Plan;
 - 5.3.1. The Risk Management Plan will outline possible risks and a response plan for accidents or mishaps, as well as the responsibilities of the Primary Event Organizer and appointed volunteers in the event of an accident or mishap; and,
 - 5.4. The Risk Management Plan shall be worked out with the operations coordinator and/or VP Student Life and submitted prior to the event.

POLICY 19 – CLUB FUNDING

Last Amended April 2024

1. There are two (2) types of Club Funding available to ratified clubs:
 - 1.1. Club Grants to subsidize a particular event or initiative operated by a ratified club, which:
 - 1.1.1. Promotes the purpose of the club; and,
 - 1.1.2. Promotes student involvement;
 - 1.2. Start-Up Grants for clubs which have been newly constituted or re-established after disbanding for a minimum of three (3) years.

2. Criteria for Club and Start-Up Grant Use
 - 2.1. An event that is subsidized by a Club or Start-Up grant must be open to all members of the Students' Union;
 - 2.2. Club and Start-Up Grants shall not be used for the purchase of alcohol.
 - 2.3. Resources or materials obtained with Club Funding will be the property of the club and remain in club inventory.

3. Application Submissions
 - 3.1. Completed applications for Club and Start-up Grants must be submitted to the VP Operations and Finance, not less than two (2) business days prior to an Executive Council meeting;
 - 3.2. All complete Club and Start-Up Grant applications will be submitted by the VP Operations and Finance to the Executive Council for initial approval;
 - 3.3. The VP Student Life will present all complete Club and Start-Up Grants to Clubs Council following the Executive Council meeting at which the grants were approved; and,
 - 3.4. The Executive Council has final authority over any Club or Start-Up Grant applications and has the right to revoke any grant.

4. Grant Application Requirements
 - 4.1. Club Grant Applications must include:
 - 4.1.1. A letter of intent;
 - 4.1.2. A complete budget detailing all expenses and revenues; and,
 - 4.1.3. Proof of an active BMO account;
 - 4.2. Each ratified club is eligible to receive a maximum of two hundred and seventy five dollars (\$275.00) in the form of Club Grants per semester, and may only receive 2 Club Grants per academic year;
 - 4.3. Club Grants will only be given for events or purchases that occur within the current academic year;

- 4.4. The VP Student Life or the VP Operations and Finance may request a follow-up report, including receipts, once a Club Grant has been approved.
 - 4.4.1. A club will have two (2) weeks to submit the report once the request has been made.

5. Start-Up Grant application requirements
 - 5.1. Applications must include:
 - 5.1.1. A letter of intent; and,
 - 5.1.2. A complete budget detailing all expenses and revenues; and,
 - 5.1.3. Proof of an active BMO account;
 - 5.2. The VP Student Life or the VP Operations and Finance may request a follow-up report, including receipts, once a Start-up Grant has been approved;
 - 5.2.1. A club will have two (2) weeks to submit the report once the request has been made
 - 5.3. If a club should cease to be ratified for a minimum of three (3) years, that club will be eligible for a Start-Up Grant the following year;
 - 5.4. A club does not become eligible for a Start-Up grant upon the changing of the club name or an amendment to the club constitution;
 - 5.5. A newly constituted club, following ratification, is eligible to receive a maximum Start- Up Grant of two hundred and fifty dollars (\$250.00).

POLICY 20 – CLUB ALCOHOL POLICY

Last Amended April 2024

1. All club functions are subject to the current Government of Alberta regulations and all University of Lethbridge policies pertaining to the consumption of alcohol as outlined by the Alberta Gaming, Liquor and Cannabis Commission (AGLC); and,
 - 1.1. Violations thereof will result in immediate cancellation of the event.
2. The availability of alcohol is limited to those areas authorized by the Government of Alberta and hereafter referred to as licensed venues.
3. For the duration of a club event being held at a licensed venue, food and non-alcoholic beverages must be available for purchase; however,
 - 3.1. This provision is outlined under AGLC policies and as such is a responsibility of the licensed venue to ensure, but, in the case of club events, is considered by the ULSU to be a responsibility of the club to ensure.
4. Clubs hosting events at a licensed venue must provide the ULSU VP Student Life or Operations Coordinator with proof of the licensed venue's insurance and staff certification no less than ten (10) business days prior to the date of the event.
5. Advertising for all club events must be approved by the ULSU VP Student Life or Operations Coordinator; and,
 - 5.1. For events taking place at a licensed venue all advertising must adhere to the University of Lethbridge advertising policy and AGLC regulations; and,
 - 5.2. The available service of alcohol at a licensed venue is not in any way to be reflected in the advertising of a club event.
6. The club hosting the event will make every reasonable effort to mitigate any risks and hazards to make the event safe and enjoyable for all;
 - 6.1. The certified staff of a licensed venue is responsible for the safety of patrons to their establishment as outlined by their insurance and AGLC Policy; and,
 - 6.1.1. Licensed venue staff will be responsible for enforcement of AGLC policies in regards to the service of alcohol and capacity of the venue; and,
 - 6.2. The club is responsible for providing a minimum of two (2) club members per up to one hundred (100) people in attendance, and one (1) more club member for every additional one hundred (100) attendees, to abstain from the consumption of alcohol and mitigate the risk of any unforeseen situation which may arise.

7. The Students' Union will provide security personnel at every club event held in SU300A, B, and/or C at which the service of alcohol is available.
 - 7.1. Security will be staffed at a ratio of one (1) security person to every sixty (60) patrons;
 - 7.2. For events held in SU300A, B and/or C, ULSU security personnel will be responsible to ensure the capacity outlined by Lethbridge municipal fire code is not exceeded; and,
 - 7.3. All University of Lethbridge students being accompanied by a guest will be wholly responsible for the actions and conduct of that guest.
8. No club shall enter into a profit sharing agreement for the sale of alcohol with any licensed venue and,
 - 8.1. If a club enters into such an agreement it will be de-ratified.
9. No club event shall have as its focus the consumption of alcohol, nor shall the consumption of alcohol be used to leverage attendance of the event; and,
 - 9.1. Compliance with this policy will be determined by the VP Student Life, who reserves the right, along with the ULSU Operations Coordinator, to approve or deny approval for any club event taking place at a licensed venue.
10. Club funds cannot be used to purchase or subsidize alcohol.
11. At no time will alcohol be made available to individuals who are younger than the legal drinking age.
12. The hosting club is responsible for any additional costs associated with an event at which the service or consumption of alcohol is permitted.

POLICY 21 – GREEK LIFE ORGANIZATIONS

Last Amended April 2024

1. The ULSU will not recognize Greek Life Organizations until such a time the University of Lethbridge Board of Governors acts on either the recognition or non-recognition of the organizations.
2. Ratification
 - 2.1. To be considered for ratification by the Executive Council, the following must be submitted by a Greek Life Organization to the VP Student Life:
 - 2.1.1. A Students' Union Application for Greek Life Organization Ratification which includes:
 - 2.1.1.1. The name of the Greek Life Organization;
 - 2.1.1.2. The date of the application;
 - 2.1.1.3. The names, titles, e-mail addresses, phone numbers, for at least three (3) members of the Greek Life Organization executive; and,
 - 2.1.1.3.1. The signature of the president of the Greek Life Organization;
 - 2.1.1.3.2. All executive members of the Greek Life Organization must be current, undergraduate students of the University of Lethbridge;
 - 2.1.1.4. A minimum of twelve (12) member names, with corresponding e-mail addresses and University of Lethbridge student identification numbers.
 - 2.1.1.4.1. In the first year of ratification, a Greek Life Organization will only require a minimum of five (5) member names, with corresponding e-mail addresses and University of Lethbridge student identification numbers.
 - 2.1.1.4.2. These member names may include potential members and pledges. If these individuals do not become full members, then the Greek Life Organization must supply the VP Student Life with current member names.

- 2.1.2. A Copy of the Greek Life Organization Bylaws, which includes:
 - 2.1.2.1. The name of the Greek Life Organization;
 - 2.1.2.2. The vision and mission of the Greek Life Organization;
 - 2.1.2.3. Definition of membership, including rights and obligations;
 - 2.1.2.4. An accountability clause, stating that they will abide by all Students' Union and University of Lethbridge bylaws and policies, and acknowledge that they may face de-ratification if they contravene a bylaw or policy without General Assembly approval;
 - 2.1.2.5. The titles of the executive positions and what their responsibilities include;
 - 2.1.2.6. Any judicial procedures.
 - 2.1.2.7. The annual election procedure for incoming executives; and
 - 2.1.2.8. The process for amending these Bylaws.
- 2.1.3. A signed copy of the Sanctioned Greek Life Organization Agreement Form, indicating that the Greek Life Organization will comply with the ULSU and University of Lethbridge legislation. By signing this form, the Greek Life Organization agrees that the ULSU will not be held liable for and will not be associated with any Greek Life Organization event which is held off campus and has not been sanctioned by the VP Student Life; and,
- 2.1.4. A twenty-dollar (\$20) non-refundable ratification application fee; at the discretion of the VP Student Life.
- 2.1.5. The completion of an online club training course from two executive members within that academic year.
- 2.2. The VP Student Life may request more documentation from the Greek Life Organization, such as a Constitution or Code of Conduct, before ratification;
- 2.3. Upon submission of the above five (5) requirements, the VP Student Life will submit the application for ratification to the Executive Council for approval;
- 2.4. The General Assembly or Executive Council has the authority to ratify or deny ratification to any student Greek Life Organization; and
 - 2.4.1. The ratification of a Greek Life Organization that was de-ratified in the prior year will take into account the filed history of that Greek Life Organization and rational for prior de-ratification.

3. De-Ratification
 - 3.1. Any Greek Life Organization found to be in violation of Students' Union Legislation will be brought forth to the General Assembly for de-ratification, at the discretion of the VP Student Life.
 - 3.1.1. A reasonable effort will be made to give a Greek Life Organization two (2) weeks' notice prior to the General Assembly meeting regarding grievances against them, to allow for the fraternity or sorority to prepare an appeal. The Greek Life Organization in question will be given adequate time during the meeting of the General Assembly, in which the discipline or deratification is being considered, to present an explanation for the violation.
 - 3.1.2. A motion for de-ratification of a Greek Life Organization will be carried if approved by a majority vote.
 - 3.2. A de-ratified Greek Life Organization loses all privileges and may not ratify for the remainder of the academic year.
 - 3.3. The VP Student Life will keep record of de-ratified Greek Life Organizations, and will make note should a Greek Life Organization seek ratification in the following academic year.
 - 3.4. Previously de-ratified Greek Life Organizations seeking re-ratification must:
 - 3.4.1. Produce copies of all policies and procedures used to govern and operate the organization; and,
 - 3.4.2. Produce copies of all paperwork members may be required to sign including but not limited to: and,
 - 3.4.2.1. The Greek Life Organization's Code of Conduct
 - 3.4.2.2. The Greek Life Organization's Non Disclosure Agreements
 - 3.4.3. Produce a rationale as to why they should be ratified by the General Assembly; and,
 - 3.4.3.1. Include the reason why they were de-ratified and what measures have been taken to prevent the problem from occurring and management of the situation should issues arise.
 - 3.4.4. Pass a vote of confidence by the General Assembly
 - 3.4.4.1. The vote requires a minimum two-thirds (2/3rds) majority of the General Assembly to reinstate any Greek Life Organization's official ratified status.
 - 3.4.4.2. Should the vote be successful, the Greek Life Organization must return to the General Assembly at the end of the semester to report on the operations of the Greek Life Organization and clearly communicate any concerns, risks, or threats as they pertain to the Greek Life Organization.

4. Funding
 - 4.1. Greek Life Organizations shall not have access to Club Funding through Club Grants or Club Start-Up Grants.
 - 4.2. Greek Life Organizations may access Travel and Conference Grants as per Policy 25 – Student Assistance – Travel and Conference Grant;
 - 4.3. Grants may be made available to subsidize a particular initiative or event operated by a ratified Greek Life Organization, with the following stipulations:
 - 4.3.1. Promote the purpose of the Greek Life Organization;
 - 4.3.2. Promote student involvement;
 - 4.3.3. Is open to all members of the Students’ Union;
 - 4.3.4. Occur within the current academic year
 - 4.3.5. Grants may not be used for the purchase of alcohol;
 - 4.3.6. Resources or materials obtained with the Grant will be the property of the Greek Life Organization and remain in Greek Life Organization inventory; and,
 - 4.3.6.1. If the Greek Life Organization is de-ratified or disbands, the Greek Life Organization must return all resources or materials to the Students’ Union;
 - 4.4. Application submissions for Greek Life Organization Grants must:
 - 4.4.1. Be submitted to the VP Operations and Finance, not less than two (2) business days prior to an Executive Council meeting;
 - 4.4.2. The VP Operations and Finance will submit all complete Grants to the Executive Council for approval; but,
 - 4.4.3. The General Assembly has final authority to approve any Grant application.
 - 4.5. Greek Life Organization Grant application requirements must include:
 - 4.5.1. A letter of intent
 - 4.5.2. A complete budget detailing all costs to which the Students’ Union would be contributing
 - 4.5.3. Proof of an active BMO account;
 - 4.5.3.1. There is an opt-out process for those Greek Life Organizations that have an established record of outstanding financial accountability and compliance. To opt-out, they are required to present their case at a meeting of the General Assembly, proving their track record and external checks and balances are sufficient enough that they do not need to be a part of the ULSU Centralized Banking. The decision will be made by a majority vote of the General Assembly. They will be considered opted out on a continual basis unless a change in affiliation has occurred.

- 4.6. A Greek Life Organization may be eligible to receive a maximum of two hundred and twenty five dollars (\$225.00) in the forms of a Grant once per academic year.
 - 4.7. The VP Student Life or VP Operations and Finance may request a follow-up report, including receipts, once a Grant has been approved.
 - 4.7.1. A Greek Life Organization will have two (2) weeks to submit a report once the VP Student Life has made a request.
5. Greek Life Organization Events
- 5.1. All Greek Life Organization events that are held on campus or use ULSU resources for promotion, planning, or execution must be sanctioned at the discretion of the VP Student Life. A complete and detailed event proposal must be submitted to the VP Student Life two (2) weeks prior to the event.
 - 5.1.1. These events are subject to the rules and restrictions of the Club Events Policy, the Club Alcohol Policy and the Club Events Policy Section 3.
 - 5.2. The ULSU will not be held liable for any Greek Life Organization event that is held off campus that has not been sanctioned by the VP Student Life.
 - 5.3. All Greek Life Organization events held on campus or use ULSU resources to promote, plan or execute are subject to the requirements of the VP Student Life in consultation with University of Lethbridge Risk and Safety Services; and
 - 5.3.1. Requirements for events held off campus may vary depending on the nature of the event and the establishment or venue at which it is taking place; in some cases proof of insurance and an extension of liability coverage may be required by the establishment or venue; and,
 - 5.3.2. Greek Life Organizations can expect to need proof of both insurance and staff certification in the case that an event is being held at a licensed venue;
 - 5.4. The Greek Life Organization must fill out and return to the VP Student Life or Operations Coordinator, prior to the event, all applicable paperwork including but not limited to:
 - 5.4.1. Driver Agreements
 - 5.4.1.1. All individuals driving either a personal or rental vehicle must submit a University of Lethbridge driver agreement form for the current academic year;
 - 5.4.1.2. Drivers must have liability insurance coverage not less than one million dollars (\$1,000,000.00);

- 5.4.2. Waivers or a Group Waiver
 - 5.4.2.1. Waivers will be prescribed for events by the VP Student Life or Operations Coordinator in consultation with University of Lethbridge Risk and Safety Services and must be carefully filled out and returned before the event takes place;
 - 5.4.3. Primary Event Organizer Forms
 - 5.4.3.1. The Primary Event Organizer will be the direct contact for the event and responsible for all aspects pertaining to the event. The Primary Event Organizer form must be filled out and signed before the event takes place;
 - 5.4.3.2. The Primary Event Organizer will be responsible for ensuring adherence to the Club Alcohol Policy;
 - 5.4.3.2.1. All event volunteers subsequent to the Primary Event Organizer will be required to sign the “appointed volunteer” section of the Primary Event Organizer Form, in accordance with the Club Alcohol Policy;
 - 5.5. For all events held off campus that use ULSU resources to promote, plan or execute that are held at a licensed venue will require a tailored Risk Management Plan;
 - 5.5.1. The Risk Management Plan will outline possible risks and a response plan for accidents or mishaps, as well as the responsibilities of the Primary Event Organizer and appointed volunteers in the event of an accident or mishap; and,
 - 5.5.2. The Risk Management Plan must be worked out with the VP Student Life and submitted prior to the event.
6. Greek Life Organization Space
- 6.1. Greek Life Organization will not be given access to SU010A-D or SU010E.
 - 6.2. A ratified Greek Life Organization may reserve rooms SU300A, SU300B, and/or SU300C free of charge for Greek Life Organization events;
 - 6.3. In order to secure the use of SU300A, B, and/or C, for a cabaret, a Greek Life Organization must submit a two hundred dollar (\$200.00) deposit for the ballroom(s) to the Operations Coordinator;
 - 6.4. A Greek Life Organization must notify the Operations Coordinator at least ten (10) business days in advance of an event to reserve the ballroom(s);
 - 6.5. If the room deposit is not received by the Operations Coordinator within five (5) business days of the booking request, the reservation may be cancelled;
 - 6.6. A Greek Life Organization cabaret in SU300A, B, and/or C requires the approval of the ULSU Operations Coordinator and the VP Student Life;

- 6.7. All approved Greek Life Organization cabarets hosted in these spaces are co-sponsored by the Students' Union;
 - 6.8. Two or more Greek Life Organizations or clubs may co-host a cabaret;
 - 6.9. All cabarets that are deemed Students' Union Cabarets are unavailable for Greek Life Organizations to host;
 - 6.10. In order to secure the use of SU300A, B, and/or C, for a cabaret, a Greek Life Organization must go over the following information with the Operations Coordinator and VP Student Life:
 - 6.10.1. The date requested;
 - 6.10.2. The cost and type of entertainment;
 - 6.10.3. The theme; and,
 - 6.10.4. The ticket price;
7. The Greek Life Organization hosting the cabaret is responsible for the following:
- 7.1. Ticket production;
 - 7.2. Ticket sales, both prior to and during the cabaret; however,
 - 7.2.1. Ticket sales must not exceed the maximum capacity of the ballroom(s) in which the event is taking place;
 - 7.3. Entertainment and advertising costs;
 - 7.4. Providing coat check services during the event;
 - 7.5. Any financial loss experienced by the Students' Union as a direct result of the event; and,
 - 7.6. Any damages that occur as a direct result of the event;
 - 7.7. To keep costs to a minimum, the Greek Life Organization hosting the cabaret must confirm the exact number of tickets sold seventy-two (72) hours prior to an event;
 - 7.7.1. The Students' Union will staff according to the projected ticket sales, based on the ticket sale information provided by the hosting Greek Life Organization; however,
 - 7.7.2. Should ticket sale information not be provided, the maximum number of staff will be used, at the cost of the hosting Greek Life Organization.
 - 7.7.3. A Greek Life Organization may share both income and expenses for a cabaret with the ULSU if such a collaborative event is arranged with the VP Student Life well in advance and subject to all other ULSU legislation; and,
 - 7.7.3.1. Outside any collaboration with the ULSU, a Greek Life Organization is entitled to all ticket revenue from the event; however,
 - 7.7.3.2. Neither the ULSU Council budget nor the Greek Life Organization is entitled to any profit sharing for the Zoo sales of food or alcohol.

8. Greek Life Council
 - 8.1. The objective of the Greek Life Council will be to facilitate regular communication between Greek Life Organizations and the ULSU. It will provide a forum where representatives from all ratified Greek Life Organizations can exchange ideas, share information, work together, and make decisions pertaining to the overall welfare of all ratified Greek Life Organizations, including such aspects as Greek expansion and colonization, rush and collaborative events;
 - 8.2. The membership of the Greek Life Council shall include:
 - 8.2.1. All active members of currently ratified Greek Life Organizations at the University of Lethbridge (does not include Pledges, New Member Candidates, or Alumni);
 - 8.2.2. Two members in attendance of a meeting (generally executives) of each ratified Greek Life Organization will be the voting members of said meeting;
 - 8.2.3. The Greek Life Council Board, which consists of one member from each Greek Life Organization, who are non-voting members;
 - 8.2.4. The VP Student Life as the representative of the ULSU, who has a vote only in the event of a tie;
 - 8.2.4.1. If the VP Student Life is a member of a ratified Greek Life Organization, then they will be ineligible to be a member of the Greek Life Council as the ULSU representative;
 - 8.2.4.2. The VP Academic will be a member of the Greek Life Council as the ULSU representative if the VP Student Life is ineligible.
 - 8.2.4.2.1. If the VP Academic is also a member of a ratified Greek Life Organization, then a member of the General Assembly will be a member of the Greek Life Council as the ULSU representative.
 - 8.2.4.3. Any current ULSU executive is ineligible to serve as a Greek Life Council Board members
 - 8.3. The Greek Life Council will meet at least twice a semester during the academic year;
 - 8.3.1. Meetings of the Greek Life Council must not occur during the fall and spring final examination periods.
 - 8.4. The VP Student Life, or ULSU designate assigned from Section 6.2. of this Policy, will chair the first properly convened Greek Life Council and facilitate the election of the Greek Life Council Board from the Greek Life Council membership.
 - 8.5. Quorum of the Greek Life Council shall be two (2) voting members per Greek Life Organization
 - 8.6. The exact duties and responsibilities of the Greek Life Council are detailed in the current Greek Life Council Bylaws.

POLICY 22 – STUDENT SERVICES ROOM DESIGNATION

Last Amended May 2010

1. Room SP150 is designated specifically for use as a student services room.
2. Room SP150 is available free of charge on an annual basis, to an organization that offers unique services and/or resources to students.
3. Organization Criteria
 - 3.1. The organization must provide a letter of intent, establishing that unique services and/or resources would be available to all University of Lethbridge students;
 - 3.2. The organization must be a non-profit organization;
 - 3.3. The organization must be primarily volunteer-based; therefore,
 - 3.3.1. There may be no more than four (4) paid staff positions;
 - 3.4. The organization must be operated primarily by students; therefore,
 - 3.4.1. At minimum, seventy-five percent (75%) of the leadership of the organization must be students;
 - 3.5. The organization must not be a subsidiary or chapter of another organization; and,
 - 3.6. The organization's legislation must adhere to ULSU legislation.
4. Application Procedure
 - 4.1. The organization that currently occupies the space may submit a proposal to renew their agreement with the ULSU by April 1st, for the right to renew;
 - 4.2. If the Executive Council decides not to renew the current contract, advertising must take place for a minimum of two (2) weeks in order to solicit proposals;
 - 4.3. Organizations must submit a written proposal to the Executive Council prior to May 15;
 - 4.4. Proposals must include a description of the intended use for the room, and the structure of the organization;
 - 4.5. The Executive Council will meet before May 31 to review all submitted proposals; and,
 - 4.6. The Executive Council will designate the room for use by one organization.

5. Terms of Use
 - 5.1. The organization occupying the room shall have the use of the space for a term extending from June 1 to May 31;
 - 5.2. The organization may lose possession of the room if the organization contravenes ULSU legislation;
 - 5.3. The organization is responsible for maintaining the good order of the space;
 - 5.4. The organization may not alter any physical feature of the space without the approval of the General Assembly;
 - 5.5. The organization is responsible for all costs associated with telephone, internet access, maintenance, and/or any other utility costs;
 - 5.6. A maximum of three (3) sets of keys will be assigned to the organization; and;
 - 5.6.1. All keys must be returned to the Students' Union before May 31, unless the agreement is renewed with the prior organization; and,
 - 5.6.2. A replacement fee, determined by the department of Facilities, will be assessed to the organization in the event that keys are lost or not returned to the Students' Union before May 31.

POLICY 23 – ULSU FOOD BANK

Last Amended April 2024

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

5. Monetary Donations
 - 5.1. All monies from donation will be deposited into the Food Bank budget line in the Council budget; and,
 - 5.2. Monies will be directed to resupply the Food Bank as necessary, including gift cards for grocery stores.
6. Food Collection
 - 6.1. The VP Operations and Finance, in conjunction with the Communications Coordinator will organize at least one (1) community food drive and at least one (1) faculty food drive per academic year; and,
 - 6.2. The VP Student Life in conjunction with the Communications Coordinator will organize at least one (1) club activity per academic year with the mandate of growing the food collection.

POLICY 24 – THE STUDENTS’ UNION STRATEGIC PLAN

Last Amended April 2020

1. The Students' Union Strategic Plan is a document separate from ULSU legislation; it is drafted by the Strategic Planning Committee and officially ratified by the General Assembly.
2. The Students' Union Strategic Plan is a guideline for strategically targeting the growth of the Students' Union. Many of these issues reach beyond the scope of a single General Assembly and may need to be addressed by a future General Assembly.
3. The Students' Union Strategic Planning committee will meet to perform a final review and create a new Strategic Plan during the last year of the current Plan's duration;
4. Any major changes to the Students' Union Strategic Plan (i.e. entire priority amendments) must be approved by the General Assembly through a (2/3) majority vote; any minor edits must be approved by the Strategic Planning Committee with a simple majority vote.
 - 4.1. No old or achieved items may be entirely removed from the current Students' Union Strategic Plan. Instead, they must be moved to an appendix.
5. The Strategic Planning Committee will meet a minimum of four (4) times throughout the Academic Year to review specific progress to the outlined strategic priorities. Discussions on how to best move forward towards the priorities should also be held.
6. Feedback on the Strategic Plan is open to anyone. Consideration for implementation is to be discussed by the Strategic Planning Committee.

POLICY 25 – STUDENT ASSISTANCE: TRAVEL AND CONFERENCE GRANTS

Last Amended March 2021s

1. Application deadlines
 - 1.1. Applications must be submitted within the following timelines to be considered:
 - 1.1.1. At least five (5) days prior to the date of the event;
 - 1.1.2. At least five (5) business days prior to a regularly convened Executive Council meeting; and,
 - 1.1.3. Applications which are submitted well in advance of the event may be tabled to the closest Executive Council meeting for approval to evaluate the number of applicants attending the same event.
 - 1.1.4. No applications will be accepted retroactively.
2. Application requirements
 - 2.1. A completed Travel and Conference Grant application form which includes the applicant's signature to acknowledge the "Terms of Agreement";
 - 2.2. A letter of intent; and,
 - 2.2.1. If applying as a club, a majority of the club Executive members must have their signatures on the letter of intent;
 - 2.3. An itinerary of the conference or event;
 - 2.4. A detailed budget outlining all costs and revenues which are known and applied for, to which the Students' Union may be contributing;
 - 2.5. Proof of registration confirmation may be required if the application is for a conference, seminar, or event;
 - 2.6. Proof of one of the following: travel arrangements such as receipts for vehicle rental, airfare, other transportation arrangements, or accommodation booking if applicable; and,
 - 2.7. Travel and Conference Grants must be used for travel and/or conference/event expenditures.
 - 2.8. The grant must be used for an event occurring within the same academic year that it was approved.
3. Application and Funding Limits
 - 3.1. For travel within North America:
 - 3.1.1. An individual may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed three hundred dollars (\$300.00);
 - 3.1.2. A club or group of students may be given funding to a maximum of twentyfive percent (25%) of the total expenses but may not exceed one thousand five hundred dollars (\$1500.00);

- 3.2. For travel outside of North America:
 - 3.2.1. An Individual may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed four hundred dollars (\$400.00); and,
 - 3.2.2. A club or group may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed two thousand dollars (\$2000).
 - 3.2.3. If five (5) or more individuals apply for funding to attend the same conference or event they may, at the discretion of the Executive Council, be considered a group;
- 3.3. For Conferences not involving travel expenditures:
 - 3.3.1. An individual may be given funding to a maximum of one hundred percent (100%) of total expenses but may not exceed three hundred dollars (\$300.00):
 - 3.3.2. A club or group of students may be given funding to a maximum of one hundred percent (100%) of total expenses but may not exceed fifteen-hundred dollars (\$1500.00);
4. Frequency of Application
 - 4.1. A student, club, or group may be eligible to receive a maximum of two (2) Travel and Conference Grants per academic year.
 - 4.2. A student, club, or group shall not apply for funding for the same conference or event more than once per academic year
5. Funding Dispersal
 - 5.1. All applications will receive an approval or denial confirmation e-mail from the VP Operations and Finance within 7 business days following the Executive Council meeting;
 - 5.2. A cheque will be made available for approved applications at the Students' Union office within 10 business days following the Executive Council meeting;
 - 5.3. Cheques will be made available upon proof of registration confirmation, if applicable,
 - 5.4. The Students' Union reserves the right to withhold funding in the event that there is a substantial change in circumstances or information around which the authorizing motion was based; and,
 - 5.5. Funds which are approved are not transferable to another project, conference, person, budget, or club which was not identified in the original authorizing motion.
6. Upon Completion of Funded Event
 - 6.1. Should a student or group fail to submit the requested report and receipts following a conference or event, he or she shall be responsible for returning the full amount of the Travel and Conference Grant to the Students' Union; and,
 - 6.2. Use of the Students' Union Travel and Conference grants for anything other than their approved event constitutes fraud and the Students' Union reserves the right to seek reimbursement through invoicing, fee assessment and/or civil claims.
7. The Executive Council has the authority to approve or deny any Travel and Conference Grant Application.
8. The VP Operations and Finance will keep record of all approved and denied Travel and Conference Grants for a minimum of one year.

POLICY 26 – FEES AND LEVIES

Last Amended April 2024

1. All undergraduate students at the University of Lethbridge, with the exception of students sixty- five (65) years of age or older, shall be assessed the following Students' Union fees for each semester that they are registered:
 - 1.1. An Operations Fee;
 - 1.2. A Capital Replacement Fee; and,
 - 1.3. A Building Fee;

2. All Students' Union Fees will be charged at the amount outlined in the University of Lethbridge Fee Schedule in the University Calendar;
 - 2.1. Only fees which have received approval by referendum shall be collected by the Students' Union as per Bylaw XXIII – Referenda; and,
 - 2.2. The Operations Fee, the Building Fee, and the Capital Replacement Fee can be increased by the Consumer Price Index (CPI) on an annual basis as per a referendum held March 2010;
 - 2.2.1. The Students' Union will use the same CPI calculation which the University of Lethbridge uses to cap tuition increases;

3. Students of the University of Lethbridge, with the exception of students aged sixty-five (65) years or older, shall be assessed the following levies each semester:
 - 3.1. A CKXU Radio Society Levy with CPI increases;
 - 3.2. A Lethbridge Public Interest Research Group Levy;
 - 3.3. A Campus Collective Centre Levy; and,
 - 3.4. A World University Service of Canada Levy.
 - 3.5. Feed a friend Levy.

POLICY 27 – QUALITY INITIATIVES PROPOSAL FUND APPLICATIONS

Last Amended April 2020

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

POLICY 28 – CHIEF RETURNING OFFICER REMUNERATION

Last Amended April 2024

1. This policy does not apply if the CRO is the current General Manager.
2. The CRO will be paid by the Students' Union a sum of:
 - 2.1. Six hundred dollars (\$600) for a General Election;
 - 2.2. Four hundred dollars (\$400) for an External by-election;
 - 2.3. Two hundred dollars (\$200) for a referendum being ran outside the General Election;
 - 2.4. One hundred dollars (\$100) for a referendum if it runs simultaneously with a General Election or by-election; and,
 - 2.5. Fifty dollars (\$50.00) for the internal by-election of representatives to the General Assembly.
3. The CRO will be paid by the Students' Union for provision of an election for an affiliated organization, a sum of:
 - 3.1. One hundred-fifty dollars (\$150) if the election runs simultaneously with a Students' Union General Election, by-election or referendum; and,
 - 3.2. Two hundred-fifty dollars (\$250) if the election does not run simultaneously with a Students' Union General Election, by-election, or referendum.
4. Remunerations will be made following the successful completion of a General Election, by- election, and/or referendum.

POLICY 29 – DELEGATION OF AUTHORITY

Last Amended April 2024

1. The purpose of this policy is to outline the positions that will act when a member of the Executive Council is absent, unable to act, or there is a vacancy in office.
 - 1.1. An “absence” shall mean the extended absence of the incumbent for a time or from a place where the incumbent is unavailable by telephone, email, or other means.
 - 1.2. An “inability to act” shall mean the incumbent is temporarily or permanently incapable of handling responsibilities as determined by the General Assembly.
 - 1.3. A “vacancy in office” shall mean the time during which the former incumbent has permanently vacated the position until the election of a successor.
2. Authority delegated during the absence, inability to act, or vacancy in office shall only be for urgent matters which require action prior to the return or election of the Executive Council Member.
3. Delegation of authority for the President;
 - 3.1. For matters relating to the maintenance and administration of the Students’ Union and for on-campus matters shall be in the following order and will be named “Acting President”:
 - 3.1.1. The VP Operations & Finance;
 - 3.1.2. The VP External.
 - 3.2. For advocacy and external matters shall be in the following order:
 - 3.2.1. The VP External;
 - 3.2.2. The VP Student Life.
4. Delegation of authority for the VP Academic shall be in the following order:
 - 4.1. The President;
 - 4.2. The VP Student Life.
5. Delegation of authority for the VP External shall be in the following order:
 - 5.1. The President;
 - 5.2. The VP Student Life.
6. Delegation of authority for the VP Operations & Finance shall be in the following order:
 - 6.1. The President;
 - 6.2. The VP External.
7. Delegation of authority for the VP Student Life shall be in the following order;
 - 7.1. The VP Operations & Finance.
 - 7.2. The VP Academic.

8. This policy does not preclude the General Assembly or the Executive Council from delegating a member of the Executive Council in a manner different than outlined in this policy.
9. This policy does not delegate any authority which would contradict the Bylaws of the University of Lethbridge Students' Union.
10. This policy shall in no way establish a hierarchy among Executive Council Members.
11. Authority of the Executive Council shall only be delegated to members of the General Assembly.
12. To assist with clear communication and efficient operations while a member of the Executive Council is absent or unable to act, members of the Executive Council are encouraged to use "Out of Office" notifications on available and appropriate media that identify:
 - 12.1. A contact for general inquiries and administrative matters; and,
 - 12.2. A contact who has been delegated authority for the absent member of the Executive Council as outlined by this policy, or as otherwise delegated under Section 8 of this policy.

POLICY 30 - VEHICLE POLICY

Last Amended April 2020

1. Handling
 - 1.1. When not in use, the ULSU vehicle must be parked in a lot designated by the University of Lethbridge.
 - 1.1.1. The vehicle must be returned to its designated parking lot by the end of each business day.
 - 1.2. Repair, maintenance, and fueling costs of the vehicle will be the responsibility of the ULSU with the discretion of the General Manager.
 - 1.2.1. Drivers are responsible to put fuel in the vehicle and must never park the vehicle at the end of the day with less than half a tank. Drivers have the option to request the money up front or to get reimbursed for fuel.
 - 1.3. The ULSU assumes no liability if the vehicle is handled outside of these guidelines.
2. Usage
 - 2.1. The ULSU's vehicle is only to be used by permanent staff, Executive Council members, or any individual designated by the General Manager or Executive Council
 - 2.2. To sign out the vehicle, a staff or Executive Council member must have both the General Manager and the Accountant's authorizing signatures on the vehicle sign-out form.
 - 2.3. Upon return, the driver must fill out the remaining portion of the sign-out form to justify the mileage, which must be accounted for after every trip, and to attach any receipts for fuel or other expenses.
 - 2.4. Drivers must not have any previous convictions that would affect their ability to drive.
 - 2.5. Drivers are responsible for any tickets or fines associated with the vehicle while signed out under their name.
 - 2.5.1. If a driver is issued a ticket or a fine, the fees will be taken off of their next paycheque.
3. Personal Use
 - 3.1. Employees who drive the company vehicle shall not, at any time, use the company vehicle for personal reasons. Employees are restricted from personal use of any kind, including but not limited to the following:
 - 3.1.1. Using the company vehicle to run personal errands.
 - 3.1.2. Transporting non-employees in company vehicles, including family members unless for business related activities.
 - 3.1.3. Allowing non-employees to drive the company vehicle for any reason.

4. Commitment

- 4.1. Failure to abide by any of the rules will result in loss of use of the vehicle as well as possible further disciplinary action, up to and including termination/impeachment.

POLICY 31 - INVESTMENT POLICY

Last Amended April 2024

- 1. Investment Objects
 - 1.1. The ULSU strives to attain the best risk return relationship for our funds in order to maximize the service we offer. The ULSU will maintain an overall conservative portfolio as required to preserve its assets, as the preservation of assets is a key foundation for ULSU investments. The organization possesses multiple separate funds, each with a different objective and time horizon. Consequently, the flexibility of the overall fund is necessary to accommodate the objective of each fund as defined below.
- 2. Investment Philosophy
 - 2.1. The Students’ Union will partner with Certified Investment Consultants and Investment Managers as deemed appropriate to provide services and expertise to the financial portfolio. Such action, when deemed appropriate, will be to achieve our objectives and returns as referenced in this policy.
- 3. Portfolio
 - 3.1. The ULSU portfolio consists of the Building Fund, Health Fund, and Operations Fund. Each fund has a different mandate, objective, and time horizon as detailed in the following table.

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

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

5. Assets

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

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

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

- 5.2. GIC's and Cash: short-term investments will be in readily liquid securities maturing within 5 years of issuance. Short-term investments include:

- 5.2.1. Term deposits or similar instruments issued or unconditionally guaranteed by trust companies or banks.

Cash or money market securities issued by governments, government agencies or corporations.

5.3. Bonds

- 5.3.1. Not more than ten percent (10%) of bond holdings shall be invested in the debt issues of any issuer.

The Bond portfolio can be passively invested through a bond index.

5.4. Canadian Equity

- 5.4.1. Not more than ten percent (10%), based on the market value, of the Canadian equity portfolio shall be invested in the common stock, preferred shares or other equity issues of anyone corporation.

Small capitalization issues of less than C\$100 million are not permitted within the Canadian equity portfolio.

5.5. Global Equity

- 5.5.1. Global equity holdings include the US markets and shall be broadly diversified among countries and industry sectors and may include companies in Canada and Emerging Markets. External Financial Managers are required to employ appropriate currency exchange risks through their mandate.
- 5.5.2. Not more than ten percent (10%), based on market value, of the Global equity portfolio, shall be invested in the common stock, preferred shares or other equity issues of any one corporation.
- 5.5.3. Not more than twenty percent (20%) of the Global equity portfolio shall be invested in small capitalization companies, defined as a capitalization of less than US\$1 billion. Each holding of a small stock issue shall not exceed two percent (2%) of the Global equity portfolio.
- 5.5.4. Purchases of small capitalization issues of less than US\$350 million and non-traded investments are not permitted within the Global equity portfolio.

6. Managers responsibilities and return expectations

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

8. Review of Policy

- 8.1. This Policy is to be changed only in working with those outlined under responsibilities. Final decision on any investment decision is governed by the terms within this Policy.

POLICY 32 - SEXUAL VIOLENCE AND HARASSMENT

First Adopted April 2022

*If someone is at immediate risk of harm to self or others, call emergency services at 911 immediately and then contact Campus Safety at 403-329-2345. If you require immediate access to support, follow this link for on and off campus resources and services:

Sexual Violence Information Website.

AND/OR

contact Student Services

Counselling Services at (403)

317-2845 or Human

Resources at (403)

329-2274.

1. Definition

1.1. Definitions are taken directly from the University of Lethbridge's Sexual Violence Policy;

1.1.1. As Defined in section 3.7 of the University of Lethbridge's Sexual Violence Policy "Sexual Violence" means a sexual act or acts, targeting a person's sexuality, gender identity or gender expression – whether the act is physical or psychological in nature, whether in person or through other forms of contact – that is committed, threatened, or attempted against an individual without that individual's consent. Sexual Violence includes, but is not limited to, the following:

1.2. "Sexual Assault" any form of sexual touching or the threat of sexual touching without the individual's consent.

1.3. "Sexual Harassment" repeated course of comments or conduct, or a sufficiently serious single incident of a sexual nature by a person who knows or ought reasonably to know that the behaviour is unwanted or unwelcome. Sexual Harassment may further be determined by the impact on the recipient, not on the intention of the initiator. Examples of Sexual Harassment may include, but are not limited to:

1.3.1. sexist remarks, jokes, innuendoes or taunting about a person's body, appearance, characteristics or clothing;

1.3.2. displaying pornographic or other sexually offensive or derogatory pictures or material;

1.3.3. persistent and unwelcome invitations or request for dates;

1.3.4. unwanted sexual advances;

1.3.5. leering or other sexually oriented gestures;

- 1.4. “Stalking” engaging in conduct that causes an individual to fear for their physical or psychological safety, such as repeatedly following or communicating through any means with someone, engaging in threatening conduct, or keeping watch over the place where the individual happens to be;
- 1.5. “Indecent Exposure” exposing one’s body to another individual in a sexualized way or coercing another individual to remove their clothing in order to expose their body, without their Consent. This includes exposing one's body to another person, without Consent via any means.
- 1.6. “Voyeurism” non-consensual viewing, photographing, or otherwise recording another individual in a location where there is an expectation of privacy and where the viewing, photographing or recording is done for a sexual purpose; and
- 1.7. “Distribution of a sexually explicit photograph or recording” of an individual to one or more individuals other than the individual in the photograph or recording without the Consent of the individual in the photograph or recording.
- 1.8. “Trauma-Informed” means incorporating an understanding of the impact that trauma has on an individual or community, to minimize re-traumatization, and facilitate recovery and empowerment. These impacts may include, but are not limited to, a delay in the individual reporting, time-lines and details of events that seem unrelated or illogical, varying or lack of emotional response, more detailed sensory memory, describing an experience of response to the incident that included freezing, dissociation, and/or negotiation or pleasing; an experience of recalling details over time and a requirement of more time to process and/or to follow up. In general, individuals who have been affected by trauma need to be heard, to understand options, to move at their own pace through the process of recovery, and to re-establish a sense of personal control over what happens in their lives.

2. Purpose

- 2.1. The purpose of this policy in the ULSU Operations manual is to direct students to the appropriate resources should an act of sexual violence or harrassment occur.

3. Policy

- 3.1. The ULSU, and all its participating members, must adhere to the most current version of the University of Lethbridge's sexual violence policy, which can be accessed here:

<https://uleth.sharepoint.com/sites/Policy/Policies/Forms/AllItems.aspx?id=%2Fsites%2FPolicy%2FPolicies%2FPolicy%5F%20Sexual%20Violence%5FBOG%20Approved%20June%2013%5F2019%20Editorial%20Revisions%20Dec%5F21%5F2021%2Epdf&parent=%2Fsites%2FPolicy%2FPolicies&p=true> (last updated, April 2022)

- 3.2. Should an act of sexual violence or harrasment occur, the ULSU's official avenue for support is through the sexual violence office of student services, and ULSU members will use trauma-informed principles to empower other students to access this policy and/or these services if needed.
 - 3.2.1. Furthermore, the ULSU also recognizes and will direct students towards the recognized on and off campus supports listed on the University of Lethbridge Sexual Violence website,
- 3.3. All elected representatives of the ULSU are mandated to complete the responding to sexual violence level one moodle training course,
- 3.4. All events and initiatives hosted by the ULSU must include a risk assessment in its proposal, that identifies the supports and measures in place to prevent sexual violence, including but not limited to;
 - 3.4.1. Training,
 - 3.4.2. Presence of experts,
 - 3.4.3. provisions for student-only access to events, if necessary.

POLICY 33 - EQUITY, DIVERSITY AND INCLUSION

Last Amended April 2024

1. Definitions

- 1.1. The ULSU acknowledges that there are many different definitions for the following terms, and that definitions are subject to change and interpretation based on various contexts, and while we offer these definitions as reference, they are not necessarily the sole definition with which we govern ourselves, nor are they a definitive list of all applicable terms pertaining to this topic;
 - 1.1.1. Equity is treating people fairly, that is, acknowledging and making accommodations for differences so that everyone can contribute fully,
 - 1.1.2. Diversity is the recognition and acknowledgement of individual differences such as: education, age, gender, sexual orientation, style, ability or disability, religion, ethnicity, culture, or any other characteristic that shapes an individual's attitudes, behaviours and perspective,
 - 1.1.3. Inclusion is the principle whereby the rights of all individuals to be respected, valued, and empowered to participate fully, are honored,
 - 1.1.4. Intersectionality is the recognition of overlapping and differential combinations of social categorization as they apply to an individual or group.
 - 1.1.5. Reconciliation
 - 1.1.6. Accessibility

2. Representation

- 2.1. The ULSU shall uphold the principles of inclusion, equity and diversity when it pertains to recruitment, hiring or elections of staff and representatives,
- 2.2. Representatives and staff of the ULSU will consult with, include, and provide pathways for a wide diversity of people to participate in ULSU affairs, especially equity seeking groups,
- 2.3. Representatives of the ULSU shall, especially in formally scheduled meetings of the general assembly and internal committees, recognize and attempt to equalize power imbalances, whether social, systemic, or otherwise,
- 2.4. Representatives and staff of the ULSU must complete all of the following training upon election in order to receive honoraria;
 - 2.4.1. Preventing Sexual Violence to the highest level,
 - 2.4.2. Gender Based Analysis + Training,
 - 2.4.3. Anti-Discrimination and Oppression Training
 - 2.4.4. Indigenous Awareness Training
 - 2.4.5. Accessibility training

3. Events, Initiatives and Programs
 - 3.1. When planning any and all events, initiatives, or program, especially those of a social or educational nature, consultation with equity seeking groups must occur, including but not limited to, and under the recognition that it is not always possible to identify marginalized individuals;
 - 3.1.1. 2SLGBTQ+, individuals with disabilities, racialized individuals, BIPOC individuals, mature students, and more,
 - 3.2. When planning any and all events, initiatives, or programs, especially those of a social or educational nature, a risk assessment should be performed prior that is considerate of equity, diversity, and inclusion principles
 - 3.2.1. Proposals for such initiatives should include references to consultation with marginalized individuals that has already taken place,
 - 3.2.2. Proposals should include detailed provisions for safety, both physical and emotional,
 - 3.2.3. Proposals should include considerations for inclusivity.
4. Accountability
 - 4.1. In the event an event, initiative, program, or action done by an elected representative or staff member of the ULSU does not satisfactorily meet the provisions of this bylaw, violators will be held accountable through the following means;
 - 4.1.1. If the violator is an elected member of the ULSU, by contacting the ULSU's human resources representative,
 - 4.1.1.1. If not an elected member of ULSU, by contacting an elected representative to do so,
 - 4.1.2. By contacting the individual in question directly,
 - 4.1.3. By contacting a supervisory member of the ULSU,
 - 4.1.4. By contacting the General Manager to proxy the message confidentially.

CONSTITUTION

The University of Lethbridge Students' Union

Last Amended April 2024

ARTICLE 1 – Name

1. The name of the organized undergraduate student body of the University of Lethbridge shall be “The Students’ Union, the University of Lethbridge,” established in accordance with Section 93 of the Post-Secondary Learning Act (2004) of the Province of Alberta, and hereinafter referred to as “the Students’ Union” or abbreviated where appropriate to “the ULSU”

ARTICLE 2 – Object

1. The object of the ULSU shall be to provide for the administration of the affairs of the undergraduate students of the University of Lethbridge, including:
 - 1.1. The development and enforcement of rules relating to student affairs;
 - 1.2. The promotion of the general welfare and the furtherance of total education of the undergraduate students consistent with the purpose of the University of Lethbridge, and;
 - 1.3. The protection of the joint and several rights of the active members.

ARTICLE 3 – Active Membership

1. Active Membership in the Students’ Union consists of:
 - 1.1. Any person registered as an undergraduate student at the University of Lethbridge, who is required to pay the membership fees of the Students’ Union; and,
 - 1.2. Any person sixty-five (65) years of age or older registered as an undergraduate student at the University of Lethbridge.

ARTICLE 4 – Powers

1. In accordance with the Post-Secondary Learning Act, all active members of the ULSU shall have the power to:
 - 1.1. Nominate to or be nominated for positions on the hereinafter defined General Assembly;
 - 1.2. Cast a ballot in any of the ULSU’s elections, referendum, or plebiscites;
 - 1.3. Petition the hereinafter defined General Assembly in respect of any matter, particularly the removal of any officer from their elected position;
 - 1.4. Exercise any other powers inherent in this Constitution or established in the Bylaws of the ULSU.

ARTICLE 5 – General Meetings

1. The President shall call a general meeting of the ULSU, called a town hall meeting if the President is requested to do so in writing by 50 Active Members.

ARTICLE 6 – General Assembly

1. There is established in accordance with Section 95 of the Post-Secondary Learning Act, a council entitled “General Assembly, The University of Lethbridge Students’ Union”, hereinafter referred to as “the General Assembly” or “the GA”.
2. Notwithstanding any Article of this Constitution, the legislative power of the ULSU shall be and is hereby invested in the General Assembly. The General Assembly shall manage the business and affairs of the ULSU through its position as the policy-making body of the ULSU. Except as stated in Article 8 all legislative proposals become law after being passed by the General Assembly.
3. There shall be held a General Election of the ULSU during each Academic year at which time the General Assembly shall be elected by and from the Active Members of the ULSU, as provided in the Bylaws thereof. The General Election of the GA shall be no earlier than the first day of the spring term and no later than the last day of the spring term final examination period as defined by the University of Lethbridge Student Enrolment and Registrar Service Office.

ARTICLE 7 – Executive Council

1. There is established, by this Constitution, a body entitled “Executive Council, The University of Lethbridge Students’ Union”, hereinafter referred to as “the Executive Council” or “the EC”.
2. Notwithstanding any Article of the Constitution, the administrative and executive functions of the ULSU and the GA shall be and hereby are invested in the Executive Council.
3. The Executive Council shall be elected by and from the Active Members of the ULSU as provided in the Bylaws thereof.

ARTICLE 8 – Amendment Process

1. It shall require a two-thirds (2/3) majority vote of a referendum of the ULSU to pass an amendment to the Constitution.
2. It shall require a two-thirds (2/3) majority of all voting members of The General Assembly:
 - 2.1. To present a proposed Constitutional amendment of the ULSU;
 - 2.2. To amend, adopt, or rescind Bylaws.
3. Prior to the consideration by the General Assembly of any amendment to the Bylaws, notice of such amendment shall be given, by submitting the amendment in writing to a meeting of the General Assembly at least seven (7) days prior to the General Assembly meeting at which the amendment is to be voted upon.
4. The ULSU shall establish a new fee or increase an existing fee only if a simple majority of votes cast by Active Members voting in a referendum are in favour of doing so.
5. The ULSU shall eliminate or decrease a fee for all Active Members only if a simple majority of the votes cast by Active Members voting in a referendum are in favour of doing so.

CAPITAL REPLACEMENT FUND (CRF)

The University of Lethbridge Students' Union

Approved by the Students' Union Council April 22, 1990

TERMS OF REFERENCE

Approved April 22, 1990

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

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

3. Collection of the CRF

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

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

4. Management of the CRF

- 4.1. Monies collected by the Controller’s office of the University on behalf of the Union shall be turned over to the Union’s duly authorized employee or representative, in keeping with the accepted practices for such exchanges, as are agreed to by the Union and the University from time to time.
- 4.2. CRF monies which are not required by the Union for immediate purchase of goods or services shall be invested responsibly by the Union in government backed securities, certificates of deposit, or commercial paper with a rating of no less than R1 on the Dominion Bond Rating Service schedules.
- 4.3. University of Lethbridge investment policies may also be used to serve as guidelines for investment.
- 4.4. Allocation of CRF monies into, and between different investment types, must be reported to the Students’ Council at least two (2) times per annum, by the Vice-President Administration of the Union.
- 4.5. The performance of CRF monies in investment portfolios must also be reported to the Students’ Council at least two (2) times per annum, by the Vice-President Administration of the Union.
- 4.6. Any member of the Students’ Union, Students’ Council, Alumni Council, or University’s senior administration, may request to see the Union’s most updated audited financial statements for the CRF, and must be granted access to the statements within a reasonable amount of time, and in any case, no later than seventy-two (72) hours after the Union’s receipt of a written request to view the statements
- 4.7. A separate chequing account shall be maintained, called the ACRF Chequing Account, for the purpose of expenditures and deposits to be made using CRF monies.
- 4.8. The Union must produce, at the end of every fiscal year, an audited financial statement and report of the use of CRF monies for that year, and must provide copies of that report to the Management Liaison Committee and the Board of Governors of the University.

5. Expenditures of the CRF
 - 5.1. Purchases of Capital goods and services through CRF monies must be approved by a two-thirds (2/3) special resolution of the Students' Council of the Union.
 - 5.2. Summer quorum requirements of the meetings of the Students' Council of the Union shall not be considered applicable to resolutions to purchase capital goods and services using CRF monies.
 - 5.3. Recommendations to purchase Capital goods and services using CRF monies can be made by any one of the following:
 - 5.3.1. The Management Liaison Committee (in accordance with the SUB Management Agreement, Sec. 4.01.11)
 - 5.3.2. The Sub Facilities Manager
 - 5.3.3. The Union's Administration Manager or Business Manager a member of the Students' Council of the Union
 - 5.3.4. The Alumni Council of the University
 - 5.4. A Capital purchase may include the following items, inclusive of purchase, installation, renovation, repair, replacement and removal of said items.
 - 5.4.1. furnishings, equipment, and fixtures, including: desks, work surfaces, sound screens, counters, cabinets, bulletin boards, seats, chairs, lights, loungers
 - 5.4.2. floor, window and wall coverings, including: drapes, blinds, carpets, tile, linoleum, paint, wallpaper, wall surfaces
 - 5.4.3. computer hardware and software, including upgrading, used to provide for the efficient operation of the Union and the SUB
 - 5.4.4. walls, major partitions, windows, SUB outer features, partitions, signage
 - 5.4.5. aesthetic elements designed, installed and otherwise intended to enhance the decor of the SUB
 - 5.4.6. installations and upgrades of equipment designed to enhance the safety and security of the occupants and users of the SUB
 - 5.4.7. immediate repairs of damages to the SUB, the costs of which may be subsequently recovered through insured, legal or other means
 - 5.4.8. professional consultation services yielded by persons recognized as bona fide and licensed to practice in Alberta in the given profession, provided that the consultation is in regards to matters involving goods and/or services provided for under the terms of this document.
 - 5.5. CRF monies may NOT be used to purchase, provide for, or otherwise attain the following items:
 - 5.5.1. Union Club's funding
 - 5.5.2. Union operating expenses.
 - 5.5.3. Union business ventures
 - 5.5.4. Union salaries and honoraria
 - 5.5.5. telephone, utility and other liabilities as are occurred to the Union on a day to-day basis
 - 5.5.6. conferences attended by Union employees or representatives

- 5.5.7. conferences hosted by, or otherwise associated with, the Union, or the SUB
 - 5.5.8. legal expenses incurred by the Union or the SUB
 - 5.6. In the event that it is in the best interests of both the Union and the SUB to do so, monies from the CRF may be used to relieve all or some of the mortgage debt load incurred by the Union as a result of the SUB, provided that the SUB is in a satisfactory condition of capital maintenance, as determined by the Management Liaison Committee.
 - 5.7. In the event that it is the will of the Students' Council of the Union, as determined by a special resolution of the Council, to purchase space in the SUB, from the University, it is permissible to use CRF monies, provided that capital upgrading, maintenance and replacement obligations have been met, and that the Union and the University can agree on a fair market value for the space in question.
 - 5.8. In the event that there is a dispute over the priority of expenditures of CRF monies, the following general guideline shall serve as a priority schedule:
 - 5.8.1. the first priority shall be to provide capital purchase monies to attain goods and services as outlined in 5.4.
 - 5.8.2. the second priority shall be to provide debt relief
6. Other Uses of the CRF
- 6.1. When the mortgage debt load of the SUB is retired, the Union shall continue to collect CRF monies from Union members, provided that, at no time, the CRF is larger than the cumulative capital replacement value of all the furnishings, fixtures, floor-window-wall coverings, capital equipment items, and other such items as covered by this document.
 - 6.2. If the CRF should grow to a size that it is as large as the cumulative capital replacement value of the SUB capital equipment, furnishings, fixtures and floor window-wall coverings, the Students' Council of the day must undertake to temporarily suspend collection of the CRF fee from students, for a period of time necessary to reduce the CRF to a value equivalent to only eighty percent (80%) of the aforementioned capital replacement value, at which time it may be reinstated. Both actions shall require a two-thirds (2/3) majority vote of the Students' Council.
 - 6.3. Upon retirement of the mortgage debt load of the SUB, the Union may use CRF monies to provide capital replacement for any other structures which may be owned, under construction, or purchased by the Union, for the benefit of Union members, subject to a special resolution passed by two-thirds (2/3) of the Council of the Union.

7. Adjudication

- 7.1. Members of the Union, or any member of the University community, may contest an expenditure of monies from the CRF, by community, may contest an expenditure of monies from the CRF, by providing a written letter of appeal against a purchase, to the Vice-President Administration of the Union, the Administrative Manager of the Union, or the Management Liaison Committee. The letter must outline the nature of the contest of the decision, the identity of the person(s) contesting, and must be put before the Students' Council of the Union at the following regular meeting of the Students' Council. The Students' Council must render a decision or, barring that, postpone the expenditures of CRF monies, where possible, until a decision has been rendered.
- 7.2. The decision of the Students' Council on matters of appeal against the use of CRF monies requires that:
 - 7.2.1. a minimum of two-thirds (2/3) of the Students' Council members must uphold the original decision of the Students' Council to expend CRF monies
 - 7.2.2. a minimum of one-third (1/3) of the Students' Council members are required to overturn the original decision of the Student Council to expend CRF monies
- 7.3. Students' Council need not consider an appeal of a decision to purchase more than one (1) time, unless new evidence is brought to bear.
- 7.4. The decision of the Students' Council is final, and not subject to any other form of appeal, other than that available through the Students' Union Constitution and By-laws.

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CRF003