



# POLICIES

The Students' Union, the University of Lethbridge

Operations Manual 2019-2020

Last Amended April 2016

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## **POLICY I – FINANCIAL POLICY**

*Last Amended May 3, 2010*

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. The state of emergency must be confirmed by a senior member of the University of Lethbridge Physical Plant and Operations department;
  - 1.5. Authorize the repair of physical assets to a maximum of fifty percent (50%) of the replacement value; and,
  - 1.6. Ensure an audit of the financial accounts of the Students' Union is commissioned annually; and,
    - 1.6.1. This commission shall be done no later than one month after the fiscal year end; and,
    - 1.6.2. 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; and,
  - 2.4. Approve any contract for the purchase of goods or services exceeding one year in duration.
  
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 five hundred dollars (\$500.00);
  - 3.3. Monitor investment accounts and execute investment decisions which must subsequently be reported to the Vice President Operations and Finance.

## **POLICY II – EMERGENCY ASSISTANCE GRANTS**

*Last Amended March 5, 2013*

1. Individuals experiencing immediate personal financial need may apply for Emergency Assistance Grants to a maximum of five hundred dollars (\$500.00).
2. Emergency Assistance Grant applications must include, if applicable:
  - 2.1 Completed Student Emergency Financial Grant Request Form;
    - 2.1.1. The Grant Request Form shall include, but may not be limited to the following:
      - 2.1.1.1. Contact information;
      - 2.1.1.2. Sources of Income;
      - 2.1.1.3. Monthly Expenses; and,
      - 2.1.1.4. Semester Expenses.
  - 2.2. Letter of intent;
  - 2.3. Copy of bank statements for the past 30 days;
  - 2.4. Copy of last two pay stubs;
  - 2.5. Letter of enrollment from the Registrar's Office;
  - 2.6. Letter of financial standing from the Cash Office;
  - 2.7. Copy of any bills from the past 30 days;
  - 2.8. Proof that other possible funding sources have been exhausted; and,
  - 2.9. 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 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.
  - 4.1. The VP Operations and Finance will keep a 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 and the General Manager.

## **POLICY III – MAILBOX BALLOT MOTIONS**

*Last Amended March 5, 2013*

1. A Mailbox Ballot may be used by the Executive Council, the General Assembly, or the Clubs Council 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;
  - 1.2. Any business items must be deemed by an Executive Council member to be of sufficient importance and timeliness before a Mailbox Ballot is initiated.
2. Mailbox ballots can occur on a printed form, including office mail and facsimile, or by e-mail.
3. Mailbox Ballots must include the following:
  - 3.1. The date on which the motion was proposed;
  - 3.2. Both the name of the person who moved the motion and the name of the person who seconded the motion; and,
  - 3.3. A properly worded motion;
  - 3.4. A rationale for the motion.
4. Should the motion include the expenditure of funds, a detailed budget must be attached to the Mailbox Ballot.
5. All printed Mailbox Ballots must be collected by the Executive Assistant once completed, and should include:
  - 5.1. The name of the person voting;
  - 5.2. The signature of the person voting; and,
  - 5.3. An indication of whether he or she is in favour, is opposed, or is abstaining.
6. Mailbox Ballot voting must adhere to the quorum guidelines as outlined in ULSU legislation.
7. The President may vote in a Mailbox Ballot of the Executive Council only to break a tie at the end of the voting period.
8. The record of a Mailbox Ballot will be included as an item for information at the next regularly convened meeting of the General Assembly, Executive Council, or Clubs Council.
9. In the event of a request by a member to defer to a regularly convened General Assembly meeting, Executive Council, or Clubs Council meeting, 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.
10. Procedure of Electronic Mailbox Ballots
  - 10.1. When a member of the Executive Council determines that a matter warrants an electronic vote, the member of the Executive Council shall e-mail all General Assembly members, Executive Council members, or Clubs Council members the motion, providing rationale for the motion in the e-mail, and outlining the discussion and voting periods;

- 10.2. The discussion period shall last a minimum of 24 hours and a maximum of 72 hours, to be set by the member of the Executive Council. This period is meant for discussion on the motion by General Assembly, or Clubs Council members;
  - 10.2.1 Executive Council electronic mailbox ballots do not require a minimum discussion period and voting may commence immediately.
- 10.3. At the end of the discussion period, the member of the Executive Council will e-mail all General Assembly or Clubs Council members informing them of the end of the period and the beginning of the voting period.
- 10.4. 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.
  - 10.4.1. Votes are to be emailed to all General Assembly, Executive Council, or Clubs Council members and the Executive Assistant for recording.
- 10.5. 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 e-mail to all General Assembly, Executive Council, or Clubs Council members and the Executive Assistant for recording;
- 10.6. In the event of more than one vote received from a single member, the first vote shall be the only valid vote;
- 10.7. The decision made via electronic vote takes effect following the end of the voting period; and,
  - 10.7.1. Following the voting period, the member of the Executive Council or ULSU Executive Assistant shall e-mail all General Assembly, Executive Council, or Club's Council members to inform them of the result of the vote.

## **POLICY IV – ELECTIONS AND REFERENDA EXPENSE AND FEES**

*Last Amended April 2015*

1. Election candidates may not exceed a one hundred and fifty dollar (\$150.00) expense limit for a campaign, expenses allowable defined in ULSU legislation and at the discretion of the CRO.
2. Any organization or individual campaigning for or against any referendum question may spend no more than one thousand dollars (\$1000.00) 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. A prospective candidate for an Executive Council position must, in order to be nominated, include a twenty dollar (\$20.00) nomination deposit with the nomination form; and,
  - 5.1. The deposit shall be refunded in full to a candidate for an Executive Council position if he or she receives a minimum of ten percent (10%) of the votes for that position.
6. Each Executive Council candidate will receive a maximum of a fifty dollar (\$50.00) reimbursement for campaign expenses upon itemized receipts being submitted to the CRO.
7. If the CRO should find any campaign materials around the campus after the campaign end time, he or she, on behalf of the ULSU, will fine the individual or organization as follows:
  - 7.1. A maximum fine of twenty-five dollars (\$25.00) per banner;
  - 7.2. A maximum fine of ten dollars (\$10.00) per poster; and,
  - 7.3. A maximum fine of five dollars (\$5.00) per item for all other campaign materials
8. Mutilation or removal of any campaign material without authority of the owner or the CRO will result in a fifty dollar (\$50.00) fine per instance to responsible candidates.
9. Any group using ULSU election services will be assessed the following fees:
  - 9.1. One hundred and fifty dollars (\$150.00) if the election runs simultaneously with a General Election, by-election, or referendum, and the organization is a ratified club or student-run organization;
  - 9.2. 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,
  - 9.3. 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.
10. The CRO reserves the right to request a clear and complete statement of an individual or organization's campaign expenses.
11. Individuals or organizations receiving ULSU funds to run their campaign in a referendum must submit expense statements and receipts.

## **POLICY VI – TRAVEL, CONFERENCE, AND PER DIEM EXPENDITURES**

*Last Amended April 2016*

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 - \$10.00;
    - 1.1.2. Lunch - \$15.00; and,
    - 1.1.3. Dinner - \$20.00;
  - 1.2. A daily incidental allowance of ten dollars (\$10.00) for each full day will be authorized to offset incidental costs. No incidental allowance will be authorized for partial days.
2. Vehicle Travel
  - 2.1. Private vehicle travel will be reimbursed at a rate of \$0.40 per kilometre, with the restrictions as laid out in the Travel, Conference, and Per Diem Expenditures Bylaw; and,
  - 2.2. When renting a vehicle, fuel will be calculated at \$0.15 per kilometre for budgeting purposes. All fuel costs will be charged to an Executive Council member's credit card or reimbursed upon return.



## **POLICY VII – INTERNAL COMMITTEES**

*Last Amended April 2015*

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 Assistant shall keep a written copy of the terms of reference for each committee;
  - 6.1. The chair of each committee shall ensure that the Executive Assistant 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 Bookkeeper;
  - 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;
  - 7.3. Quorum for the 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 Bookkeeper.
  - 7.4. The outgoing VP Operations and Finance, or the outgoing President, will chair the Budget Committee.
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 Bookkeeper.
  - 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. 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,
  - 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 President and the Vice President Operations and Finance, who may then jointly offer the position to the candidate and enter into a contract with him or her 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 the President; and,
- 9.4. The General Manager Hiring Committee shall be chaired by the President.

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;
  - 10.1.3. The General Manager; and,
  - 10.1.4. Any resource people that the committee deems necessary;
- 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. Quorum for the Full-time Employee Hiring Committee shall be the President, the VP Operations and Finance, and the General Manager.

11. General Manager Review Committee

12.

- 12.1. The membership of the General Manager Review Committee shall be:
  - 12.1.1. The President; and,
  - 12.1.2. The VP Operations and Finance;
- 12.2. The duties of the General Manager Review Committee shall include:
  - 12.2.1. To perform an annual review of the performance of the General Manager;
  - 12.2.2. To recommend bonuses and salary increases for the General Manager, as

appropriate; however,

12.2.2.1. Bonuses and salary increases are subject to the approval of the Executive Council;

12.3. Quorum for the General Manager Review Committee is all members.

13. Full-time Employee Review Committee

13.1. The membership of the Full-time Employee Review Committee shall be:

13.1.1. The President;

13.1.2. The VP Operations and Finance; and,

13.1.3. The General Manager;

13.2. The duties of the Full-time Employee Review Committee shall be:

13.2.1. To perform an annual review of the performance of each full-time employee of the ULSU, with the exception of the General Manager;

13.2.2. 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,

13.2.3. To recommend bonuses and salary increases for the employees reviewed, as appropriate; however,

13.2.3.1. Bonuses and salary increases are subject to the approval of the Executive Council; and,

13.3. Quorum for the Full-time Employee Review Committee shall be all of the members listed above.

14. Legislative Review Committee

14.1. The membership of the Legislative Review Committee shall include:

14.1.1. The VP Operations and Finance;

14.1.2. The President;

14.1.3. The VP Academic;

14.1.4. The VP External;

14.1.5. The VP Student Affairs;

14.1.6. The General Manager; and,

14.1.7. No less than two members of the General Assembly;

14.2. The duties of the Legislative Review Committee shall include:

14.2.1. Reviewing the legislation of the ULSU;

14.2.2. Recommending the amendment of bylaws and policies to the General Assembly, as appropriate; and,

14.2.3. Recommending referenda for the amendment of the constitution to the General Assembly, as appropriate;

14.3. 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,

14.4. The Legislative Review Committee shall be chaired by the VP Operations and Finance or delegate.

15. ULSU Awards Committee

15.1. Membership of the ULSU Awards Committee shall include:

15.1.1. The VP Student Affairs;

15.1.2. The President;

15.1.3. The VP Academic;

- 15.1.4. The VP External;
  - 15.1.5. The VP Operations and Finance;
  - 15.1.6. One full-time employee of the Students' Union; and,
  - 15.1.7. Three other members of the General Assembly;
  - 15.2. The duties of the ULSU Awards Committee shall include:
    - 15.2.1. To procure nominations and select recipients for annual awards given out by the ULSU to recognize excellence within the University Community; and,
  - 15.3. 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;
  - 15.4. The ULSU Awards Committee shall be chaired by the VP Student Affairs or delegate.
16. Zoo Management Liaison Committee
- 16.1. The membership of the General Assembly Transition Committee shall be:
    - 16.1.1. The VP Student Affairs;
    - 16.1.2. Two additional Executive Council members; and,
    - 16.1.3. A minimum of two General Assembly members.
  - 16.2. The duties of the General Assembly Transition Committee shall include:
    - 16.2.1. To develop a training session to provide to incoming members of the General Assembly;
    - 16.2.2. To offer the training session to all incoming members of the General Assembly; and,
    - 16.2.3. To consider other steps necessary to prepare incoming General Assembly members for a governance role.
  - 16.3. Quorum for the General Assembly Transition Committee shall include a minimum of two Executive Council members and one General Assembly member.
  - 16.4. The General Assembly Transition Committee shall be chaired by the VP Student Affairs.
17. Business Liaison Committee
- 17.1. The membership of the Business Liaison Committee shall include:
    - 17.1.1. The Food and Beverage Manager (as required);
    - 17.1.2. The General Manager;
    - 17.1.3. The Operations Coordinator;
    - 17.1.4. The Bookkeeper (as required);
    - 17.1.5. The VP Operations and Finance; and
    - 17.1.6. The President;
  - 17.2. The duties of the Business Liaison Committee shall include:
    - 17.2.1. To provide a venue for effective communication between business management, the General Manager, and the Executive Council; and,
    - 17.2.2. To provide a venue for the General Manager and the Executive Council to make suggestions regarding the operations of the Zoo;
  - 17.3. The Zoo Management Liaison Committee shall meet and be chaired by the VP Operations and Finance.
18. Health and Dental Appeals Committee
- 18.1. The membership of the Health and Dental Appeals Committee shall be:
    - 18.1.1. The President;
    - 18.1.2. The VP Operations and Finance;
    - 18.1.3. The General Manager; and,

- 18.1.4. The Health and Dental Plan Administrator;
- 18.2. The duty of the Health and Dental Appeals Committee shall be to rule on appeals of the Health and Dental plan opt-out deadline, filed in accordance with the Health and Dental Plan Policy and the Health and Dental Plan Opt Out Appeals Policy;
- 18.3. Quorum for the Health and Dental Plan Appeals Committee shall be all of the members listed above.

19. Student Engagement Committee

- 19.1. The membership of the Student Engagement Committee shall be:
  - 19.1.1. The VP Student Affairs;
  - 19.1.2. The VP Academic;
  - 19.1.3. The VP External;
  - 19.1.4. No less than three (3) additional members of the General Assembly;
  - 19.1.5. Up to ten (10) undergraduate students who are not members of the General Assembly;
- 19.2. 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.
- 19.3. The chair of the Student Engagement Committee shall be the VP Student Affairs, the VP Academic, or designate.

20. Executive Accountability Committee

- 20.1. The membership of the Executive Accountability Committee shall be:
  - 20.1.1. No less than three (3) and no more than five (5) members of the General Assembly excluding members of the Executive Council
  - 20.1.2. One (1) staff member shall be designated as resource person to the committee;
- 20.2. 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.
- 20.3. The duties of the Executive Accountability Committee shall include:
  - 20.3.1. The creation of a survey in November which shall be sent out to a list of appropriate stakeholders, as determined by the committee;
  - 20.3.2. The preparation of a public report for each member of the Executive Council, and the General Assembly ;
  - 20.3.3. The presentation of final reports are to the General Assembly at the last General Assembly meeting in December;
  - 20.3.4. 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;
- 20.4. Quorum for the Executive Accountability shall be two-thirds (2/3) of committee members, not including resource persons;
- 20.5. The Executive Accountability shall select a Chair from its membership at the first meeting.

21. The Students' Union Strategic Planning Committee

- 21.1. The membership of the Students' Union Strategic Planning Committee shall be:
  - 21.1.1. The President;

- 21.1.2. Two additional members of the Executive Council;
- 21.1.3. Two General Assembly members; and,
- 21.1.4. The General Manager (as required).
- 21.2. The purpose of the Students' Union Strategic Planning Committee is to develop and maintain the Strategic Plan as per Policy XXV – The Students' Union Strategic Plan;
- 21.3. Quorum for the Students' Union Strategic Planning Committee shall be two (2) Executive Council members and one (1) General Assembly member.
- 21.4. The Chair of the committee shall be the President.

22. Advocacy Advisory Committee

- 22.1. The membership of the Advocacy Advisory Committee shall include, but not be limited to:
  - 21.1.1 The Vice-President External;
  - 21.1.2. Two other Executives;
  - 21.1.3. Three General Assembly Members;
  - 21.1.4. Two Students at Large; and,
  - 21.1.5. ULSU Policy Analyst.
- 22.2. The Advocacy Advisory Committee shall be chaired by the Vice-President External, with the President performing the duties if the Vice-President External is unavailable
- 22.3. The purpose of the Advocacy Advisory Committee shall include, but not be limited to:
  - 22.3.1. Drafting and revising External Policies of the ULSU
  - 22.3.2. 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).

## **POLICY VIII – STUDENTS' UNION GENERAL OFFICE POLICIES**

*Last Amended March 5, 2013*

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 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,
  - 3.4. All Students' Union office supplies are for Students' Union use only.
  
4. Mail Boxes
  - 4.1. The following individuals and groups will receive a mail box 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;
    - 4.1.4. All subtenants;
    - 4.1.5. The campus newspaper;
    - 4.1.6. The campus radio station; and,
    - 4.1.7. 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 Assistant;

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.

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 close at 3:00 p.m. on Fridays during the months of May through August.

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 his or her 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 his or her 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. Absolutely no long distance personal calls, including collect 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 during business hours only.
  - 10.4. Long distance charges to personal cell phone for Students' Union purposes, as decided by Executive Council, may be reimbursed.
  
- 11. Photocopier
  - 11.1. The ULSU Bookkeeper will monitor the usage of the printers; and,
  - 11.2. Excessive printing will be deducted from employee or General Assembly salary or honoraria.
  
- 12. Security System
  - 12.1. After receiving keys for the Students' Union Office, authorized persons will be shown how to operate the security system;
  - 12.2. At no time may a security system code be given to unauthorized persons; and,
  - 12.3. Every authorized person will be given individualized security system codes.
  - 12.4. The General Manager must remove outgoing Executive Council member's security codes within three (3) business days following their term in office.

## **POLICY IX – EMPLOYEE AND EXECUTIVE COUNCIL BENEFITS**

*Last Amended March 5, 2013*

### **1. Health and Dental Benefits**

#### **1.1. Alberta Health Care Benefits:**

- 1.1.1. All full-time employees and part-time employees that meet a weekly hourly requirement of 28 hours, may receive single or family Alberta Health Care Benefits; and,
- 1.1.2. Current Provincial legislation mandates that this coverage is paid for by the employer.

#### **1.2. Extended Health Plan Benefits:**

- 1.2.1. 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 plan;
- 1.2.2. This benefit is only available to employees if the plan is available to members of the Students' Union; and,
- 1.2.3. Extended health benefits will be implemented for full-time employees in the first month following a ninety (90) day probationary period.

#### **1.3. Dental Plan Benefits:**

- 1.3.1. 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 dental plan benefits established under the Students' Union;
- 1.3.2. This benefit is only available to employees if the plan is available to members of the Students Union; and,
- 1.3.3. Extended dental benefits will be implemented for full-time employees in the first month following a ninety (90) day probationary period.

#### **1.4. Executive Council Health and Dental Benefits**

- 1.4.1. 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 Days**

- 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 sick days, parental care days, bereavement days, and maternity or paternity leave as follows:

- 3.1.1. Sick days – Five (5) paid sick days per fiscal year;
- 3.1.2. Parental care days – Five (5) paid parental care days per fiscal year;
- 3.1.3. Bereavement days – Three (3) paid bereavement days per fiscal year; and,
- 3.1.4. Additional sick days, parental days, and bereavement days may be granted at the discretion of the General Manager or the Executive Council.

4. Parking Pass

- 4.1. 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 University Lots E, M or N, upon request, once per annum; or,
  - 4.1.1. If preferable, employees may be reimbursed for the cost of a Lethbridge Transit monthly bus pass.

5. Ongoing Education

- 5.1. All full time employees will be paid to enrol in, 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;
- 5.2. All full time employees will be paid to register for, contingent upon subsequent submission of receipts, or will be reimbursed for conferences, seminars, or webinars that pertain to that employee's position upon approval of the General Assembly; and,
- 5.3. 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.

6. Executive Council Professional Development Benefits

- 6.1. Each executive council member is entitled to a reimbursement of a maximum \$300.00 for the purchase of business attire; and,
- 6.2. Each Vice-President is entitled to a reimbursement of fifty percent of the cost of a tablet to a maximum of \$300.00.

## **POLICY X – EMPLOYEE AND EXECUTIVE COUNCIL VACATION TIME**

*Last Amended April 11, 2011*

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 fifteen (15) 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 pro-rated 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 pro-rated 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 pro-rated 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.
  
4. Days during which the Students' Union Office is closed shall not be counted as vacation time.

## **POLICY XI – ADVERTISING, MARKETING AND SPONSORSHIP**

*Last Amended April 11, 2011*

1. The marketing objectives of the Students' Union include, but are not limited to:
  - 1.1. Polling the student body to ensure that expectations and values are being taken into consideration when providing a product or service.
  - 1.2. Utilizing the best information, intelligence 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 must be reviewed by the General Manager;
  - 2.2. Public political messaging and text-based promotions must be approved by the President; and,
  - 2.3. The ULSU will annually format, revise, and adhere to the brand vision and strategic plan.
3. The Students' Union will develop visibility and awareness by developing and implementing an effective communications plan for events sponsored by the Students' Union, and by following the communications plan at all times.
4. The Students' Union will conduct preference and awareness surveys on our target market to evaluate marketing effectiveness on an on-going basis.
5. Pricing of the Students' Union products and/or services will follow these guidelines:
  - 5.1. The pricing policy for the Students' Union will be to charge slightly less than the standard commercial rate where possible and financially feasible; and,
  - 5.2. Pricing for each product and/or service will be evaluated each year following receipt of the year-end audited financial statements.
6. All advertising for events sponsored in whole or in part by the ULSU will, whenever possible, bear the ULSU logo, in accordance with the brand vision and strategic plan.

## **POLICY XIII – ROOM BOOKING AND RENTALS**

*Last Amended April 15, 2015*

### **1. Room Rental and Usage**

- 1.1. SUB 180J, SUB234, SUB300A, SUB300B, and SUB300C 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 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. Club Space will be governed by the Club Space policy.
7. Guidelines for rentals are established in the facilities booking procedure.
8. The only food or beverages to be consumed within Ballroom C on the 3<sup>rd</sup> level of the Students' Union Building will be those that have been purchased therein.

## **POLICY XIV – THE STUDENTS’ UNION HEALTH AND DENTAL PLAN**

*Last Amended March 5, 2013*

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, or approximately two-thirds (2/3) of the annual premium in the Spring semester, dependant on the dates of their enrolment.
7. Health and Dental Plan – Add-on
  - 7.1. If a student is married, or if the student gets married, he or she 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, he or she shall have thirty (30) business days to pay the Students’ Union Health and Dental Plan fees; and/or,
  - 7.3. If a student or a student’s spouse gives birth, the student has thirty (30) business days after the birth of the child in which to add the child to the Students’ Union Health and Dental Plans, as stipulated by the insurance company.



## **POLICY XV – HEALTH AND DENTAL PLAN OPT- OUT**

*Last Amended May 3, 2010*

### **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 Executive Council providing sufficient time for members to provide documentation for opt-out and to meet the deadlines established by the University of Lethbridge Registrar's Office;
- 1.3. Extension of the opt-out deadline must be authorized by the General Manager, Executive Council and the Health 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 and Dental Appeals Review Committee as outlined in the Internal Committees Policy;
- 2.2. The Health and Dental Appeals Review Committee 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 and Dental Appeals Review Committee;
- 2.4. For an appeal regarding the opt-out deadline, students must submit the following to the Health and Dental Appeals Review Committee:
  - 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 XVI – CLUB POLICY**

*Last Amended April 2015*

### **1. Club Ratification**

To be considered for ratification by the General Assembly, the following must be submitted by a club to the VP Student Affairs:

- 1.1. A Students' Union Application for Club Ratification which includes:
  - 1.1.1. The name of the club;
  - 1.1.2. The date of application;
  - 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;
    - 1.1.3.1. The signature of the president of the club;
    - 1.1.3.2. All executive members of the club must be current, undergraduate students;
    - 1.1.3.3. A minimum of Twelve (12) member names, with corresponding e-mail addresses and University of Lethbridge undergraduate student identification numbers; and
    - 1.1.3.4. The signatures of two members of the club executive;
  - 1.1.4. An up-to-date constitution deemed acceptable by the VP Student Affairs;
  - 1.1.5. A signed copy of the Sanctioned Club Agreement Form, indicating that the club will comply with the ULSU legislation; and,
  - 1.1.6. A twenty-dollar (\$20) non-refundable ratification application fee;
- 1.2. Upon submission of the above four requirements, the VP Student Affairs will submit the application for ratification to the General Assembly for approval;
- 1.3. The General Assembly has the authority to ratify or deny ratification to any student club; and,
  - 1.3.1. 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 de-ratification.

### **2. Club Probation**

- 2.1. A club 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 club may be excused from Clubs Council as long as they contact the VP Student Affairs 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 Affairs to present their motion at the next available Clubs Council session.
  - 2.1.3. A club will automatically be put on probation during Clubs Council for a second unexcused absence.
    - 2.1.3.1. Clubs located on the Calgary campus will be excused from Clubs Council meetings.
- 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 on Probation will remain covered under SU insurance, allowing for sanctioned events and previous room bookings to be held.
  - 2.3 A club on probation will also lose their right to vote on Clubs Council and will be treated as a non-voting member. This means the club will not count towards quorum at future Clubs Council meetings.
  - 2.4. A club on probation may appeal for re-instatement of privileges during the next Clubs Council meeting after entering probationary status.
    - 2.4.1 If a club on probation fails to appear at the meeting of their appeal without notifying the VP Student Affairs, the club will be put forth for de-ratification by Clubs Council.
    - 2.4.2 The club may appeal their probation by either presenting to Clubs Council or submitting a written proposal for the VP Student Affairs to speak to on their behalf.
      - 2.4.2.1 If Clubs Council does not grant re-instatement, the club will be put forth for de-ratification by Clubs Council.
        - 2.4.2.1.1. If Clubs Council does not de-ratify the club, said club will remain on probation for the remainder of the semester. The club will be eligible to apply for reinstatement the following semester or re-ratify their club for the following academic year.
        - 2.4.2.1.2 If Clubs Council de-ratifies the club, it will be brought forth to the General Assembly for official de-ratification. If the General assembly votes against de-ratification, the club is put back on probation for the remainder of the semester.
      - 2.4.2.3. If Clubs Council grants re-instatement from probationary status, the club's privileges will be re-instated.
  - 2.5 Should a club be up for probation a second time, they will be brought forth for de-ratification to the Clubs Council.
    - 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 to Clubs Council for reinstatement 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 Clubs Council for de-ratification at the discretion of the VP Student Affairs.
  - 3.2 A motion for de-ratification of a club will be carried if approved by a majority vote.
  - 3.3 The Clubs Council's decision for de-ratification will be ratified at the next properly convened General Assembly meeting.
  - 3.4 A de-ratified club loses all club privileges and may not ratify for the remainder of the academic year.
  - 3.5 The VP Student Affairs will keep record of de-ratified clubs, and will make note should a club seek ratification in the following academic year.

## **POLICY XVII – CLUB SPACE**

*Last Amended March 5, 2013*

### **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 Office Space**

- 2.1. Club rooms SU010A-D are available as club office space free of charge to all clubs ratified by the Students' Union;
- 2.2. Club rooms will be assigned annually by the Clubs Council;
- 2.3. On April 30, club offices will be made vacant unless previously arranged with the VP Student Affairs;
- 2.4. Any club may submit an application for the use of the club offices for that academic year to the VP Student Affairs prior to the first regularly convened meeting of the Club's Council;
- 2.5. The VP Student Affairs will submit all complete applications on the first regularly convened meeting of the Clubs Council for that academic year;
- 2.6. Requirements for use of club offices:
  - 2.6.1. Clubs occupying a club room must be ratified before September 30; but,
    - 2.6.1.1. If not ratified before September 30, the club will lose possession of the clubroom; and,
  - 2.6.2. If the membership of a club occupying a clubroom falls to less than twelve (12) members, that club will lose possession of the club room;
  - 2.6.3. The club occupying a clubroom is responsible for maintaining the good order of the club room, and may not alter any physical features without the approval of the General Assembly;
  - 2.6.4. Any costs for telephone, internet service, maintenance, etc. will be the responsibility of the club occupying the club room;
  - 2.6.5. A maximum of three (3) sets of keys will be assigned to the club occupying the club room; and,
    - 2.6.5.1. All keys must be returned to the Students' Union office on or by April 30;
    - 2.6.5.2. 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,
    - 2.6.5.3. 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,
- 2.7. Any vacated rooms will be announced at Clubs Council with notification for application deadlines.

### **3. Applications For Club Office Space**

- 3.1. The application for club room space must include a letter of intent;
- 3.2. All complete applications will be tabled at a Club's Council meeting for approval. Clubs may be required to make a presentation to the Clubs Council;
- 3.3. A seventy-five dollar (\$75.00) damage deposit must be submitted with each application. This will be refunded if the applicant is unsuccessful; and,

- 3.4. Clubs affiliated with a faculty must submit written confirmation from the Dean of that faculty that no space is available for the operation of their club within other areas of the University of Lethbridge campus.

## **POLICY XVIII – CLUB EVENTS**

*Last amended March 5, 2013*

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 SU010E, SU300A, or SU300B 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;
    - 2.3.1. Clubs will be notified of a cancellation via e-mail,
    - 2.3.2. The Students' Union will attempt to re-locate or re-schedule 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 of the University of Lethbridge;
  - 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 Affairs 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. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a club must submit a two hundred dollar (\$200.00) deposit for the ballroom(s) to the Operations Coordinator;
  - 4.3. A club must notify the Operations Coordinator at least twenty (20) business days in advance of an event to reserve the ballroom(s);
  - 4.4. 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;
  - 4.5. A club cabaret requires the approval of the ULSU Operations Coordinator and the VP Student Affairs;
  - 4.6. All approved club cabarets are co-sponsored by the Students' Union;
  - 4.7. Two or more clubs may co-host a cabaret;
  - 4.8. The Halloween Cabaret, welcome back cabaret, Ender Bender, St. Patrick's Day, and Last Class Bash are deemed Students' Union Cabarets, and are unavailable to clubs;
  - 4.9. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a club must go over the following information with the Operations Coordinator and VP Student Affairs:
    - 4.9.1. The date requested;

- 4.9.2. The cost and type of entertainment;
- 4.9.3. The theme; and,
- 4.9.4. The ticket price;
- 4.10. The club hosting the cabaret is responsible for the following:
  - 4.10.1. Ticket production;
  - 4.10.2. Ticket sales, both prior to and during the cabaret; however,
    - 4.10.2.1. Ticket sales must not exceed the maximum capacity of the ballroom(s) in which the event is taking place;
  - 4.10.3. Entertainment and advertising costs;
  - 4.10.4. Providing coat check services during the event;
  - 4.10.5. Any financial loss experienced by the Students' Union as a direct result of the event; and,
  - 4.10.6. Any damages that occur as a direct result of the event;
- 4.11. 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;
  - 4.11.1. The Students' Union will staff according to the projected ticket sales based on the ticket sale information provided by the hosting club; however,
  - 4.11.2. Should ticket sale information not be provided, the maximum number of staff will be used at the cost of the hosting club;
- 4.12. 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 Affairs well in advance and subject to all other ULSU legislation; and,
  - 4.12.1. Outside any collaboration with the ULSU, a club is entitled to all ticket revenue from the event; however,
  - 4.12.2. 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 VP Student Affairs in consultation with University of Lethbridge Risk and 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,
  - 5.1.2. 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. The Club must fill out and return to the VP Student Affairs, a minimum of three weeks prior to the event, or at the discretion of the VP Student Affairs, all applicable paper work including but not limited to:
  - 5.2.1. Driver Agreements
    - 5.2.1.1. All individuals driving either a personal or rental vehicle must submit a University of Lethbridge driver agreement form for the current academic year;
    - 5.2.1.2. Drivers must have liability insurance coverage not less than one million dollars (\$1,000,000.00);
  - 5.2.2. Waivers or a Group Waiver
    - 5.2.2.1. Waivers will be prescribed for events by the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services

and must be carefully filled out and returned before the event takes place;

5.2.3. Primary Event Organizer Forms

5.2.3.1. 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;

5.2.3.2. The Primary Event Organizer will be responsible for ensuring adherence to the Club Alcohol Policy;

5.2.3.2.1. 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;

5.3. 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,

5.3.2. The Risk Management Plan must be worked out with the VP Student Affairs and submitted prior to the event.



## **POLICY XIX – CLUB FUNDING**

*Last Amended March 5, 2013*

1. There are two (2) types of Club Funding available to ratified clubs:
  - 1.1. Club Grants to subsidize a particular event 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 may 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 Affairs will submit all complete Club and Start-Up Grants to Clubs Council for approval following the Executive Council meeting at which the grants were submitted for approval; and,
  - 3.4. The General Assembly 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 fifty dollars (\$250.00) in the form of Club Grants per semester;
  - 4.3. Club Grants will only be given for events or purchases that occur within the current academic year;
  - 4.4. The VP Student Affairs 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 Affairs 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 is not considered newly constituted if it resembles, in any way, a pre-existing club; therefore,
  - 5.4.1. 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 dollars (\$200.00).

## **POLICY XX – CLUB ALCOHOL POLICY**

*Last Amended March 5, 2013*

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 and Liquor 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 Affairs with proof of the licensed venue's insurance and staff certification no less than fifteen (15) business days prior to the date of the event.
5. Advertising for all club events must be approved by the ULSU VP Student Affairs; 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 SUB300A, 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 SUB300A, 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 Affairs, 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 XXI – FRATERNITIES AND SORORITIES**

*Last amended April 2015*

### **1. Ratification**

1.1. To be considered for ratification by the General Assembly, the following must be submitted by a fraternity or sorority to the VP Student Affairs:

1.1.1. A Students' Union Application for Fraternity or Sorority Ratification which includes:

1.1.1.1. The name of the fraternity or sorority;

1.1.1.2. The date of the 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 fraternity or sorority executive; and,

1.1.1.3.1. The signatures of the president of the fraternity or sorority;

1.1.1.3.2. All executive members of the fraternity or sorority must be current, undergraduate students;

1.1.1.4. A minimum of twelve (12) member names, with corresponding e-mail addresses and University of Lethbridge student identification numbers.

1.1.1.4.1. In the first year of ratification, a fraternity or sorority will only require a minimum of five (5) member names, with corresponding e-mail addresses and University of Lethbridge student identification numbers.

1.1.1.4.2. These member names may include potential members, such as prospects and pledges. If these individuals do not become full members, then the fraternity or sorority must supply the VP Student Affairs with current member names.

1.1.2. A Students' Union Fraternity or Sorority Outline of Procedures, which includes:

1.1.2.1. The name of the fraternity or sorority;

1.1.2.2. The vision and mission of the fraternity or sorority;

1.1.2.3. Definition of membership, including rights and obligations;

1.1.2.4. 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;

1.1.2.5. The titles of the executive positions and what their responsibilities include;

1.1.2.6. The annual election procedure for incoming executives; and

1.1.2.7. The process for amending the Outline of Procedures.

1.1.3. A signed copy of the Sanctioned Fraternity and Sorority Agreement Form, indicating that the fraternity or sorority will comply with the ULSU and University of Lethbridge legislation. By signing this form, the fraternity or sorority agrees that the ULSU will not be held liable for and will not be associated with any fraternity or sorority event which is held off campus and has not been sanctioned by the VP Student Affairs; and,

1.1.4. A twenty-dollar (\$20) non-refundable ratification application fee;

1.2 Upon submission of the above four (4) requirements, the VP Student Affairs will submit the application for ratification to the General Assembly for approval;

- 1.3 The General Assembly has the authority to ratify or deny ratification to any student fraternity or sorority; and
  - 1.3.1. The ratification of a fraternity or sorority that was de-ratified in the prior year will take into account the filed history of that fraternity or sorority and rational for prior de-ratification.
2. De-Ratification
  - 2.1. Any fraternity or sorority 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 Affairs.
    - 2.1.1. A reasonable effort will be made to give a fraternity or sorority 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 fraternity or sorority in question will be given adequate time during the meeting of the General Assembly, in which the discipline or de-ratification is being considered, to present an explanation for the violation.
    - 2.1.2. A motion for de-ratification of a fraternity or sorority will be carried if approved by a majority vote.
  - 2.2. A de-ratified fraternity or sorority loses all privileges and may not ratify for the remainder of the academic year.
  - 2.3. The VP Student Affairs will keep record of de-ratified fraternities and sororities, and will make note should a fraternity or sorority seek ratification in the following academic year.
3. Funding
  - 3.1. Fraternities and sororities shall not have access to Club Funding through Club Grants or Club Start-Up Grants.
  - 3.2. Fraternities and Sororities may access Travel and Conference Grants as per Policy XXVI – Student Assistance – Travel and Conference Grant; and
    - 3.2.1. Fraternities and Sororities may apply as a group of students:
      - 3.2.1.1. A group may be given funding to a maximum of twenty-five percent (25%) of the total expenses but may not exceed six hundred dollars (\$600.00);
      - 3.2.1.2. For group travel outside of North America, the funding maximums cited in of this policy may be increased by 50% to a maximum of nine hundred dollars (\$900.00).
  - 3.3. Grants may be made available to subsidize a particular initiative or event operated by a ratified fraternity or sorority, with the following stipulations:
    - 3.3.1. Promote the purpose of the fraternity or sorority;
    - 3.3.2. Promote student involvement;
    - 3.3.3. Is open to all members of the Students' Union;
    - 3.3.4. Occur within the current academic year
    - 3.3.5. Grants may not be used for the purchase of alcohol;
    - 3.3.6. Resources or materials obtained with the Grant will be the property of the fraternity or sorority and remain in fraternity or sorority inventory; and,



- of insurance and an extension of liability coverage may be required by the establishment or venue; and,
- 4.3.2. Fraternities and sororities can expect to need proof of both insurance and staff certification in the case that an event is being held at a licensed venue;
  - 4.4. The fraternity or sorority must fill out and return to the VP Student Affairs, prior to the event, all applicable paperwork including but not limited to:
    - 4.4.1. Driver Agreements
      - 4.4.1.1. All individuals driving either a personal or rental vehicle must submit a University of Lethbridge driver agreement form for the current academic year;
      - 4.4.1.2. Drivers must have liability insurance coverage not less than one million dollars (\$1,000,000.00);
    - 4.4.2. Waivers or a Group Waiver
      - 4.4.2.1. Waivers will be prescribed for events by the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services and must be carefully filled out and returned before the event takes place;
    - 4.4.3. Primary Event Organizer Forms
      - 4.4.3.1. 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;
      - 4.4.3.2. The Primary Event Organizer will be responsible for ensuring adherence to the Club Alcohol Policy;
        - 4.4.3.2.1. 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;
  - 4.5. 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;
    - 4.5.1. 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,
    - 4.5.2. The Risk Management Plan must be worked out with the VP Student Affairs and submitted prior to the event.

## 5. Fraternity and Sorority Space

- 5.1. Fraternities and Sororities will not be given access to SU010A-D or SU010E.
- 5.2. A ratified fraternity or sorority may reserve rooms SU300A, SU300B, and/or SU300C free of charge for fraternity or sorority events;
- 5.3. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a fraternity or sorority must submit a two hundred dollar (\$200.00) deposit for the ballroom(s) to the Operations Coordinator;
- 5.4. A fraternity or sorority must notify the Operations Coordinator at least twenty (20) business days in advance of an event to reserve the ballroom(s);
- 5.5. 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;
- 5.6. A fraternity or sorority cabaret in SUB300A, B, and/or C requires the approval of the ULSU



Operations Coordinator and the VP Student Affairs;

- 5.7. All approved fraternity or sorority cabarets are co-sponsored by the Students' Union;
- 5.8. Two or more fraternities, sororities or clubs may co-host a cabaret;
- 5.9. The Halloween Cabaret, Welcome Back Cabaret, Ender Bender, St. Patrick's Day, and Last Class Bash are deemed Students' Union Cabarets, and are unavailable to fraternities or sororities;
  
- 5.10. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a fraternity or sorority must go over the following information with the Operations Coordinator and VP Student Affairs:
  - 5.10.1. The date requested;
  - 5.10.2. The cost and type of entertainment;
  - 5.10.3. The theme; and,
  - 5.10.4. The ticket price;
  
- 5.11. The fraternity or sorority hosting the cabaret is responsible for the following:
  - 5.11.1. Ticket production;
  - 5.11.2. Ticket sales, both prior to and during the cabaret; however,
    - 5.11.2.1. Ticket sales must not exceed the maximum capacity of the ballroom(s) in which the event is taking place;
  - 5.11.3. Entertainment and advertising costs;
  - 5.11.4. Providing coat check services during the event;
  - 5.11.5. Any financial loss experienced by the Students' Union as a direct result of the event; and,
  - 5.11.6. Any damages that occur as a direct result of the event;
  
- 5.12. To keep costs to a minimum, the fraternity or sorority hosting the cabaret must confirm the exact number of tickets sold seventy-two (72) hours prior to an event;
  - 5.12.1. The Students' Union will staff according to the projected ticket sales, based on the ticket sale information provided by the hosting fraternity or sorority; however,
  - 5.12.2. Should ticket sale information not be provided, the maximum number of staff will be used, at the cost of the hosting fraternity or sorority;
  
- 5.13. A fraternity or sorority may share both income and expenses for a cabaret with the ULSU if such a collaborative event is arranged with the VP Student Affairs well in advance and subject to all other ULSU legislation; and,
  - 5.13.1. Outside any collaboration with the ULSU, a fraternity or sorority is entitled to all ticket revenue from the event; however,
  - 5.13.2. Neither the ULSU Council budget nor the fraternity or sorority is entitled to any profit sharing for the Zoo sales of food or alcohol.

## 6. Greek Life Council

- 6.1 The membership of the Greek Life Council shall include:
  - 6.1.1. Two voting executive members of each ratified fraternity or sorority;
  - 6.1.2. The Greek Life Council Board who are non-voting members; and,
  - 6.1.3. The VP Student Affairs who is a voting member;

- 6.1.3.1. If the VP Student Affairs is a member of a ratified fraternity or sorority, then they will be ineligible to be a member of the Greek Life Council;
  - 6.1.3.2. The VP Academic will be a member of the Greek Life Council if the VP Student Affairs is ineligible.
    - 6.1.3.2.1. If the VP Academic is a member of a ratified fraternity or sorority, then a member of the General Assembly will be a member of the Greek Life Council.
  - 6.2. The objective of the Greek Life Council will be to facilitate regular communication between fraternities and sororities and the ULSU. It will provide a forum where representatives from all ratified fraternities and sororities can exchange ideas, share information, work together, and make decisions pertaining to the overall welfare of all ratified fraternities and sororities, including such aspects as Greek expansion and colonization, rush and collaborative events;
  - 6.3. The Greek Life Council will meet at least once a month during the academic year;
    - 6.3.1. Meetings of the Greek Life Council must not occur during the fall and spring final examination periods.
  - 6.4. The VP Student Affairs, or ULSU designate assigned from section 6.1.3. 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.
  - 6.5. The Greek Life Council Board will include the following non-voting membership:
    - 6.5.1. The Chair;
    - 6.5.2. The Vice-Chair;
    - 6.5.3. The Secretary; and,
    - 6.5.4. The Treasurer.
  - 6.6. Quorum of the Greek Life Council shall be fifty percent (50%) plus one of voting members and three (3) Greek Life Council Board Members.
7. Greek Life Council Bank Account
- 7.1. The Greek Life Council will open a centralized BMO Bank account with the same requirements as a ratified club.
    - 7.1.1. Following the elections of the Greek Life Council Board Members, the VP Student Affairs will help provide the necessary information to update the signing authority of the Greek Life Council bank account.
  - 7.2. Each ratified Greek Organization shall contribute three dollars (\$3.00) for each of the organization's active members.
    - 7.2.1. This account will be used for mixers and other joint Greek events specified and voted on by the Greek Life Council and its affiliate organizations.

## **POLICY XXII – STUDENT SERVICES ROOM DESIGNATION**

*Last Amended May 3, 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 1<sup>st</sup>, 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 XXIII – ULSU FOOD BANK**

*Last Amended March 5, 2013*

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. The staff member administering the ULSU Food Bank will direct clients to Counselling Services if the client is deemed to require greater support; and,
    - 3.5.1. If Counselling Services 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 Affairs 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 XXV – THE STUDENTS’ UNION STRATEGIC PLAN**

*Last Amended April 2015*

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;
  - 3.1 The Students' Union Strategic Planning committee will meet at least once half way through the current Plan to perform a progress review and propose revisions to the Plan if necessary.
4. Any motion to amend the Students' Union Strategic Plan requires a single two-thirds (2/3) majority vote at a regularly convened General Assembly meeting.
  - 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.

## **POLICY XXVI – STUDENT ASSISTANCE: TRAVEL AND CONFERENCE GRANTS**

*Last Amended April 2015*

### **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. An individual may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed two hundred dollars (\$200.00);
- 3.2. A club or group of students may be given funding to a maximum of twenty-five percent (25%) of the total expenses but may not exceed one thousand dollars (\$1000.00);
  - 3.2.1. 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; and,
- 3.3. For travel outside of North America the funding maximums cited in S.3.1. and S.3.2. of this policy may be increased as follows:
  - 3.3.1. 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); and,
  - 3.3.2. A club or group may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed one thousand five hundred dollars (\$1500).

### **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.

5. Funding Dispersal

- 5.1. All applications will receive an approval or denial confirmation e-mail from the VP Operations and Finance within 2 business days following the Executive Council meeting;
- 5.2. A cheque will be made available for approved applications at the Students' Union office within 5 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. Any funds which are not spent on the approved travel and conference/event expenses must be returned to the Students' Union;
- 6.2. A minimum of 200 words report about the conference or event and receipts of expenditures may be requested by a Students' Union Executive Council member within ten (10) business days of the completion of the conference or event;
- 6.3. 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,
- 6.4. 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 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 XXVII – FEES AND LEVIES**

*Last Amended April 2015*

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;
  - 1.3. A Building Fee; and,
  - 1.4. A 1<sup>st</sup> Choice Savings Centre Contribution, which shall be collected until two million five hundred thousand dollars (\$2,500,000.00) is raised.
  
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 no more than 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; and,
    - 2.2.2. Any increases by CPI to these fees require approval by the General Assembly.
  
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 \$7.00 CKXU Radio levy and CPI increase;
  - 3.2. A \$5.00 LPIRG Levy; and,
  - 3.3. A \$1.00 Campus Women's Centre levy.

## **POLICY XXVIII – QUALITY INITIATIVES PROPOSAL FUND APPLICATIONS**

*Last Amended April 2015*

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 will expressly be given lower priority.
4. 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.
5. If approved, the VP Operations and Finance may request a detailed report from the applicant.
6. The VP Operations and Finance will determine when the report must be received.
7. 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.
  - 7.1. The VP Operations and Finance may extend this deadline at their discretion.

## **POLICY XXIX – CHIEF RETURNING OFFICER REMUNERATION**

*Last Amended April 2015*

1. The CRO will be paid by the Students' Union a sum of:
  - 1.1. Six hundred dollars (\$600) for a General Election;
  - 1.2. Four hundred dollars (\$400) for a by-election;
  - 1.3. Two hundred dollars (\$200) for a referendum;
  - 1.4. One hundred dollars (\$100) for a referendum if it runs simultaneously with a General Election or by-election; and,
  - 1.5. Twenty-five dollars (\$25) for the internal by-election of representatives to the General Assembly.
  
2. The CRO will be paid by the Students' Union for provision of an election for an affiliated organization, a sum of:
  - 2.1. One hundred-fifty dollars (\$150) if the election runs simultaneously with a Students' Union General Election, by-election or referendum; and,
  - 2.2. Two hundred-fifty dollars (\$250) if the election does not run simultaneously with a Students' Union General Election, by-election, or referendum.
  
3. Remunerations will be made following the successful completion of a General Election, by-election, and/or referendum.
  
4. If the CRO is the current General Manager no additional pay will be issued.

## **POLICY XXX – DELEGATION OF AUTHORITY**

*Last Amended April 2015*

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 Academic.
  - 3.2. For advocacy and external matters shall be in the following order:
    - 3.2.1. The VP External;
    - 3.2.2. The VP Academic.
4. Delegation of authority for the VP Academic shall be in the following order:
  - 4.1. The President;
  - 4.2. The VP Student Affairs.
5. Delegation of authority for the VP External shall be in the following order:
  - 5.1. The President;
  - 5.2. The VP Academic.
6. Delegation of authority for the VP Operations & Finance shall be in the following order:
  - 6.1. The President;
  - 6.2. The VP Academic.
7. Delegation of authority for the VP Student Affairs shall be in the following order;
  - 7.1. The VP Academic;
  - 7.2. The VP Operations & Finance.
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 Constitution of the University of Lethbridge Students’ Union.
10. This policy shall in no way establish a hierarchy among Executive Council Members.

11. No authority of the Executive Council shall be delegated to any unelected individual or to an individual who is not an active member of the University of Lethbridge Students' Union.
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 inquires 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 S.8. of this policy.

## **POLICY XXXI - VEHICLE POLICY**

*Last Amended April 2015*

### **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 spot 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 and Executive Council members. At no point should anyone else be driving the vehicle.
- 2.2 To sign out the vehicle, a staff or Executive Council member must have both the General Manager and the Bookkeeper'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 (ie: impaired).
- 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. This policy shall be strictly enforced with disciplinary action, up to and including termination. 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 (ie: GA member, clubs).

### **4. Commitment**

- 4.1 Failure to abide by any of the rules will result in loss of use of the vehicle as well as further repercussions depending on the severity not limited to dismissal/impeachment.

## POLICY XXXII - INVESTMENT POLICY

Last Amended March 2015

### 1. Investment Objectives

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 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.

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

### 4. Responsibility

4.1 Investment decisions are the responsibility of the General Manager, Bookkeeper, 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:

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

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

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.
- 5.2.2 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.
- 5.3.2 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.
- 5.4.2 Small capitalization issues of less than C\$100 million are not permitted within the Canadian equity portfolio.

5.5 Global Equity

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.

- 5.5.1 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.
- 5.5.2 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.
- 5.5.3 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

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

7. Review of Policy

7.1 The investment management policy is reviewed within LRC and 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.

