

# THE STUDENTS' UNION ELECTIONS

ulsu.ca

February - March 2021



## SCHEDULE OF EVENTS

**Nominations open:** Monday, February 1, 2021 at 8:30 am

**Nominations close:** Thursday, February 11, 2021 at 3:00 pm

**Orientation meeting:** Thursday, February 11, 2021 at 5:00 pm, on Zoom

**Campaigning begins:** Saturday, February 20, 2021 at 8:30 am

**Town Hall Speeches:** Tuesday, February 23, 2021 at 12:15 pm - on Zoom

**Town Hall Speeches:** Wednesday, February 24, 2021 at 12:15 pm - on Zoom

**Executive Debate:** Thursday, February 25, 2021 at 12:15 pm - on Zoom

**Campaigning closes:** Monday, March 1, 2021 at 8:30 am

**Voting begins:** Tuesday, March 2, 2021 at 9:00 am

**Voting ends:** Friday, March 5, 2021 at 3:00 pm

**Results Announced:** Friday, March 5, 2021 at 5 pm, on Zoom

BECOME THE NEXT CAMPUS-WIDE LEADER



## LEADERS IN ACTION CASA LOBBY EFFORTS





# WELCOME

2021/2022



Election 2021/2022 participants:

I would like to congratulate you for taking the initiative to get involved in your Students' Union. The role of the ULSU is underappreciated on our campus. Most students come into direct contact with the ULSU, so they know about key services such as the Health and Dental Plan. That service is invaluable, but the ULSU is so much more than that.

The ULSU is a team of 21 students: five full-time executives and sixteen representatives drawn from a diverse range of constituencies. They govern an organization with nine full-time employees. The ULSU is a major operation.

Time commitments for the available positions range from about ten hours per month (for most positions) to 35-plus hours per month (for executive positions).

Some of the most important functions of the ULSU are:

- To serve as student advocates at every level, from grade appeals to provincial and federal government lobbying
- To provide crucial services like the Health and Dental Plan, ULSU Food Bank, Emergency Grants, Service Centre and The Zoo
- To enhance the student experience with events ranging from Fresh Fest to the Student Speaker Challenge
- To oversee the Students' Union building and office

This booklet contains some very important information. Use it to learn about the available positions, the nomination procedure, the election rules, deadlines and more.

Reading and understanding this booklet will give you a leg up on every step of the process, from nomination to the completion of the election and beyond. Read it carefully!

For any other information about the election or about the Students' Union, contact me at [su.manager@uleth.ca](mailto:su.manager@uleth.ca), or contact the ULSU office at 403-329-2769.

Remember, an engaged citizenry is essential to a healthy democracy, and an engaged student body is essential to a healthy university campus.

Sincerely,

Cheri Pokarney  
ULSU Chief Returning Officer  
[su.manager@uleth.ca](mailto:su.manager@uleth.ca)



## VISION & MISSION

### VISION

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

### MISSION

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

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





# Are You:

*Outgoing,  
Enthusiastic,  
Creative,  
Highly Motivated,  
A Team Player?*



## INVOLVEMENT = EMPOWERMENT

### What is involved with being an effective leader . . .

#### **Executive Council:**

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

#### **General Assembly Representative:**

- Part-time honoraria positions
- Commit 10 - 20 hours per month depending on the position
- Represent your constituency
- Attend monthly meetings
- Oversee ULSU spending
- Assist with student events



**ALL POSITIONS LISTED BELOW ARE AVAILABLE**

# Which Position Will You Choose?

## **EXECUTIVE COUNCIL POSITIONS**

- President
- VP Academic
- VP External
- VP Student Affairs
- VP Operations & Finance

**The positions listed in black are for  
U of L Lethbridge campus students only.**

**Position listed in **BLUE** is for Calgary campus  
students only.**

## **GENERAL ASSEMBLY POSITIONS**

- 6 Arts & Science Academic Reps.
- 1 Education Academic Rep.
- 2 Dhillon School of Business Reps.
- 1 Health Sciences Academic Rep.
- 1 School of Fine Arts Academic Rep.
- 1 Residence Rep.
- 1 International Student Rep.
- 1 Indigenous Student Rep.
- [1 Calgary Campus Rep.](#)





# ORGANIZATIONAL CHART

2021/2022

## GENERAL ASSEMBLY

- |                           |  |
|---------------------------|--|
| 1 President               | 6 Arts & Science Academic Reps                   |
| 1 VP Academic             | 1 Education Academic Rep                         |
| 1 VP External             | 2 Dhillon School of Business Reps                |
| 1 VP Student Affairs      | 1 Health Sciences Academic Rep                   |
| 1 VP Operations & Finance | 1 Fine Arts Academic Rep                         |
| 1 Calgary Campus Rep      | 1 First Year Rep ( <i>elected in September</i> ) |
|                           | 1 Residence Rep                                  |
|                           | 1 International Student Rep                      |
|                           | 1 Indigenous Student Rep                         |

## EXECUTIVE COUNCIL

President

VP Academic

VP Student Affairs

VP External

VP Operations & Finance

## GENERAL MANAGER

Accountant

Operations  
Coordinator

Administrative  
Assistant

Health Plan  
Administrator

Zoo  
Managers

Chief  
Returning  
Officer

Communications  
Coordinator

Executive  
Assistant

Imaginus  
Staff

Service Centre  
Staff

Pub & Kitchen  
Staff



# TWO GOVERNING BODIES

2021/2022

**1. The EXECUTIVE COUNCIL** is responsible for running the business affairs of the Students' Union and is directly responsible to the General Assembly. The Executive Council consists of:

1. President
2. Vice President Academic
3. Vice President External
4. Vice President Student Affairs
5. Vice President Operations & Finance

Powers and Responsibilities of the Executive Council:

1. Observe and uphold the objectives of the ULSU;
2. Execute, adhere to, and implement all General Assembly decisions and policies;
3. Oversee the office and the employees of the ULSU;
4. Oversee the regular operations of the ULSU;
5. Authorize and approve general expenditures as defined in the Financial Policy, the Constitution, or any other portion of the ULSU Bylaws and Policies, as within the purview of the Executive Council; be the primary body to present initiatives to the General Assembly; and,
6. Represent all member of the ULSU.
7. One or more member(s) of the Executive Council must participate in and complete responsibilities associated with the lobby groups that the ULSU subscribe to.

**2. The GENERAL ASSEMBLY** is responsible for the approval of all Students' Union decisions, Policies and Bylaws, and is directly responsible to the students of The University of Lethbridge. The General Assembly consists of:

1. The Executive Council
2. 11 Academic Representatives
3. 1 Residence Representative
4. 1 First Year Representative (Elected in September)
5. 1 Indigenous Representative
6. 1 International Student Representative
7. 1 Calgary Campus Representative.
8. Chair of the General Assembly- externally appointed by the President

Powers and Responsibilities of the General Assembly:

1. Observe and uphold the objectives of the ULSU;
2. Approve expenditure in accordance with ULSU Legislation;
3. Authorize all new employee positions;
4. Authorize changes to the budget;
5. Authorize expenditures from the Capital Replacement Fund;
6. Serve as a check and balance to the Executive Council;
7. Be well informed of the activities of the ULSU;
8. Serve as the judicial branch of the ULSU, holding all responsibilities regarding discipline of permanent full time employees and the members of the General Assembly; and,
9. Act as representatives of the ULSU.





# JOB DESCRIPTIONS

2021/2022

## THE PRESIDENT

### Course Allowances and Requirements for the President

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

### Responsibilities - The President:

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



## THE VICE PRESIDENT ACADEMIC

### **Course Allowances and Requirements for the VP Academic**

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

### **Responsibilities - The VP Academic:**

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



## THE VICE PRESIDENT EXTERNAL

### Course Allowances and Requirements for the VP External

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

### Responsibilities - The VP External:

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



## THE VICE PRESIDENT STUDENT AFFAIRS

### **Course Allowances and Requirements for the VP Student Affairs**

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

### **Responsibilities - The VP Student Affairs:**

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



## THE VICE PRESIDENT OPERATIONS & FINANCE

### **Course Allowances and Requirements for the VP Operations & Finance**

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

### **Responsibilities - The VP Operations & Finance:**

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



## THE ACADEMIC REPRESENTATIVES

### Course Allowances

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

### Responsibilities - The Academic Representatives:

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

## THE RESIDENCE REPRESENTATIVE

### Course Allowances

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

### Responsibilities - The Residence Representative:

1. Will facilitate communication between the General Assembly and the students housed in the Residence Buildings at the University of Lethbridge;
2. Represent the students who live in residence at University of Lethbridge, and bring forth information and perspectives from this group;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. Submit all reports on time in order for the ULSU General Assembly member to receive honoraria for that month;



8. Sit on at least 1 ULSU committee;
9. Sit on at least 1 University committee;
10. Must volunteer at 2 ULSU functions, events, or activities each semester.
11. Has 1 vote on all General Assembly business items;
12. Will ensure and maintain ULSU legislation is being adhered to;
13. Will be voted in by the constituency he or she will represent thereafter;
14. Must be of the constituency electing him or her;
15. The candidate must meet all eligibility requirements designated in the Voting and Eligibility Requirements Bylaw, as well as receive the endorsement of the Residence Council, that endorsement being objective and the criteria of which are laid out in the Organization of Residence Students Constitution, Bylaws, and Policies.

## THE INTERNATIONAL STUDENT REPRESENTATIVE

### Course Allowances

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

### Responsibilities - The International Student Representative:

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

## THE INDIGENOUS STUDENT REPRESENTATIVE

### Course Allowances

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

### Responsibilities - The Indigenous Student Representative:

1. Will facilitate communication between the General Assembly and the Indigenous students of the U of L;



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

## THE CALGARY CAMPUS REPRESENTATIVE

### Course Allowances

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

### Responsibilities - The Calgary Campus Representative:

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





## TIME REQUIREMENTS & RESTRICTIONS

### Hour Requirements

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

### Office Hours

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

### Summer Hours

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



# HONORARIA

2021/2022

## Restrictions on Secondary Employment

1. Members of the Executive Council are permitted to hold part-time employment up to 15 hours per month. Any additional employment must be approved by the General Assembly;
2. All other members of the ULSU General Assembly are permitted to hold other employment, but arrangements must be made with any other employer to allow the member to attend all General Assembly meetings.

## HONORARIA

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

1. President and Vice Presidents: \$3,082.23 per month gross from May – April; and, Executive Council honoraria are subject to national CPI increases annually;
2. Academic Representatives, International Student Representative, Indigenous Student Representative, and Residence Representative: \$78.16 each per month gross from September – April;
3. Calgary Campus Representative: \$208.41 each per month gross from September- April.
4. General Assembly members are bound by the Honoraria Bylaw they were elected under, and any changes made to this Bylaw will take effect on May 1st of the following year.





# FREQUENTLY ASKED QUESTIONS

2021/2022

**Q: Is student government at a university level the same as it is in high school?**

**A:** *No it is not the same at all. ULSU council members oversee the entire Students' Union organization which includes businesses, staff members and all operations. They are accountable to students for the entire ULSU annual budget and for every dollar they spend. They attend a lot of committee meetings, host events and lobby the government for changes so students have a better university experience. These are just a few of their responsibilities. At 35 hours per week, Executive Council positions are considered full-time employment.*

**Q: Why would I want to run for a position on student council?**

**A:** You can make a huge difference for students on campus by implementing initiatives. You are the students' voice on all committees you sit on. You will also gain a tremendous amount of experience that will benefit your life for years to come, in ways that you can't even imagine.

**Q: What if I want to run for a General Assembly position but won't be in town to attend all of the monthly meetings?**

**A:** *For those that are unable to attend some of the meetings, there are provisions in place so members can SKYPE in to participate in the discussion and vote on motions.*

**Q: How can I find more detailed information about a specific position, than what is offered in this booklet?**

**A:** *You can contact the current representative and they will answer all of your questions. You can find their contact information at <https://ulsu.ca/student-council>. There will also be election discussions on our social media platforms. Please keep your eyes open for these events or contact Cheri, our CRO at [su.manager@uleth.ca](mailto:su.manager@uleth.ca) for direction.*

**Q: What do I do if I can't decide between running for an Executive Council or General Assembly position?**

**A:** *Some students run for a General Assembly position first and if they feel they can take on more responsibilities and less classes, they will quite often run for an Executive Council position the following year. It's basically all up to you since there are many things to consider while you decide; such as your planned graduation date, time commitment, experience for your resume, financial and even how engaged in the job you could be.*

**Q: Will my parents be proud of me if I'm elected?**

**A:** *Yes of course they will, as long as you don't let your studies slide.*

Do You Have a  
Question?





# ELECTION RULES

2021/2022

## NOMINATIONS & ELIGIBILITY OF CANDIDATES

Any person wishing to be nominated as a candidate must fulfill all candidacy requirements stated in the bylaw governing the position they wish to be nominated for;

### DUE TO COVID THE ULSU HAS ADJUSTED THE NOMINATION PROCESS AND IS AS FOLLOWS:

#### **A prospective candidate, in order to be nominated, must:**

1. Fill out the official ULSU online nomination form <https://elections.ulsu.ca/elections>. The DEADLINE IS FEBRUARY 11, 2021 AT 3PM.
2. You don't need to get signature of those who you have listed on the nomination form but you will need their UoL ID numbers to verify they are an active undergraduate student.
3. Confirm, by clicking the checkbox on the form that you shall comply with all ULSU legislation;
4. You won't need to obtain a letter from the registrar's office or financial standing report but you will need to choose the check box on the form regarding these circumstances.
5. A nominee may request and receive special exemption to the academic standing and financial standing Bylaw via approval from the General Assembly. Such request must be made either to the CRO or the Executive Council 48 hours prior to the closing of nominations to ensure appropriate time for a mailbox ballot of the General Assembly;
6. Submit the official nomination online form before the closing of the nomination period;
7. Members of the ULSU may only be nominated for one (1) position on the General Assembly per election;
8. Any person who was elected to the General Assembly and then impeached shall not be eligible to be nominated for any position;



9. A candidate's nomination shall not be deemed valid unless the candidate, or a delegate, as approved by the CRO, attends the orientation session as required by the ULSU;
10. If any candidate is not able to attend, they must submit written notification to the CRO at least forty-eight (48) hours before the orientation session; and,
11. The CRO must make a ruling as to the inability of the potential candidate to attend the orientation, and must render the decision on and relay the decision to the potential candidate within twenty-four (24) hours of receiving the notice.



*You can make a difference!*



# ELECTION RULES

2021/2022

## CAMPAIGNING

1. Each candidate shall campaign in a reasonable and responsible manner, including:
  - Being personally responsible and liable for any damages resulting from the campaign;
  - Being responsible for ensuring that practices that are unfair to other campaigns, as determined by the CRO, are not followed by a candidate's supporters; and,
  - Being responsible for complying with the provisions of ULSU legislation and regulations outlined during the orientation session.



## CAMPAIGN MATERIALS

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

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

## CAMPAIGN EXPENSES

1. Election candidates may not exceed \$150.00 expense limit for a campaign, expenses allowable defined in ULSU legislation and at the discretion of the CRO.
2. A fair market value assessment of all donations must be included in the budget of the campaign.
3. A prospective candidate for an Executive Council position must, in order to be nominated, include a \$20.00 nomination deposit with the nomination form;
  - The deposit shall be refunded in full to a candidate for an Executive Council position if he or she receives a minimum of 10% of the votes for that position.
4. Each Executive Council candidate will receive a maximum of a \$50.00 reimbursement for campaign expenses upon itemized receipts being submitted to the CRO.
5. The CRO reserves the right to request a clear and complete statement of an individual's campaign expenses.



## CAMPAIGN FINES

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





# CAMPAIGNING SPACE

2021/2022

## WHO TO ASK

1. All Questions: Cheri Pokarney, Chief Returning Officer & General Manager.  
Email: [su.manager@uleth.ca](mailto:su.manager@uleth.ca), Phone: 403-329-2769.
2. Complete By-Law & Policy info: <https://elections.ulsu.ca/elections>
3. Info on the position you are running for: Contact info for a current Rep: <https://ulsu.ca/student-council>.

## ULSU WEB SPACE - [ulsu.ca](http://ulsu.ca)

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

1. A photo of yourself, preferably a head shot so people can see who you are (15 cm minimum) or one that can be cropped.
2. Approximately 200 word bio along with the title of the position you are running for.
3. Approximately 300 words on what you know about the position you are running for.
4. Approximately 300 words on what some of your initiatives would be if you are elected.
5. Please email this information to [susan.curtis@uleth.ca](mailto:susan.curtis@uleth.ca), anytime **between Feb 12th until noon on Feb 26th**. Your Information will be uploaded to the ULSU website once campaigning begins. The earlier you hand it in, the better your chances of success, students love to read them. Bio's will remain on the website during the voting period.

## CANDIDATE SOCIAL MEDIA PROMO

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

1. A digital photo of yourself (15 cm minimum), the position you are running for and your field of study.
2. No more than 50 words on why you would be a good candidate for this position.
3. No more than 50 words on what your main initiative will be if you are elected.
4. Please email this information to [su.communications@uleth.ca](mailto:su.communications@uleth.ca) anytime **between Feb 12th until noon on Feb 26th**. Your Information will be uploaded on social media once campaigning begins.

## FACEBOOK

1. Each candidate can create one official facebook page, which will be administrated by the CRO.
2. The candidate may create their page no earlier than the date campaigning opens, Saturday, Feb. 20th at 8:30 am, and will not post or upload any information to the page once campaigning ends, Monday, March 1st at 8:30 am.
3. On the official page, the candidate will be allowed to put biographical information, campaign platforms, qualifications and photos.
4. Candidates may also include their facebook page link in their bio to [susan.curtis@uleth.ca](mailto:susan.curtis@uleth.ca) and she will add it to the candidates' space on the ULSU website.

## E-MAIL

Campaigning through e-mail is not allowed.



# CHECK LIST

2021/2022

## THINGS TO DO

1. **Positions:** Familiarize yourself with the various positions available and make your decision.
2. **Nomination Form:** Fill out the online nomination form, at any time during nomination week, **DEADLINE is Thursday, Feb. 11th at 3:00 pm.**
3. **Letter of Academic/financial Standing:** Due to COVID you don't need to submit your letter of academic standing from the Registrar's Office or financial standing from your bridge account, you will just need to check the box of your status on the online nomination form.
4. **Mandatory Orientation:** Attend the mandatory orientation meeting on Thursday, Feb. 11th at 5:00 pm on Zoom.
5. **Election Rules:** Know the Election rules and regulations especially on campaigning (this will be discussed in detail at the aforementioned orientation meeting.)
6. **Bio & photo for the ULSU Website:** Your bio and photo for the ULSU website can be submitted to [susan.curtis@uleth.ca](mailto:susan.curtis@uleth.ca) any time between **Feb 12th until noon on Feb 26th** (see page 21 for details).
7. **Candidate's ULSU Social Media Promo:** You may submit your information to [su.communications@uleth.ca](mailto:su.communications@uleth.ca) anytime between **Feb 12th until noon on Feb 26th** (see page 21 for details).
8. **Facebook Page:** You may create your candidates' page anytime during campaign period **only** (see page 21 for details).
9. **Campaign Dates:** Make sure you do not campaign before the start date, Saturday, Feb. 20th at 8:30 am, and that you have all your campaigning materials **removed by the closing date, Monday, March 1st at 8:30 am.**
10. **Town Hall Speeches:** Lethbridge campus candidates prepare to give your Town Hall speech on Tuesday, Feb 23rd at 12:15 pm on Zoom, or on Wednesday, Feb 24th at 12:15 pm on Zoom.
11. **Executive Council Debate:** Current Executive Council members and Executive Council candidates participate in the debate held on Thursday, Feb 25th at 12:15 pm on Zoom.
12. **Respect:** Be respectful of other candidates campaigning materials and the University's property.



### PLEASE NOTE

There will be a mandatory orientation meeting on Thursday, February 11th at 5:00 pm on Zoom.

All **candidates** must attend for your nominations to be valid.

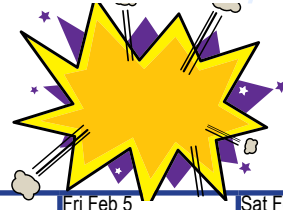
All successful Executive Council & General Assembly candidates will be expected to attend the Council Changeover Retreat near the end of April, pending COVID restrictions, as well as the ULSU's annual awards night in April on Zoom.





# CALENDAR

2021/2022



## SCHEDULE OF EVENTS

	Mon Feb 1 <b>Nominations open</b> 8:30 am	Tue Feb 2	Wed Feb 3	Thur Feb 4	Fri Feb 5	Sat Feb 6
Sun Feb 7	Mon Feb 8	Tue Feb 9	Wed Feb 10	Thur Feb 11 <b>Nominations close</b> 3:00 pm  Orientation meeting 5:00 pm on Zoom	Fri Feb 12 Email your bio/questions & photo, for the <b>ULSU website</b> susan.curtis@uleth.ca <b>Social Media</b> to su.communications@ uleth.ca	Sat Feb 13
Sun Feb 14	Mon Feb 15 <b>READING WEEK</b>	Tue Feb 16 <b>READING WEEK</b>	Wed Feb 17 <b>READING WEEK</b>	Thur Feb 18 <b>READING WEEK</b>	Fri Feb 19 <b>READING WEEK</b>	Sat Feb 20 <b>Campaigning</b> <b>begins</b> at 8:30 am  May create your facebook page 8:30 am
Sun Feb 21	Mon Feb 22	Tue Feb 23 <b>EC &amp; GA Town Hall</b> <b>Speeches</b> , 12:15 pm on Zoom.	Wed Feb 24 <b>EC &amp; GA Town Hall</b> <b>Speeches</b> , 12:15 pm on Zoom	Thur Feb 25 <b>EC Debate</b> , 12:15 pm on Zoom	Fri Feb 26 <b>Noon DEADLINE</b> to Email your bio/questions & photo, for the <b>ULSU</b> <b>website</b> & also for <b>Social Media</b> <b>Promo</b>	Sat Feb 27
Sun Feb 28	Mon March 1 <b>Campaigning ends</b> 8:30 am  No more uploads to your facebook page 8:30 am	Tue March 2 On-line <b>voting opens</b> 9:00 am	Wed March 3	Thurs March 4	Fri March 5 On-line <b>voting</b> <b>closes</b> at 3:00 pm.  Winning Announcement on <b>Zoom at 5:00 pm</b>	Sat March 6







# FEDERAL & PROVINCIAL LOBBY EFFORTS





The Students' Union  
4401 University Drive. W. Lethbridge, AB T1K 3M4  
Ph: (403) 329-2222, Fax: (403) 329-2224  
CRO email: [cro.elections@uleth.ca](mailto:cro.elections@uleth.ca)  
Website: [www.ulsu.ca](http://www.ulsu.ca)