

BYLAWS



Ratified February 2002

Amendments approved by GSA Council, April 2010

Bylaw I – Graduate Students’ Association Council

1. The Graduate Students’ Association Council (GSAC) shall manage the business and affairs of the Graduate Students’ Association in accordance with the Alberta Post-Secondary Learning Act.
2. The Members of the Graduate Students’ Association Council shall be:
 - A. The four (4) Officers of the GSA are:
 - President
 - Vice-President External
 - Vice-President Internal
 - Vice-President Finance
 - B. One (1) representative from each School or Program having Graduate Students at the University of Lethbridge, as defined in Bylaw VII.
3. At the discretion of GSA Council, others may be appointed to GSA Council from time to time, including:
 - I. *Ex officio* members, with full voting privileges
 - a. Chairs of GSA Committees (See Bylaw XIII.)
 - b. GSA representatives mandated by the Post-Secondary Learning Act (See Bylaws IX through XI.)
 - II. Advisory members
 - a. GSA representatives to University bodies not included in subsection I.b. (See Bylaw XII.)
 - b. The Graduate Voting Officer, if not a member of GSA Council.
 - c. University of Lethbridge Students' Union representative
4. Members of GSA Council, except the M.Sc.(Mgt.) Representative, shall hold office for one (1) year, commencing May 1st of the year they are elected and ending April 30th of the following year. The M.Sc.(Mgt.) Representative shall hold office for one (1) year commencing September 1st of the year he/she is elected, and ending August 31st of the following year.
5. If no nomination is received for a Program Representative (Section 2.B.) in a given year, the newly elected GSA Council may, by majority vote, extend the term of the representative of that year.

Bylaw II – Powers of the Graduate Students’ Association Council

1. The powers and responsibilities of the GSA Council shall be as follows:
 - A. Observe and uphold the objectives of the Graduate Students’ Association;
 - B. Comply with the will of Graduate Students’ Association members;
 - C. Execute and implement all Graduate Students’ Association Council decisions and Policies;
 - D. Manage the business and affairs of the GSA in accordance with the provisions of the Post-Secondary Learning Act and the GSA Constitution;
 - E. Authorize and approve general expenditures as defined in the Financial Policy; and
 - F. Be the primary body to present changes to the Constitution, Bylaws or Policies or to propose new Bylaws or Policies to the GSA.
 - G. In the event of a dispute, interpret the Constitution, Bylaws and Policies of the GSA.

Bylaw III – Graduate Students’ Association Executive Committee

1. The Graduate Students’ Association Executive Committee shall consist of:
 - A. The Officers enumerated in Bylaw I.2.A; and
 - B. One additional member, elected by majority vote of the remaining members of GSA Council from among themselves.
2. The Executive Committee shall have the authority to act on behalf of GSA Council when the Council is not in session. Any actions of the Executive Committee or its members shall be reviewed and ratified by Council at its next regular meeting.
3. The President of the GSA shall serve as Chair of the Executive Committee.
4. Executive Committee meetings shall be held at the call of the President or of any two (2) members of the Committee. At least forty-eight (48) hours notice must be provided to all members, except in the case of emergency meetings, when twenty-four (24) hours notice shall be sufficient.
5. Quorum for Executive Committee meetings shall be three members of the Committee.

Bylaw IV – Duties of the President of the Graduate Students’ Association

1. The President is the official representative of the Graduate Students’ Association, and he/she shall preside over and be responsible to the Graduate Students’ Association and the Graduate Students’ Association Council.
2. The President shall be nominated by the GSA to the University of Lethbridge Board of Governors. (See Bylaw IX.)
3. The President shall be nominated by the GSA to the School of Graduate Studies Executive Council.
4. The President shall be nominated by the GSA to sit on the Alberta Graduate Council.
5. The President has financial co-signing authority with the Vice-President Finance and the Vice-President Internal.
6. The President shall:
 - A. as the ceremonial head of the Graduate Students’ Association, represent the Graduate Students’ Association at social, formal, official and ceremonial functions;
 - B. delegate a suitable representative if he/she is unable to attend any function personally;
 - C. be the sole signing authority on all external correspondence of the Graduate Students’ Association;
 - D. act as a liaison between graduate students, faculty, and the University administration.
 - E. serve as Chair of the GSA Executive Committee;
 - F. chair all GSA Council and Town Hall meetings, except where otherwise noted. For each meeting an agenda must be prepared and distributed according to Bylaw XIV;
 - G. in conjunction with the Vice-President Internal, have the right to solicit legal advice on

- behalf of the Graduate Students' Association, upon the approval of GSA Council;
- H. maintain the confidential records of the GSA, according to GSA Policies;
 - I. manage the assignment of the four sets of GSA office keys; receive card lock access to the SGS Study Carrel space permitting them to maintain the space in the absence of the VP Internal.

Bylaw V – Duties of the Vice-President External of the Graduate Students' Association

1. The Vice-President External (VPE) is responsible for matters external to the Graduate Students' Association, and for liaison with external bodies.
2. The Vice-President External shall serve as interim President of the GSA in the event that both the President and the Vice-President Internal are simultaneously rendered unable to serve, or their offices are otherwise vacated. A by-election shall be held to fill the vacant positions.
3. The Vice-President External shall be nominated by the GSA to the University of Lethbridge Senate.
4. The Vice-President External shall be appointed by the GSA to the Alberta Graduate Council Executive.
5. The Vice-President External shall:
 - A. coordinate GSA relations with provincial and national student organizations;
 - B. liaise with the University of Lethbridge Students' Union;
 - C. be responsible for any entrepreneurial activities of the Graduate Students' Association;
 - D. delegate responsibilities according to Bylaw XIII;
 - E. assist the President with assigned responsibilities.

Bylaw VI – Duties of the Vice-President Internal of the Graduate Students' Association

1. The Vice-President Internal (VPI) is responsible for the efficient administration of the GSA and its operations.
2. The Vice-President Internal shall act as Chair in the President's absence. In the event that the President vacates his/her office or is rendered unable to serve, the VPI shall assume the role of interim President of the GSA. A by-election shall be held to fill the vacant position.
3. The Vice-President Internal shall be nominated by the GSA to the School of Graduate Studies (SGS) Council.
4. The Vice-President Internal shall be nominated by the GSA to the University of Lethbridge General Faculties Council (GFC) and GFC Executive Committee.
5. The Vice-President Internal shall be nominated by the GSA to the Center for Academic Excellence in Teaching and Learning (CAETL) Committee.
6. The Vice-President Internal has financial co-signing authority with the Vice-President Finance

and the President.

7. The Vice-President Internal will be responsible for the School of Graduate Studies' Study Carrel and therefore shall:
 - A. collect and review application forms for School of Graduate Studies' Study Carrel and present applications to the GSA Council, then communicate with the School of Graduate Studies regarding successful applicants;
 - B. maintain a list of current carrel holders' contact information (name, phone number, and email address);
 - C. he/she will submit necessary paperwork to School of Graduate Studies to receive card lock access to the space permitting them to maintain the space and post any necessary signage.

8. The Vice-President Internal shall:
 - A. organize, in conjunction with CAETL, an orientation for incoming graduate students within two weeks of the start of a new term;
 - B. ensure that all operational policies of the Graduate Students' Association are adhered to;
 - C. provide an orientation for incoming Graduate Students' Association Council members, as described in Bylaw XVI;
 - D. maintain a list of committee positions open to graduate students, as per Bylaw XII.2;
 - E. in conjunction with the President, coordinate all legal affairs of the Graduate Students' Association, by direction of GSA Council;
 - F. oversee the Social and Academic events organized by the GSA;
 - G. delegate responsibilities according to Bylaw XIII;
 - H. assist the President with assigned responsibilities.

Bylaw VII – Duties of the Vice-President Finance of the Graduate Students' Association

1. The Vice-President Finance (VPF) is responsible for the efficient administration of the financial affairs of the Graduate Students' Association.

2. The Vice-President Finance has financial co-signing authority with the President and the Vice-President Internal.

3. The Vice-President Finance shall be nominated by the GSA to the University Budget Committee.

4. The Vice-President Finance shall:
 - A. ensure accountability in financial matters of the Graduate Students' Association;
 - B. ensure compliance with the Financial Policy of the GSA;
 - C. maintain complete and orderly financial records for the GSA;
 - D. oversee income to and disbursements from the GSA account;
 - E. provide a monthly report of the financial standing of the GSA to GSA Council;
 - F. oversee the annual audits and creation of year-end accounting documents;
 - G. oversee the U-Pass program;
 - H. delegate responsibilities according to Bylaw XIII;
 - I. assist the President with assigned responsibilities.

Bylaw VIII – Duties of the Program Representatives

1. The Program Representatives are as follows:
 - M.A./M.F.A. Representative
 - M.C. Representative
 - M.Ed. Representative
 - M.Sc. Representative
 - M.Sc. Health Sciences Representative
 - M.Sc. Management Representative
 - Ph.D. Representative
 - FNMI Representative
 - International Student Representative
 - Off-Campus Research Representative
2. All Program Representatives are required to attend all GSA Council meetings, unless a reasonable excuse is presented to the President at least one (1) day prior to the meeting.
3. All Program Representatives shall seek to foster involvement of the graduate student body in the Graduate Students' Association.
4. All Program Representatives are to assist with the operations of the GSA by taking on tasks and duties outlined in Bylaw XIII.
5. At the first GSA Council meeting after their election, the Program Representatives shall decide among themselves upon the assignment of responsibility for the following duties:
 - A. recording minutes of all Graduate Students' Association Council meetings;
 - B. recording minutes of all Town Hall meetings;
 - C. creating and releasing, upon the approval of the President and of GSA Council, a regular online newsletter for the Graduate Students' Association;
 - D. be involved in internal and external GSA related committees as time permits.

Bylaw IX – Duties of the Board of Governors Representative

1. As mandated by the Post-Secondary Learning Act, the Graduate Students' Association shall nominate a representative to the University of Lethbridge Board of Governors (BoG). As per Bylaw IV, this will be the President of the GSA.
2. Whenever a new Board of Governors representative is nominated, GSA Council shall immediately notify:
 - A. the Minister of Advanced Education and Technology; and
 - B. the Secretary to the Board of Governors.
3. The BoG Representative is responsible to attend all Board of Governors meetings and related business and social functions.
4. The BoG Representative is responsible for providing regular reports to GSA Council about all material that occurred during any Board of Governors meeting(s), which is relevant to GSA members.

Bylaw X – Duties of the Senate Representative

1. As mandated by the Post-Secondary Learning Act, the Graduate Students' Association shall nominate a representative to the Senate of the University of Lethbridge. As per Bylaw V, this will be the Vice-President External of the GSA.
2. Whenever a new Senate representative is nominated, GSA Council shall immediately notify the Secretary to Senate.
3. The Senate Representative is responsible to attend all Senate meetings and related functions.
4. The Senate Representative is responsible for providing regular reports to GSA Council about all material that occurred during any Senate meeting(s), which is relevant to GSA members.
5. Unless another representative is nominated and approved by GSA Council, the Senate Representative shall be nominated by GSA Council to the University of Lethbridge Chancellor Selection Committee, as mandated by the Post-Secondary Learning Act.

Bylaw XI – Duties of the General Faculties Council Representative

1. As mandated by the Post-Secondary Learning Act, the Graduate Students' Association shall nominate a representative to the University of Lethbridge General Faculties Council (GFC). As per Bylaw VI, this will be the Vice-President Internal of the GSA.
2. Whenever a new GFC representative is nominated, GSA Council shall immediately notify the Secretary to GFC.
3. The GFC Representative is responsible to attend all General Faculties Council meetings, GFC Executive Committee meetings, and related functions.
4. The GFC Representative is responsible for providing regular reports to GSA Council about all material that occurred during any GFC meeting(s), which is relevant to GSA members.

Bylaw XII – Duties of University Governance Representatives

1. In accordance with the objectives of the Graduate Students' Association, the GSA may from time to time appoint representatives to Councils, Committees or other administrative bodies of the University of Lethbridge. A list of bodies requiring or allowing GSA representation shall be maintained by the President, and shall be made available to GSA members.
2. At the first meeting of a newly elected GSA Council, GSA members (including GSA Council members) shall be invited to volunteer for the following positions:
 - A. School of Graduate Studies Council representatives (three (3) positions).
 - B. Other positions as required.
3. The volunteers for each position shall be given the opportunity to explain their interest in and qualifications for the position.

- A. Candidates for positions on any governing Council, Committee, or other body must belong to the group governed by that body.
 - B. GSA Council shall vote in closed session on which of the candidates to appoint for each position. If a member of GSAC is among the candidates for a position, he/she shall not participate in the voting for that position.
 - C. In the case of multiple candidates, none of whom achieves a majority on the first round of voting; the two candidates who received the highest number of votes shall be subject to a second round of voting.
 - D. The selected candidate shall be appointed by the GSA to the position in question.
4. If there are no volunteers for any of the positions listed in Section 2, GSA Council shall appoint a member of Council to the position, by majority vote.
 5. All University Governance Representatives, other than GSA Council members, appointed pursuant to this Bylaw shall be advisory members of GSAC, with full input to deliberations and debates, but without voting privileges.
 6. Each Representative is responsible to attend all meetings of the body to which he/she is appointed.
 7. Each Representative is responsible for providing regular reports to GSA Council about all deliberations and decisions of the body to which he/she belongs, which are relevant to GSA.

Bylaw XIII – Operational Duties

1. The GSA shall appoint Representatives/Members-at-large to the following roles and duties:
 - A. Budget & Finance

Work under the direction of the VP Finance to carry out the financial duties of the GSA as laid out in the GSA Financial Policy.
 - B. Social events

Work under the direction of the VP Internal and be responsible for:

 - planning and coordinating social events for GSA members;
 - encouraging participation in GSA events by members; and,
 - coordinating with the School of Graduate Studies (SGS), the Centre for the Advancement of Excellence in Teaching & Learning (CAETL), and other University bodies in planning and publicizing graduate student events.
 - C. Legislation and Governance

Work under the direction of the President and be responsible for:

 - suggest amendments to the GSA Constitution, Bylaws and Policies as necessary to accord with the needs of the GSA;
 - ensure that the GSA Constitution, Bylaws and Policies are amended as necessary to accord with any changes to relevant federal or provincial legislation; and,
 - if amendments are recommended by others, ensure consistency with other governing documents, and provide recommendations to GSA Council.

D. Elections

While working under the direction of the Graduate Voting Officer (GVO):

- plan and administer GSA elections, referenda, and plebiscites; and,
- recommend any changes to Bylaw XVI that would be conducive to the effective administration of GSA elections.

E. Communications

Work under the direction of the VP External and be responsible for:

- compiling information applicable to graduate students in an online format and distributing it to graduate students;
- advertising upcoming events to the GSA Notice Board;
- keeping the graduate student body informed of upcoming GSA and University grant opportunities;
- duties associated with the GSA Annual Multidisciplinary Conference; and,
- updating all online information relating to the GSA, including but not limited to: GSA Facebook group and the GSA website

F. U-Pass

Working with the VP Finance, the member(s) shall:

- administer U-Pass distribution and opt-outs;
- communicate with Information Technology regarding the online opt-out form;
- communicate with Lethbridge Transit and the University Cash Office; and,
- conduct a general orientation for students with regards to the U-Pass program.

2. At the first meeting of a newly elected GSA Council, GSA members (including GSA Council members) shall be invited to volunteer for any of the roles outlined above.

Bylaw XIV – Committees

1. GSA Council may create Standing or *ad hoc* Committees as needed for the efficient execution of GSA business. The motion to establish a Committee must specify the terms of reference of the Committee, the membership of the committee, and (except in the case of a Standing Committee) the date or event that shall lead to the dissolution of the Committee.
2. Members may be added to a Committee at any time upon the recommendation of the Committee Chair, with the approval of GSA Council. These members shall usually belong to the GSA, though others may be appointed as advisory members on the recommendation of the Committee Chair.
3. All Committees operate under the authority of GSA Council, and shall provide regular reports of their activities to GSAC.
4. A meeting of a GSA Committee may be called, with at least 72 hours notice, by the Chair or by any two (2) members of the Committee.
5. Quorum for GSA Committees shall be 2/3 of members of the Committee.

Bylaw XV – Meetings

1. GSA Council Meetings
 - A. GSA Council meetings may be called by the President or by any three members of GSA Council, with at least 72 hours notice for all members.
 - B. The Graduate Students' Association Council shall hold at least one meeting per month.
 - C. The President shall create a meeting agenda and distribute this agenda to all GSAC members at least one (1) business day before the meeting, in accordance with GSA Policy.
 - D. Quorum for GSA Council meetings shall be 2/3 of Council members.

2. Town Hall Meetings
 - A. There must be at least one Town Hall meeting held during each Council term.
 - B. A Town Hall meeting may be called by:
 - I. A majority vote of the Graduate Students' Association Council.
 - II. A petition of five (5) percent of the members of the Graduate Students' Association.
 - C. Notice of a Town Hall meeting must be served, including an agenda of the issues to be discussed, at least two weeks prior to the date of the scheduled meeting. Such a notice must be posted in a manner that is available to the Graduate Students' Association.
 - D. All Town Hall Meetings shall be chaired by the President of the GSA, except the Town Hall Meeting presenting the GSA Council candidates to the Graduate Students' Association, if the President is also a candidate for any position on GSA Council. If the President is a candidate for a Council position, the GSAC will designate a meeting chair.
 - E. A vote on a topic raised at the Town Hall meeting may be taken if at least five (5) percent of the members of the Graduate Students' Association are present at the meeting.
 - I. If a vote is held, each voter must present the following information:
 - a. Name
 - b. Signature
 - c. University of Lethbridge Student ID Card (must be shown)
 - II. If less than five (5) percent of the GSA members are present, the GSAC will decide on an appropriate course of action.

Bylaw XVI – Fees

1. All full-time and part-time graduate students will pay fees as determined by a duly authorized referendum and approved by the University of Lethbridge Board of Governors.

2. Notwithstanding Section 1, graduate students age sixty-five (65) or older will not be required to pay membership fees.

3. A student, unless comprehended in Section 2, is a Graduate Students' Association member upon payment of the following GSA fees:
 - A. Operating Fee;
 - B. Daycare Contribution Fee;
 - C. U-Pass Fee.

4. In addition to Graduate Students' Association fees, students may have to pay for:
 - A. Health Plan Policy;
 - B. Dental Plan Policy.

Payment of these fees is subject to the rules and regulations stipulated by the University of Lethbridge Students' Union, in their Master Constitution and Bylaws documents.

5. In this section, the classifications of graduate students used will have meaning as established by the University.
 - A. Each full-time graduate student will pay the following fees per semester:
 - I. \$25 Operating Fee;
 - II. \$4 Daycare Contribution Fee;
 - III. U-Pass Fee (valued at the cost of a current one-month adult transit pass plus a \$2.50 administrative fee. Subsequent increases are set by Lethbridge Transit and approved by the Board of Governors).
 - B. Each part-time graduate student will pay the following fees per semester:
 - I. \$18 Operating Fee;
 - II. \$4 Daycare Contribution Fee;
 - III. U-Pass Fee (valued at the cost of a current one-month adult transit pass plus a \$2.50 administrative fee. Subsequent increases are set by Lethbridge Transit and approved by the Board of Governors).

Bylaw XVII – Election, Referendum and Plebiscite

The University of Lethbridge Graduate Students' Association by and with the authority granted under the GSA Constitution, in accordance with the Post-Secondary Learning Act of the Province of Alberta enacts as follows:

1. Definitions
 - A. *Graduate Voting Officer (GVO)* refers to a designated GSAC member or an appointed member of the GSA responsible for duties pertaining to elections, referendums and plebiscites. The GVO shall operate as part of and with assistance from the GSA Elections Committee, and may appoint assistants as necessary.
 - B. *General Election* refers to an annual General Election of the GSA for the purpose of electing the following years' GSAC.
 - C. *Referendum* refers to a balloting by at least five (5) percent of the members of the GSA on a question, the results of which are binding upon GSAC.
 - D. *Plebiscite* refers to a balloting by members of GSA on a question, the results of which are not binding upon GSAC.
 - E. *By-election* refers to an election to fill vacant positions before the term of office expires.
 - F. *Campaigning* refers to any planned or organized act by or on behalf of any person or issue which has the potential to gain support for a person to any position in an election or gain support for an issue.
 - G. *Slate candidacy* refers to two or more candidates with their names appearing jointly on any piece of advertising or on a nomination form, as determined by the GVO.
 - H. *Campaign expense* refers to any and all expenditures by or on a candidate's behalf for election advertising, equipment, or other expenditures associated with the campaign.

- I. *Regularly scheduled class weeks* are those weeks not falling during any school holiday or final exams period as outlined in the current University calendar.
- J. *Petition* refers to a mechanism for the student body to cause the GSA to go to referendum or plebiscite. The question to be put forward in a referendum or plebiscite must be the question called for in the petition and must be signed by five (5) percent of members of the GSA.

2. Referendum and Plebiscite

- A. A referendum or plebiscite may be called by one of the following mechanisms:
 - I. A motion passed by the GSAC.
 - II. A petition signed by five (5) percent of the members of the GSA.
- B. All members of the GSA will be entitled to campaign for or against the topic of a referendum or plebiscite, subject to registration with the GVO.
- C. The dates of the referendum or plebiscite will be set by the GSAC in consultation with the GVO. This schedule will include campaigning dates.
- D. The Ballot
 - I. The text of the referendum or plebiscite will be worded in such a way as to present a clear question that may be answered by either a "Yes" or a "No".
 - II. In the case of a referendum or plebiscite initiated by a petition, the question to be put to the electors will be the question called for on the petition.
 - III. In the case of a referendum or plebiscite initiated by a motion of the GSAC, the question to be put to the electors will be the question called for in the motion.
 - IV. Each position or question being asked will be presented on an online ballot or ballots.
 - V. At the top of the ballot will be printed the word "referendum" or "plebiscite".
 - VI. There will be printed below the title such instructions to the elector as may be necessary to inform him/her of the manner in which the ballot is to be marked.
 - VII All ballots will be as similar in format as possible within each referendum/plebiscite.
- E. Levy Fees
 - I. All referendum results must be known by October 31 of the given University year if they are to take effect by September of the following University year.
 - II. Any referendum calling for levies on students that is voted on after October 31 of a given year cannot take effect until two (2) University Calendar years from the time of the referendum (the second September after the date of the results being known).
 - III. All increases in levy fees are subject to the approval of the University of Lethbridge Board of Governors.
- F. At the first GSA Council meeting following a referendum, Council shall approve a motion to adhere to the results of the referendum.
- G. The verbal spread of information pertaining to the referendum or plebiscite is not considered pre-campaigning.
- H. In order to run a campaign for or against a referendum or plebiscite question, the following process shall be followed:
 - I. The official GSA form shall be completed in ink including:

- a. name;
 - b. University of Lethbridge student identification number; and,
 - c. the position being taken on the referendum or plebiscite question by the student(s) involved in the campaign.
 - II. One of the students, who will be held accountable for the campaign, must sign the form in front of the GVO or a member of the GSAC, who must then initial the form.
 - III. The official GSA nomination form shall be signed by three members of the GSA, including their University of Lethbridge student ID numbers and signatures.
 - IV. A campaign will not be permitted to operate unless the person signing the form, or a designate, attends an Orientation Session as required by the current GSAC.
3. Orientation Session for a Referendum or Plebiscite
 - A. Orientation sessions are to be planned primarily by the GVO and Vice-President Internal, and must include a briefing for all campaigns on the Election Bylaws.
 - B. The Orientation Session must be held within 48 hours of the end of the registration period.
 - C. If any representative for a campaign concerning a referendum or plebiscite is not able to attend the Orientation Session, he/she must submit written notification to the GVO at least twenty-four (24) hours before the orientation session.
 - D. The GVO must make a ruling as to whether the inability of the campaign representative to attend the Orientation Session disqualifies the campaign from participating in the referendum or plebiscite, and respond to the potential campaign within twenty-four (24) hours of receiving the notice.
4. General Elections
 - A. The dates for the GSA General Election will be determined by GSA Council in consultation with the GVO prior to the commencement of the Spring term.
 - B. Nominations and Eligibility Restrictions of Candidates
 - I. All members of the GSA are eligible for nomination to a position on GSA Council in any election.
 - II. A prospective candidate, in order to be nominated, must:
 - a. fill out the official GSA nomination form in ink, including name, phone number, University of Lethbridge student identification number and position desired;
 - b. confirm that he/she will comply with the Election Bylaw, Code of Conduct and all other Bylaws and Policies of the GSA, by signing the nomination form in front of the GVO or a member of the GSAC, who must then initial the form;
 - c. have an official GSA nomination form signed by three members of the GSA including their student ID numbers and signatures; and,
 - d. provide consent to the release of information about his/her registration status at the University of Lethbridge both during the campaign and at any time the nominee holds office.
 - III. All candidates nominated to positions as Officers of the GSA must be in full-time attendance at the University of Lethbridge.
 - IV. A candidate's nomination will not be deemed valid unless the candidate attends an Orientation Session as scheduled by the current GSAC.
5. Orientation Session for an Election
 - A. Orientation sessions are to be planned primarily by the Vice-President Internal, and must include a briefing of all candidates on the following information:
 - I. GSAC powers, responsibilities and duties;

- II. candidates' job descriptions;
 - III. election Bylaw and Code of Conduct.
 - B. The VPI will provide all relevant materials to candidates, including Policy Manuals, Bylaws, Constitution, job descriptions and time lines where applicable, during the Orientation Session.
 - C. The Orientation Session must be held within 48 hours of the closing of nominations.
 - D. If any candidate is not able to attend, he/she must submit written notification to the GVO at least twenty-four (24) hours before the orientation meeting.
 - E. The GVO must make a ruling as to whether the inability of the potential candidate to attend the Orientation Session disqualifies the potential candidate from the election, and respond to the potential candidate within twenty-four (24) hours of receiving the notice.
6. The Ballot
- A. The online ballot(s) must clearly and concisely lay out the position sought, the candidate(s) seeking the position, and the instructions for voting.
 - B. The ballots for an election will meet the following requirements:
 - I. The name(s) of the candidate(s) for each position will be printed in alphabetical order (by surname).
 - II. The names will be arranged as follows:
 - a. the candidate's first name, initial (if requested);
 - b. the candidate's surname;
 - c. the name of the slate the candidate is running in association with (if any), as listed on his/her official nomination form;
 - d. no titles, degrees, prefixes or suffixes will be included;
 - e. all ballots will be as similar in format as possible.
 - C. An official ballot form will be:
 - I. Designed with the authorization of the GVO and GSA Council President by a duly passed motion.
 - II. Audited by the GVO and GSA Council for compliance with the Bylaws.
 - III. In the case of a ballot for a position where there has been only one candidate nominated, there will be:
 - a. "Yes" and "No" boxes below the candidate's name and desired position.
 - D. Information required for the online ballot needs to be coordinated with Information Technology (IT) three (3) weeks prior to voting. Once the elections are closed, Information Technology will provide a summary of the result in .pdf form to be posted on the GSA website and distributed by email.

THE FOLLOWING RULINGS PERTAIN TO ELECTIONS, REFERENDA AND PLEBISCITES

7. Campaigning
- A. Each candidate or campaign will campaign in a reasonable and responsible manner, including:
 - I. being personally responsible and liable for any damages resulting from their campaign;
 - II. being responsible for ensuring that practices that are unfair to other campaigns are not followed, as determined by the GVO;

- III. being responsible for complying with the provisions of this Bylaw and all regulations outlined at the Orientation Session;
 - IV. being responsible for all election-related activities of people involved with their campaign;
 - V. there will be no campaigning in classrooms or via the GSA list serve or any other public e-mail list.
- B. Should the GVO make any other rulings, all candidates must be notified within 24 hours after the Orientation Session.
- C. A candidate may begin campaigning after the GVO has determined that his/her nomination form is valid in all respects, and the campaigning period has begun.
- D. Campaign Materials
- I. Campaign materials will be limited to posters, pamphlets, ribbons, buttons, banners, and other such materials as are approved by the GVO.
 - II. Every printed advertisement, handbill, or other printed material having reference to an election, referendum or plebiscite will include on its front in legible form the name of the candidate, the slate, or the referendum or plebiscite campaign they are supporting.
 - III. All campaign materials in a referendum or plebiscite campaign must bear the name of the person accountable for the campaign.
 - IV. Stickers of any kind will not be used as campaign material.
 - V. The following are the allowances for campaign materials:
 - a. no more than one (1) poster per campaign, either individual or slate, may be affixed to any one (1) bulletin board;
 - b. no more than one (1) poster per campaign may be affixed on the same plane within ten (10) feet of another;
 - c. there will be no more than two (2) posters per pillar from the same campaign, and these posters must be facing opposite directions;
 - d. no poster may be affixed so as to obscure or cover any campaign materials or business signs;
 - e. all candidates must comply with the building codes set out by The University of Lethbridge, Physical Plant, and Department of Communications and Public Relations;
 - f. each candidate or referendum or plebiscite campaign will be limited to a maximum of one (1) banner per building, and two (2) in total;
 - g. each slate will be limited to a maximum of one (1) banner per building and three (3) in total.
- E. All campaigning will cease 24 hours prior to the election, referendum, or plebiscite, or as defined by the GVO.
- F. All printed material advertising the candidacy of nominees, either individuals or slate, or the support of a campaign for a referendum or plebiscite must be removed from display twenty-four (24) hours before the date set for the election, referendum, or plebiscite.
- G. It is the GVO's responsibility to ensure that all campaign materials are taken down from campus. If the GVO should find any campaign materials still up around campus after the deadline above, he/she may fine the candidate(s) or campaign representative(s) to the

maximums outlined below, subject to Section 13 of this Bylaw:

- a. A maximum fine of \$25.00 per banner or medium sized (larger than 8"x11½") poster remaining up will be levied.
 - b. A maximum fine of \$10.00 per small (8"x11½") poster remaining up will be levied.
 - c. For all other campaign material a maximum fine of \$5.00 per item will be levied.
- H. Mutilation or removal of any campaign poster without authority of the nominee or campaign concerned or the GVO will, subject to Section 13 of this Bylaw, result in a fifty dollar (\$50.00) per poster fine to the person(s) responsible.
- I. A Town Hall Meeting will be held at least forty-eight (48) hours prior to the first date set for the election. If any candidate is unable to be present at any meeting for nominees, that person may appoint a member of the GSA to represent him/her.
- J. A candidate who is not part of a slate for an election may spend no more than one hundred dollars (\$100) on his/her campaign. Each candidate who is not part of a slate must submit a summary of campaign expenses to the GVO within 2 days of the election.
- K. Candidates who are running as part of a slate will be limited in allowable expenses according to the number of candidates on the slate as follows:
- I. Two (2) candidates \$ 150.00;
 - II. Three (3) candidates \$ 200.00;
 - III. Four (4) candidates \$ 250.00;
 - IV. Five (5) candidates \$ 300.00;
 - V. Six (6) candidates \$ 350.00;
 - VI. Seven (7) or more candidates \$ 400.00.
- L. Each slate must submit a summary of campaign expenses to the GVO within 2 days of the election. All candidates running for the slate are equally responsible for ensuring the accuracy of the summary of campaign expenses.
- M. A fair market value for all non-renewable items must be calculated and included in the summary of campaign expenses. Non-renewable items include but are not limited to paint, paper, tape and string.
- N. The GVO reserves the right to request a clear and complete statement of a candidate's, campaign's or slate's election expenses.
- O. The GSA office, materials or equipment may not be used for campaigning by any candidate.
8. List of Electors
- A. As per our Information Sharing Agreement, the Registrar's Office provides the GSA with a list of currently registered graduate students. This list is used to populate the email list-serve with current, valid email addresses for graduate students. This contact list is used to communicate with the electorate. Information Technology administers a voting system whereby registered graduate students can log-in and vote.
9. Voting
- A. All members of the GSA at the time of voting will be eligible to vote in:

- I. any general election or by-election for positions on GSAC;
- II. any GSA referendum, plebiscite or Town Hall meeting.

An eligible voter, as defined above, will be permitted to vote one (1) time upon entering a valid University user name and password within the online voting system.

10. Counting

- A. Will automatically be done by the U of L Information Technology. A .pdf file containing vote counts will be emailed to the GVO to post online and notify the membership by email.

11. By-elections and Vacancies

- A. There will be a by-election of the GSA for the election of a new member if the position of an Officer of the GSA becomes vacant.
 - a. If the vacancy occurs between May 1 and August 31, a by-election must occur by September 30.
 - b. If the vacancy occurs between September 1 and April 30, a by-election must occur within three (3) regularly scheduled class weeks.
- B. If the position of any Program Representative becomes vacant at any time during a given year the GSAC will post notice of the vacant position on bulletin boards, or on the GSA web page. The notice will state that nominations are being accepted, the date nominations will close, and where nominations are to be dropped off.
 - a. Once nominations have closed, a by-election or acclamation will be held in the GSA Council.
 - b. The member will have full voting rights as a Program Representative, effective at the following GSAC meeting.
- C. The GSAC will, upon the recommendation of the GVO, establish:
 - I. The date or dates of the voting in the by-election.
 - II. The dates for the filing of nominations.
- D. The nomination period and voting dates will be during the University year, as defined in the current Calendar.

12. Adjudication

- A. The GVO is empowered to resolve questions pertaining to the election Bylaws during the nomination and campaign period. His/her interpretation of the Bylaws is subject to appeal by the GSAC.
 - I. In the case of an alleged infraction concerning nominations:
 - a. An alleged infraction concerning nominations must be filed with the GVO within twenty-four (24) hours after the close of nominations.
 - b. The situation must be dealt with before the candidate in question may begin campaigning.
 - c. In the case of an appeal of the GVO's decision:
 - i. All campaigning of all eligible candidates may begin.
 - ii. In the case of a reinstatement of the nominee, their campaigning begins at the adjournment of the meeting of GSA Council.
 - II. In the case of a complaint made by a candidate during the election period:
 - a. The candidate must submit a written statement to the GVO concerning perceived infractions of the election bylaw by any candidate(s).
 - b. The GVO shall investigate and make a ruling as quickly as possible.

- c. The candidate who submitted the complaint or a candidate against whom an infraction was found, must then submit any written appeal to the GSA President as soon as possible.
 - d. The President must call an emergency meeting of GSA Council within forty-eight (48) hours of receiving the notice of appeal from the candidate, and Council must hand down its decision within twenty-four (24) hours of the commencement of the hearing.
- B. Failure to comply with any of the election regulations shall be subject to the review and decision of GSAC, which will be made no later than six (6) weeks after the official press release of the election results.
 - C. Complaints regarding contravention of election regulations:
 - I. Must be submitted in writing to the GVO within two weeks (2) of the voting event official press release.
 - II. May be initiated by the GVO.
 - D. The GVO will forward to the President all complaints that are submitted after the official election results are released. The President must forward these to GSAC for adjudication within two weeks.
 - E. The GVO, if not already a GSAC member, will sit as a resource person with the GSAC during the adjudication of election complaints.
 - F. Penalties for the contravention of election regulations, in addition to those specified in other sections of this bylaw, will be:
 - I. A fine not exceeding \$100.00 dollars; and/or,
 - II. Annulment of balloting results for the position, referendum or plebiscite in question.

13. Coming Into Force

- A. Any candidate elected prior to the coming into force of this Bylaw continues to be elected.
- B. This Bylaw will come into force on the date of its passage by the GSA Council.

Bylaw XVIII – Financial Accountability

- 1. There are two bank accounts for GSA finances currently active at the Bank of Montreal (BMO).
 - A. One is a community account for GSA Council expenses, spending and grants.
 - B. The other is a high interest savings account, where:
 - I. the principle plus ten (10) percent of the interest from the previous fiscal year will remain in the account for future growth unless decided otherwise by a 2/3 council vote;
 - II. the monthly charge will be covered by the high interest account;
 - III. a minimum of thirty (30) percent of the previous fiscal year's carry forward amounts will be transferred into the high interest savings account for future growth

Bylaw XIX – Clubs

- 1. All potential graduate student clubs require approval from the GSA insurance provider before their application(s) can be processed.
- 2. Once approval has been granted the potential club needs to submit the "Application for Club Ratification" form, a club constitution and an application fee to the VP Internal.
 - A. The club's constitution must adhere to and be in harmony with the GSA constitution,

policies and bylaws; the constitution, policies and bylaws of the University of Lethbridge; and the laws of the land.

- B. If the club constitution does not adhere to or is not in harmony with the constitution, bylaws and policies of the GSA or that of the University of Lethbridge at any time, the Club's constitution must be changed to the satisfaction of the GSA council.
3. Upon submission of the above requirements, the VP Internal will submit the application for ratification to the GSA Council for approval.
 - A. The GSA has the authority to ratify or deny any student club.
 4. All members of the club must be graduate students and may not have simultaneous club membership status with the University of Lethbridge Students' Union.