

**Constitution and Bylaws of the Lethbridge Public Interest Research Group Society (LPIRG)**  
*(March 3, 2003)*

**I. Constitution**

**Article I – Name of Society**

1. The name of the Society is the Lethbridge Public Interest Research Group Society (LPIRG).

**Article II – Purposes of Society**

1. The purpose of the Society is to operate as a student-funded, student directed research, education and action organization pursuing the interest of students at The University of Lethbridge and members of the wider community of Lethbridge on issues of public concern.
2. Specifically the Society shall:
  - a. promote and conduct research on issues of public interest and concern;
  - b. aid in the education of Society members and the public at large about issues of public interest and concern;
  - c. promote and undertake appropriate citizen action;
  - d. act as a democratic organization, facilitating student participation in public interest research and aiding students in developing effective citizenship skills;
  - e. support the development of and co-operation with other Public Interest Research Groups as the occasion arises.

**Article III – Amendments to Constitution**

1. Amendments to the Constitution can be proposed by any LPIRG member at any LPIRG meeting, provided the amendment proposal follows the rules of order for the meeting.
2. Amendments to the Constitution will be passed or rejected by the LPIRG Board of Directors.
3. Amendments to the Constitution will come into effect at the date agreed upon by the LPIRG Board of Directors.
4. The proposed amendment cannot come into effect retroactively.
5. The proposed amendment must be posted according to Bylaw 8.

**II. Bylaws**

**Bylaw 1 – Definitions and Interpretation**

1. In these Bylaws:
  - a. "academic year" means the period of time from May 01<sup>st</sup> of one year to April 31<sup>st</sup> of the next year.
  - b. "Board" means the Board of Directors of the Lethbridge Public Interest Research Group Society (LPIRG);
  - c. "Board Member" means a Member of the Board of Directors of the Lethbridge Public Interest Research Group Society (LPIRG);
  - d. "Society" means the Lethbridge Public Interest Research Group Society (LPIRG);
  - e. "Societies Act" means the Societies Act of the Province of Alberta;
  - f. "year" means a period a time of twelve (12) months;

**Bylaw 2 - Membership in Society**

1. Classification of Members.
  - a. There shall be the following classes of members:
    - i. Student Member; and
    - ii. Associate Member.
2. Eligibility
  - a. Student Member.
    - i. Any registered student at The University of Lethbridge who pay a membership fee to the Society shall be a Student Member.
  - b. Associate Member.

- i. Any person who is not a Student Member who completes the appropriate application and pays an associate membership fee to the Society shall be an Associate Member.
- 3. Ineligibility
  - a. Corporations and other societies shall not be eligible for membership in the Society.
- 4. Rights of Members
  - a. Only Student Members shall have voting privileges at Annual General Meetings, General Meetings, Elections and Referenda of the Society.
  - b. Only Student Members shall be eligible to be Board Members of the Society.
  - c. Administrative documents of the Society shall be open to inspection by any Student Member or Associate Member upon reasonable request addressed to the Board, except for minutes of closed meetings of the Board.
- 5. Cessation
  - a. A member shall cease to be a member of the Society upon request and receipt of a refund of his or her membership fee.

### **Bylaw 3 – General Meetings**

- 1. There shall be the following classes of General Meetings:
  - a. Annual General Meeting; and
  - b. Special General Meeting.
- 2. Annual General Meeting
  - a. Date.
    - i. In accordance with Section 25 of the Societies Act, the Society shall hold one Annual General Meeting each year.
    - ii. The Annual General Meeting shall be held prior to April 15th at a time and place determined by the Board.
  - b. Business.
    - i. The following business shall be conducted at the Annual General Meeting:
      - 1. presentation of an audited financial statement for the preceding fiscal year setting out its income, disbursements, assets and liabilities; and
      - 2. presentation from the Board of the Annual Report of the Society with respect to the Society's activities of the preceding year;
    - ii. Any other matters concerning the Society's activities provided that the matter is brought, in writing, to the attention of the Board for consideration at least fourteen (14) days prior to the date of the Annual General Meeting.
- 3. Special General Meetings
  - a. A Special General Meeting shall be called by the Board upon either:
    - i. a majority resolution passed by the Board; or
    - ii. a receipt by the Board of a petition conducted in accordance with Bylaw 8 stating the purpose or purposes of the meeting and duly signed by one (1) percent of the Student Members of the Society.
- 4. Chair.
  - a. A Chair to preside over a General Meeting shall be chosen by the Board.
- 5. Notice.
  - a. Notice shall be given by the Board at least twenty-one (21) days prior to a General Meeting by:
    - i. a notice in a student publication of The University of Lethbridge available to all Student Members of the Society; and
    - ii. notices posted conspicuously around the Lethbridge campus of The University of Lethbridge.
  - b. Notices of General Meetings shall clearly state the date, time, place, and proposed agenda of the meeting.
- 6. Quorum
  - a. Quorum for General Meetings shall be five (5) members of the Society.
  - b. If quorum is not reached, the meeting will be rescheduled for a later date.

### **Bylaw 4 – Board of Directors**

- 1. Duties and Powers

- a. The management, administration and control of the property, revenue, business and affairs of the Society are vested in the board subject to these bylaws. Without diminishing the generality of the foregoing, the Board:
  - i. may make such rules and regulations as it considers advisable for the conduct of the affairs of the Society, provided they are consistent with the Constitution and Bylaws of the Society;
  - ii. may enter into agreements on behalf of the Society;
  - iii. may acquire and deal with a trademark, trade name, copyright, patent or proprietary interest therein;
  - iv. shall represent the Society as the employers of the staff of the Society, and ensure that the activities of the staff are appropriate to the purposes of the Society,
  - v. shall ensure the proper keeping of financial records of the Society;
  - vi. shall ensure the proper recording of minutes which shall be stored in the Society's files;
  - vii. shall perform such other duties as directed by the Members of the Society, or as necessarily incidental to the Board's legitimate function; and
  - viii. may, from time to time, delegate or designate such duties and powers as they may determine and for such a time as they may determine at a meeting of the Board of Directors.
2. Board Members
  - a. There shall be the following classes of Board Members of the Society:
    - i. Voting Board Members
      1. The Board of Directors shall consist of five (5) Student Members of the Society who have been elected in accordance with Bylaw 7 as Voting Board Members to represent the Society.
      2. The term of office for Voting Board members shall be one academic year (September 01 to April 30). The new Board shall take office two weeks after the election closes.
      3. Previous Voting Board Members shall retire upon entry of the new Voting Board Members into office.
        - a. Voting Board Members shall not serve more than three (3) terms consecutively.
3. Terms of Office
  - a. Voting Board Members
    - i. The term of office for Voting Board members shall normally be one year. After a training period, the new Board shall take office before or by the start of the academic year (May 01st) following their election, or as soon as possible afterwards.
    - ii. Previous Voting Board Members shall retire upon entry of the new Voting Board Members into office.
    - iii. Voting Board Members shall not serve more than four (4) terms consecutively.
4. Remuneration
  - a. No remuneration shall be paid to Board Members for being or acting as Board Members.
  - b. However, a Board Member shall be reimbursed by the Society for all expenses incurred by him or her while engaged in the affairs of the Society, subject to authorization by the Board and according to the financial guidelines of the Society determined by the Board.
5. Employee
  - a. No Voting Board Member may be a paid employee of the Society.
6. Recall
  - a. A Board Member may be recalled if he or she has acted in contravention to the Constitution or Bylaws of the Society.
  - b. If the Board decides with a consensus or majority resolution that they wish to have a Board Member recalled, the Board shall give written notice to the Board Member whose position is under question of the reasons why it believes that the Board Member should be recalled.
  - c. The decision about whether or not the Board Member has acted in contravention to the Constitution or Bylaws of the Society and should therefore be recalled shall be made by an Arbitration Tribunal composed of:
    - i. one (1) Student Member of the Society nominated by the Board Member whose position is under question,
    - ii. one (1) Student Member of the Society nominated by the board; and
    - iii. one (1) person agreed upon by both the Board Member whose position is in question and the Board.

- d. The board shall name its Arbitration Tribunal appointee, and provide a list of the jointly appointed members of the Arbitration Tribunal within seven (7) days of the written notice to the Board Member whose position is under question.
- e. Both the Board Member whose position is under question and the Board have a responsibility to ensure that the decision of the Board Member's recall is made in a timely fashion.
- f. Between the time of written notice from the Board to the Board Member in question and the decision of the Arbitration Tribunal, the rights and duties specific to the Board Member in question shall be temporarily suspended, as well as the power of the Board to make any financial or administrative decisions.

7. Vacancies

- a. A Board Member's position may be declared vacant by the Board where he or she resigns, is recalled, or will be absent for an extended period of time.
- b. A Board Member's position may be declared vacant by the Board by consensus or seventy-five (75) percent resolution if the Board Member misses three (3) consecutive board meetings without reasonable excuse.
- c. Vacancies of Voting Board Members may be filled only by an Election or By-Election of the Society.

**Bylaw 5 - Faculty Advisory Council**

1. The purpose of the Faculty Research Advisory Council is to help validate the undergraduate academic research that is funded by the LPIRG and assist in the education and development of its members.

This is achieved by:

- a. Meeting twice in a semester to review funding applications to LPIRG that are forwarded by the LPIRG board of Governors.
- b. Dictating (when pertinent) a written progress/critique of funding applications, a secretary will be provided by LPIRG to take minutes and transcribe the councils recommendations to the LPIRG board.

Members of the Faculty Advisory Council must:

- a. Be full time faculty members of the University of Lethbridge.
- b. Sign an agreement to the duties required.
- c. The Faculty Advisory Council members must collectively represent a minimum of three separate departments at the university of Lethbridge

***Sustainability***

In order to ensure the long-term viability of the Faculty Advisory Council each member must:

- a. Find a colleague to replace them on the Faculty Advisory Council for the next academic year.
- b. Pass on any pertinent paperwork/skills or concerns regarding the Faculty Advisory Council.
- c. Try their utmost to promote the LPIRG to the University of Lethbridge and the greater community of Lethbridge and southern Alberta.

**Bylaw 7 – Elections**

General elections shall normally take place in mid March of each year, according to any agreement regarding elections made between the LPIRG and any other party.

1. Nominations

- a. The LPIRG Board shall give notice of the nomination at least one (1) week before the opening of nominations and in accordance with Bylaw 8.
- b. The nomination period shall be one week long.
- c. Nominees must be members in good standing.

- d. Nominees must submit to the board their name, address, telephone number, and the signatures of ten members in good standing supporting their nomination.
- e. Sign the nomination form in front of a current member of the LPIRG Board and have them sign it.
- f. Confirm that he/she will comply with any agreement regarding LPIRG elections made between the LPIRG and any other party.
- g. Any member can only be nominated for one position on the board.

## 2. Orientation

- a. The orientation meeting for nominees will be organized by the LPIRG Board of Governors
- b. The orientation meeting will be held within 48 hours of the close of nomination.
- c. Members not able to attend must submit written notification to the LPIRG board 24 hours before the orientation meeting.
- d. The LPIRG Board of Governors must respond to the notice accordingly within 24 hours of receiving the notice

## 3. Voting

- a. All voting procedures must comply with the agreement regarding LPIRG elections made between the LPIRG and any other party.

## 4. Referenda

- a. A referendum shall be called by the LPIRG board upon consensus or a resolution passed by seventy-five percent (75%) of the LPIRG Board of Governors.
- b. The LPIRG Board shall ensure that the wording of the referendum is clear and unambiguous and capable of being answered yes or no.

## 5. By-elections

- a. Nomination and orientation procedures shall be as in Bylaws 7.1. and 7.2.
- b. By-elections shall normally be held within the month of the fall semester.
- c. Ballots must be open during two successive days, not more than 48 hours days after campaigns close and not less than 24 hours. Ballots shall be secret, and ballot boxes shall be under constant supervision by an impartial party. Each undergraduate on the U of L campus is allowed one vote.
- d. Ballots will be counted by an impartial party, appointed by the LPIRG Board. Each candidate may provide one scrutineer who is permitted to watch the counting of the ballots. The LPIRG Board will appoint one scrutineer. Each candidate may demand one recount of the ballots within 24 hours of the first counting of the ballots.
- e. Unofficial results shall be posted within 48 hours of the counting of the ballots, and shall be made official 48 hours after counting of the ballots.

## 6. Notice of Referenda

- a. Notice of referendum shall clearly state the dates, times, places and purposes of the referendum, and shall state the text of the referendum question.
- b. Notice of a referendum shall be given at least twenty one days (21) before the first day of voting and in accordance with notice Bylaw 8.

## 7. Voting on referenda

- a. Referenda shall be conducted for at least sixteen (16) hours over no fewer than two (2) days.
- b. Voting shall take place at polling stations across campus and in any other places or ways deemed necessary by the LPIRG Board of Governors.

## 8. Results of referenda

- a. Referenda shall be binding on the LPIRG Board of governors where a majority of the votes cast support the resolution and the number of votes cast is equal to or greater than ten percent (10%) of the ordinary membership by the last day of the referendum.
- b. Any referenda which refer to the abolition of the membership fee paid by ordinary members shall not necessarily entail the dissolution of the society itself.

## **Bylaw 8 – Public Notices**

1. All public notices must be posted on the official LPIRG website fourteen (14) days in advance of the event or deadline.
2. All public notices must be posted on the U of L virtual call board (<http://www.home.uleth.ca/css>).
3. A minimum of fifteen (15) posters containing the information of the public notice must be posted in each of the following buildings: Students' Union Building, University Hall, Anderson Hall, Turcotte Hall..

## **Bylaw 9 – Amendments to Bylaws**

1. Amendments to the Constitution can be proposed by any LPIRG member at any LPIRG meeting, provided the amendment proposal follows the rules of order for the meeting.
2. Amendments to the Constitution will be passed or rejected by the LPIRG Board of Directors.
3. Amendments to the Constitution will come into effect at the date agreed upon by the LPIRG Board of Directors.
4. The proposed amendment cannot come into effect retroactively.
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## **Bylaw 10 – Dissolution of Society**

1. Dissolution.
  - a. Dissolution of the Society shall take place if:
    - i. a Reaffirmation Referendum conducted in accordance with Bylaw 7.4 resolves that the Society be dissolved; or
    - ii. a referendum conducted in accordance with Bylaw resolves that The University of Lethbridge take action to terminate the fee collection for the Society; or
    - iii. more than fifty (50) percent of its Student Members have obtained refunds of their membership fees during a single academic year.
  - b. In the event of dissolution of the Society, funds and assets remaining after the satisfaction of its debts and liabilities shall be given or transferred in fair and equitable proportions to The University of Lethbridge, as directed by the Board of Directors of the Society at the time of dissolution. These funds shall be used solely for the establishment and maintenance of a scholarship and bursary fund to provide assistance to students enrolled at these post-secondary institutions. Criteria for awarding such scholarships and bursaries shall be determined by the Board of Directors of the Society at the time of dissolution.

## **Bylaw 11 -- Conflict of Interest**

- a. Members of the LPIRG Board of governors may not apply for funding from LPIRG from the duration of their term in office.
- b. No director of LPIRG may hold a remunerated position with LPIRG for the duration of his or her term in office or for one year afterwards.
- c. A director of LPIRG shall refrain from participating in decision making/consensus for any application for LPIRG funds in which they have a financial interest.