
English Students' Society (ESS) Constitution

Last Updated 17th March 2026

Article 1 – Name

The name of this organization shall be the English Students' Society, also referred to as, "ESS".

Article 2 – Acknowledgement and Accountability

1. The English Students' Society acknowledges and shall abide by the Students' Union bylaws and policies unless otherwise approved by the General Assembly.
2. Failure to comply with Students' Union or University of Lethbridge policies may result in de-ratification.
3. This document shall serve as the constitution of the English Students' Society and shall regulate the activities and affairs of the club. All actions and additional policies of the club shall adhere to this Constitution.
4. The English Students' Society shall act in accordance with the Alberta Human Rights Act at all times.

Article 3 – Objective and Purpose

The purpose of the English Students' Society is to foster community among students and the broader community interested in English literature, writing, language, and related fields at the University of Lethbridge. The English Students' Society shall pursue this purpose by promoting academic, creative, and professional development; encouraging collaboration and mentorship; and creating opportunities for discussion, learning, and community-building.

Article 4 – Membership

4.1 Eligibility and Voting Rights

1. Membership of the English Students' Society is open to:
 - a. all undergraduate students at the University of Lethbridge; and

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- b. graduate students, alumni, faculty, staff, and other members of the university community may also participate in the English Students' Society's activities.
 2. Voting membership shall be limited to current undergraduate students at the University of Lethbridge who are members in good standing of the club.

4.2 Fees

Membership shall not require payment of membership fees.

4.3 Membership Terms

1. Prospective members may join at any time during the general membership year. The English Students' Society shall maintain a minimum of twelve (12) members at all times to retain its standing as a Students' Union registered club.
2. A person becomes a member of the club by:
 - a. providing their contact information and student ID number to an Executive Officer;
or
 - b. otherwise joining the club in a manner determined by the Executive Council.
3. All members in good standing are entitled to:
 - a. receive notice of club meetings and events;
 - b. attend club meetings;
 - c. speak and participate at any club meeting and/or event;
 - d. be eligible to become an Executive member of the club, provided they meet the requirements set out in this Constitution.
4. A member wishing to resign from their membership may do so by contacting the Executive Council.

4.4 Membership Conduct

All members of the English Student's Society shall conduct themselves in a respectful and inclusive manner and in accordance with applicable University of Lethbridge and Students' Union policies. Conduct contrary to these principles may result in warning, suspension from the English Students' Society activities, or other action as determined by the Executive Council, subject to any applicable Students' Union or University policy.

Article 5 — Structure & Governance

5.1 Executive Council Purpose

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1. The English Students' Society shall be governed by an Executive Council made up of Executive Officers,
 2. The Executive Council shall be responsible for managing the affairs of the club and shall exercise signing authority on behalf of the club through the President and Vice-President Finance.
 3. Executive Officers are expected to remain reasonably active in the operation of the club, attend meetings where possible, and respond to club communications in a timely manner.
 4. The rights and responsibilities of the Executive Council shall include but are not limited to:
 - a. promoting the objectives of the club;
 - b. promoting membership in the club;
 - c. creating and approving an annual budget for the club;
 - d. maintaining all accounts and financial records of the club;
 - e. paying all expenses for and managing the club;
 - f. creating policies, rules and procedures to aid in the management and operation of the club; and,
 - g. strategic planning for the longevity of the club.

5.2 Executive Council Eligibility

1. All members of the Executive Council shall be:
 - a. active Members of the University of Lethbridge Students' Union;
 - b. current University of Lethbridge student and;
 - c. members in good standing of the club.
2. Members of the Executive Council must retain membership of good standing in the club through the duration of their term or will automatically vacate their position.
3. Members who were formerly a part of the Executive Council but were removed for any of the reasons listed in the constitution may never hold an Executive position again.
4. Notwithstanding this section, community members, faculty advisors, graduate students, or other individuals may participate as non-voting consultants on Executive matters.

5.3 Composition of Executive Council

1. The Executive Council shall consist of the following required officers:
 - a. President;
 - b. Vice-President Finance; and
 - c. Vice-President Communications.
2. In addition to the required officers, the club may establish additional Executive positions as needed for the effective operation of the club. Such positions may include, but are not limited to:

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- a. Secretary;
 - b. First-Year Representative; and
 - c. Upper-Year Representatives.

5.4 Duties of Executive Officers

The duties of the Executive Officers shall include the following:

1. The President shall provide overall leadership, governance, and representation for the club, including but not limited to the following:
 - a. lead the club and oversee its general operations;
 - b. chair meetings of the club and the Executive Council;
 - c. represent the club in its official dealings;
 - d. attend required Clubs Council meetings in accordance with Students' Union requirements;
 - e. act as the club's primary liaison with the Students' Union;
 - f. exercise signing authority on behalf of the club;
 - g. ensure that the club operates in accordance with this Constitution and applicable policies;
 - h. maintain continuity by overseeing ongoing club business and preparing transition records for future Executive Councils;
 - i. ensure that the club completes all annual re-ratification requirements required by the Students' Union; and
 - j. perform such other duties as may be necessary for the effective functioning of the club.
2. The Vice-President Finance shall oversee the financial administration of the club, including but not limited to the following:
 - a. oversee the finances of the club;
 - b. maintain financial records and budget information for the club;
 - c. prepare and monitor the club's budget;
 - d. present financial information to the Executive Council and membership, as required;
 - e. apply for funding, grants, or other financial support on behalf of the club, as needed;
 - f. have signing authority; and
 - g. perform such other duties as may be necessary for the financial administration of the club.
3. The Vice-President Communications shall support the President and assist in the coordination, communication, and reporting functions of the club, including but not limited to the following:

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- a. assist the President in carrying out the duties of that office;
 - b. act in place of the President when the President is unavailable;
 - c. represent the club at required Clubs Council meetings when the President is unavailable;
 - d. support the planning and coordination of club activities;
 - e. support club reporting requirements and assist Executive members with MyExperience Transcript Club Executive Reports;
 - f. assist with club communications, notices, and promotion of club activities;
 - g. prepare and distribute the club's newsletter, where applicable; and
 - h. perform such other duties as may be assigned by the Executive Council.
4. Where a Secretary position exists, the Secretary shall oversee the records and non-financial administration of the club, including but not limited to the following:
 - a. record and maintain minutes of Executive Council meetings and general meetings, as applicable;
 - b. assist the Vice-President Communications with club correspondence and notices;
 - c. maintain non-financial records as required for the operation of the club;
 - d. managing membership list and keeping spreadsheets up to date;
 - e. Ensuring executives are keeping up with their assigned tasks;
 - f. In the case that a club room does not exist, the secretary will hold any physical belongings of the club;
 - g. archiving past documents in the club repository; and
 - h. perform such other duties as may be assigned by the Executive Council.
 5. Where a First-Year Representative position exists, the First-Year Representative shall represent and support the interests and involvement of first-year students in the club, including but not limited to the following:
 - a. represent the interests and perspectives of first-year students;
 - b. encourage first-year student involvement in the club;
 - c. organize the online book club and reading series;
 - d. assist with club activities and initiatives; and
 - e. perform such other duties as may be assigned by the Executive Council.
 6. Where an Upper-Year Representative position exists, the Upper-Year Representative shall represent and support the interests and involvement of upper-year students in the club, including but not limited to the following:
 - a. represent the interests and perspectives of upper-year students;
 - b. encourage student involvement in the club;
 - c. assist with club activities and initiatives;
 - d. hold office hours;
 - e. in the case of having a club room, taking care and opening the room for members;
 - f. support mentorship, engagement, and continuity within the club; and

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- g. perform such other duties as may be assigned by the Executive Council.

5.5 Executive Meetings

1. The Executive Council shall hold at least one meeting per month throughout the calendar year, including the summer months.
2. An agenda shall be prepared for each scheduled Executive Council meeting using the club's established agenda template and shall be prepared by the President and Secretary.
3. Quorum for an Executive Council meeting shall be a simple majority of Executive Officers.
4. Any Executive Officer may request an additional Executive Council meeting. Additional meetings may be held as necessary for the effective operation of the club.
5. Minutes shall be recorded for all Executive Council meetings using the club's approved minute template and shall be maintained in the official records of the club.

5.6 Removal of Executive Officers

1. An Executive Officer may be removed from their position by a majority vote of the Executive Council or by a majority vote of members present at a general meeting of the club. Grounds for removal may include, but are not limited to:
 - a. failure to fulfill the duties of the position;
 - b. repeated absence from Executive Council meetings or club meetings without reasonable notice or explanation;
 - c. failure to respond to club communications within a reasonable period of time;
 - d. conduct inconsistent with the objectives of the club or this Constitution; or
 - e. loss of eligibility to serve as an Executive Officer.
2. An Executive Officer who resigns, is removed, or is otherwise unable to continue in their role shall be deemed to have vacated their position. Any resulting vacancy may be filled in accordance with this Constitution.

Article 6 — Elections and Terms

1. The English Students' Society may conduct elections by online ballot, subject to any applicable Students' Union policy.
2. Elections shall be held annually, no later than April 15, with the date communicated to members 15 days in advance.
3. Executive members shall serve a probationary period for a maximum of 4 months where they will be known as Executive Elects. During this period, they will be trained by the outgoing executives, until the Elects are capable of taking over full responsibilities.

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4. In the event that a position becomes vacant or remains unfilled after an election, the Executive Committee may appoint a member of the club to serve in that role until the next election.

Article 7 – Amendments

Any amendment to this Constitution must be approved by a majority vote of the Executive Council and by a majority of voting members present at a general meeting, provided notice of the proposed amendment has been given in advance. Quorum for a general meeting shall be five (5) voting members. All finalized amendments shall be submitted to the Vice-President Student Affairs.

Article 8 – Dissolution

In the event that the English Students' Society dissolves, any remaining assets shall be returned to the University of Lethbridge Students' Union.