

Roehampton Societies Elections 2020

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1. What is a Society Election

Society committee elections are the process by which students are fairly appointed as leaders of their society. Anyone who wishes to be on their society's committee must be elected into their desired position. We run the elections through our website as that way it's accessible to everyone and we can ensure only paid members of a society are able to run/vote.

2. Why do we have to run a Society Committee Election?

As a democratic organisation, it's crucial that all our leaders are elected into position. This includes our society committee members. For your society to remain affiliated with the Students' Union, it will need a committee that's responsible for running it. Every society committee must have a President, Vice-President and Treasurer. Additional positions are welcomed. Societies that do not successfully elect a Chair, Secretary and Treasurer may be at risk of going dormant. On a more positive note - having a meeting of all your members is a brilliant excuse for a social! The only exception to this rule is societies created after **1st January 2020**. However, you will have to run an election the following academic year when the next election period comes around.

3. Committee Roles Review

This is the time to have a change around with your committee roles if you so wish outside of the signatory roles. Do you have too many? Not enough people? This is the time to put in roles which can benefit the society in the long term.

It is compulsory to have the 3 signatory roles – President, Treasurer and Secretary. These are the main three people who will run the society over the year, manage the finances and have overall responsibility. You can find out more about what these roles entail here:

<https://www.roehamptonstudent.com/activities/rsusocieties/committeeformation/societyroles/> .

You are welcome to add in other committee roles outside the three signatory roles, however these roles do not have control over the society finances and access to the society email etc.

and it is up to your society how the other roles are elected. You are welcome to interview, audition or simply appoint these roles but please remember to do this fairly and democratically as possible.

While we refer to these roles as President, Treasurer and Secretary, you are welcome to change the titles for your society as you so wish – just let us know so we are aware. So, if your Secretary is Stage Manager, Choreographer or Captain – feel free to change it up! However just remember, you do need someone to lead, someone to do admin and someone to do finance so make sure you consider this before making any drastic changes.

4. Can I run? I am already an existing member / signatory of the society.

Those who would like to run for a committee position must be a paid member of the given society and a student in the next academic year. Eligible students will be able to nominate themselves. Please note that you cannot nominate someone else. All individuals hoping to be considered for a position must actively run themselves, but yes you are welcome to run.

5. Elections Timetable

Due to the current circumstances which have resulted in a restriction of attending university, all elections are to be held online.

- We will open nominations for all society roles on **Monday 30th March at 12pm**. Anyone can nominate themselves online, through the website. This will stay open until **Sunday 12th April at 23:59pm**.
- Advertise to your society online and via email that you are holding elections, and if they would like to run, they are able to nominate themselves during these dates.
- Make sure your members know that if they want to vote / run for a position, **they need to be a registered member of your society**. You can check your membership online through the admin tab. They are still welcome to become a member online to do this.
- Once Sunday 12th April has passed, you and your society members will need to vote online for who you would choose to run your society. This is confidential and open for any society member to vote. You can only vote for a new committee for the society you are a member of.
- Push your members to vote online, until nominations close on **Thursday 24th April at 23:59pm**.
- Once this has passed, all results will be advertised online for all positions here: <https://www.roehamptonstudent.com/activities/societyelections2020/> . Check back here online on **Friday 25th April** at 12pm to see the results.

6. Nominations

- Whoever is nominating themselves must either be enrolled here to study next academic year, will be a full-time sabbatical officer or be in the process of application to carry on their studies for the 2019-20 academic year.
- Please do not put people in the role to just carry on the society – the likelihood is if someone is forced into a role, they will not carry it out and the society may lose out on people wanting to take it over next year at a later date, or the society will become inactive in the long run.
- For any society where there is no one to run, or be nominated for, the society will become dormant. A society must have at least five people nominating for roles for the society to continue. You must fill all roles for the society to run next year.

7. Where can I find the elections online?

You can nominate your candidates online here, and when voting opens this is where you are eligible to vote online. <https://www.roehamptonstudent.com/activities/societyelections2020/>.

8. Campaigning and Rules

In the interests of keeping the election fair, the current committee shouldn't email the society's members or send a Facebook message suggesting who they'd prefer members to vote for. However, candidates may wish to campaign on Facebook independently, and are more than welcome to advertise the fact they are running online, as well as include information in their manifesto as to why individuals should choose them. However, they need to do this using their own individual accounts and not their society / part time officer role account. If this is found to have happened, the individual concerned will be withdrawn from the election and not be eligible to run for any signatory position.

9. Voting

Only paid members of your society are eligible to vote, and each member should only be able to vote once for each position. If you want to see who your members are, you can see these on the members tab on your admin page.

- Each member is only allowed one vote per category.
- You cannot run for a position if you are not a staff or student member. You must also be a paid-up member of the society. If found not to be, you will be removed from the position and likely risk the society becoming dormant.
- If you do not have more than 5 members or more registered as part of your society, then your society will automatically become dormant.
- Staff and non-students (e.g. alumni) are unable to participate in **any** voting. If they are found to be involved with the AGM or have voted, the society risks going dormant. This is because they are student societies and therefore must be run by students for students.
- Normally we would encourage students to run an AGM to allow people to have a chance to stand up and say why they should run in the elections. However due to the circumstances, this will be very difficult to do. If you however still want to run an AGM, we encourage you to do so via Zoom or a similar programme, where members can talk about why they would like to run. If you do this, make sure it is known to all your members.
- We operate Single Transferable Voting . To find out more about how this works , check out the link here which explains how the voting system works : https://www.youtube.com/watch?v=bLH_w5kHJpA

10. Signatory Agreement

When the elections are over, all new committee members will be emailed a signatory agreement, or they can collect one from the RSU Reception Desk when the RSU reopens again. All new signatories will need to send a signed copy to societies@roehampton by Friday 31st May. This can be done by electronic signature or printing, signing and taking a photo of the finished copy. Without this agreement completed, the new committee are not able to access the society email, the admin tools or be a registered society committee member.

Once the voting has finished, the students who were voted in must sign the signatory agreement. **This then must be handed into Kate at the RSU Reception before 5pm on Friday 31st May 2019.**

11. Committee Handover

- Ensure that the new committee complete the signatory agreement, and have it handed in.
- All committees must handover to the new committee. The best way to do this is to follow the Handover Check List attached.
- Produce a handover guide, including key dates, contacts and lessons learnt for the new committee.
- Arrange handover meetings, to train up the new committee roles one-to-one with their predecessors. This may have to be online via zoom or an alternative method but ensure to have some sort of handover in whichever format works best for you.

12. Key Dates

Nominations Open Online – Monday 30th March at 12pm

Nominations Close Online – Sunday 12th April at 23:59pm

Voting Open Online – Monday 13th April at 12pm

Voting Closes – Thursday 23rd April at 23:59pm

Results Online – Friday 24th April at 14:00pm

Signatory Agreement Deadline for 2020/21 – 5pm on the 31st May 2020 to Kate in the RSU Reception.

Handover Deadline – 31st May 2020 (If this is not possible, please communicate this with the new committee.

New Society Committee Training Sessions -

Wednesday 13th May –15:00pm -16:30pm (Portrait Room, Grove House)

Wednesday 23rd September – 15:00 – 16:30pm (Location to be confirmed)

13. Society Training Sessions:

Currently we are still planning on running the below sessions. Please note you only need to attend one, but it is beneficial to attend early on to plan for the year, especially in finding out what to organise for Fresher's Fair 2020. However, if circumstances change, we will be hosting online training online, and further information will be sent to the new committees about how to do this.

Wednesday 13th May –15:00pm -16:30pm (Portrait Room, Grove House)

Wednesday 23rd September – 15:00 – 16:30pm (Location to be confirmed)

Fresher's Fair 2020: Friday 18th September 2020

End of Society Financial Year (Last day to submit payments) – Sunday 14th June at 23:59pm

14. FAQ:

Can Sabbatical Officers vote in the election? Yes, they can, if they are in the current roles. However, they cannot run for a signatory role. They can run for a non-signatory role.

Can Staff / Alumni / Non-Roehampton students vote or run? No, they cannot. However, staff can run for a non-signatory role, but they must be employed by either University of Roehampton or Roehampton Students Union. No staff, alumni or guests can be involved with the society elections. If this is found to be the case, the society elections will be considered invalid and this may lead to the society going dormant.

Can a society committee select the committee? We have a small society and would prefer to choose our elected officer?

This is not allowed. You must go through the general election process, as the committee must be chosen by the society and not the previous committee. By removing this, you remove the democratic vote of the society. If you have issues with this, please speak to the Societies Coordinator before the election deadline arises. If it is found that this has happened, then the new committee will be removed, and the society will go dormant for 1 year.

We are a society who are supported by Staff or known as a Network – where do we stand?

You will still need to run an election, and it will need to be in the same process. However, if you have any concerns, just come and speak to a member of the Activities Team.

We don't think we will have enough people to continue the society – what can we do?

In this case, please let the activities team know. It may be the society does not have the support to run, in which case it may need to go dormant. This is unfortunate but does happen to societies in some case. We will simply put the society up for adoption.

What if we don't hold our societies elections during this time?

If you do not hold your election during the first period of elections, then we will hold a by-election soon after the first online election and will let you know when this is. However, if you do not hold your elections during this by-election period, the society will go dormant and they will lose the opportunity to be at Fresher's Fair if all the stalls are booked up early on. If this is a concern, please contact a member of the Activities Team.

When do we handover to our new committee?

All societies should be handed over by the 14th June of this year. The week afterwards, I will remove all access from the old committee and give this over to the new committee, as well as

email access. However, if you feel you would like to hand over earlier / later this is fine. Just make sure you speak to your committees, let them know why this is happening and use the time to show them what you do so they know how to run it when you depart.

16. Society Complaints and Disputes

We have a dispute regarding our elections – what do we do?

Any disputes regarding any society elections must be reported to the Students Union's CEO and they will be investigated by the CEO. Disputes must be made by the 31st May 2020. Any student is eligible to dispute the votes, but it will be staff that will investigate this.

To avoid this happening, please keep a note of any issues, etc. so you have evidence to prove this happened correctly. To do this, you need to email Mark on:

Mark.Gillespie@roehampton.ac.uk .

Any other questions, please email societies@roehampton.ac.uk.