

Roehampton Society AGM's and Elections 2019

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1. **What is an AGM?**

AGM is an annual general meeting for all your society members held once a year. It is where elections for a new committee take place. It is also a place where you discuss how the year has gone, what your society finances are looking like and any major changes for the year ahead. The AGM must be held between 23rd March 2018 and 14th May 2018 by 23:59pm.

2. **Why do we have to run AGM or Society Committee Election?**

The Students' Union is a democratic charity organisation, which include its societies, therefore it must ensure that every student has an opportunity to have their voice heard and to be involved. By doing it this way, everyone has the chance to be involved, and chosen by the students within the society. Plus...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 2019. 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. 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. If these roles are not elected, the society cannot continue as the support network will not be there to run it. You can find out more about what these roles entail here:

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

You are welcome to add in other committee 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 actually Stage Manager, Choreographer or Captain – feel free to change it up!

4. **Elections Timetable**

After deciding what roles you will need within your society, it is time to plan for your AGM. To do this, follow these guidelines:

- Decide if you want to hold an **AGM** or if you want to hold an **Online Election**. If you want to run an online election, please get in contact with the Societies Coordinator as these need to be set up separately.
- Choose a date and book a room (or use one that you already have from a previous or regular booking). Remember there are now 60 societies so make sure to plan ahead! If possible, please do not hold this off campus, as it becomes increasingly difficult for other students to attend. Remember to also consider timings of when may be difficult for the majority of students to attend.
- Let the RSU know when the AGM will be held so this can be advertised online on the RSU Page. You can do so here: <https://www.roehamptonstudent.com/activities/societyelections2019/societyagmdate2019/>
- Advertise the AGM – this can be in your regular social, Social Media pages, posters etc. You really need to ensure you have advertised this well, and **advertise the AGM at least 7 days in advance to enable them to be able to attend**. You may also want to email your members with the information so they are aware. Don't forget to let the current committee know.
- 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. You will need to ask all students who attend the AGM to sign a sheet to show their attendance.
- Hold the election.
- Submit the new elected committee online here: <https://www.roehamptonstudent.com/activities/societyelections2019/societycommitteeeregistration2019/>

- Ensure there is enough time after the AGM to hand over to the new committee within Term 3, filling out the handover form and meeting them if needed to discuss the hand over.
- Be clear about key dates, when nominations open, the deadlines for nominations and the AGM itself. This is to give everyone a fair chance to stand for a position or to vote.
- Let the new committee know to attend training at **3pm on Wednesday 15th March** in the Portrait Room.

5. Nominations

- There should be a clear deadline by which time a potential candidate should nominate themselves for the positions, but this could be on the evening of the AGM itself. Keep a clear record of who is standing for each position
- If you want them to nominate themselves in advance by email, it's best to ask them to also submit their name, email address and the position they're running for to the society email account
- 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 forced into the role, they will not carry it out and the society may lose out on people wanting to take it over next year. This year we will be including an 'adopt a society' option for people to take over a society if you cannot organise a committee.

6. 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.

If you feel you are unable to host this without support, please let the RSU know in advance and they will find a sabbatical or part time officer to host the AGM for you on your behalf.

7. Voting and the AGM

The AGM is to be hosted by the President of the Society or one of the signatories. You can host it in the way you see fit, but it needs to be fair and allow all individuals who are signed up members of the society to vote for those who join the committee.

Before the AGM, you may wish to make some ballot slips for each position available. Make sure each position has a RON option, so if society members do not wish to be represented by any of the candidates, they can vote to re-open the nomination for that position. **RON** stands for **Re Open Nominations**. The election for this role can then be held at a later date.

A ballot paper looks like this:

Candidate Name	Position	Vote (x in box)
Mary	President	
Fred	President	
RON	President	
Ginny	Treasurer	
Andrew	Treasurer	
RON	Treasurer	
Finlay	Secretary	
Naima	Secretary	
RON	Secretary	

You can vary your ballot paper, or you can do nominations asking for raised hands. This can be easier, but make sure you have someone who is able to be impartial and count the votes.

Please note, where voting takes place the individuals being voted for need to step outside the room which the votes are put to vote and counted. They can then return to the room once this has been done.

Only paid members of your society are eligible to vote and each member should only be able to vote once for each position. You need to print out a list of those who are eligible to vote. All AGMS will be requiring a registration list of all those who attended the AGM. This will then need to be dropped into the RSU reception with the completed signatory agreement.

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.

Number of people to make the meeting quorate is 25% of membership or 8 members, whichever is most. If you feel you will not make this, I would advise either looking at an online election option, or consider whether your society will be able to carry on into 2019/20 and need to go up for adoption.

If there is more than one place for a position available (i.e. you are looking for two Social Secretaries) you should say beforehand that members can vote for more than one candidate (up to the amount of positions available) and then count the all the votes for each candidate in turn.

Before voting begins, society elections often have speeches by all the candidates to the voters, as to why the members should vote for them for that position. These should have a maximum time limit (1-2 minutes for example).

Questions could also be asked to the candidates, but pre-agree to have a maximum number of questions (probably no more than three).

Staff and non-students (e.g. alumni) are unable to participate in any voting or AGM. 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.

If a student wants to run for a position, but cannot attend the AGM they can still do so, by either Skyping into the meeting, sending someone to speak on their behalf reading from a piece of paper or simply have their name put forward. However they may be at a disadvantage if they are against any other candidate.

Students cannot vote by proxy, and must be present at the meeting to attend.

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.** You will also need to log the new committee online here:

<https://www.roehamptonstudent.com/activities/societyelections2019/societycommitteeeregistration2019/>

The data on club elections must be kept until the September after the elections have taken place, after which they can be destroyed.

8. The Count of Votes

The votes are to be counted by the committee, but cannot include those who have run for the position. If this is unavoidable, another individual needs to do this role. The exception will be for online voting, as all this will be recorded online.

You may decide to not disclose how many votes candidates got. However I would advise keeping them to one side, in case any issues arise.

After the AGM, use it as an excuse to hold a social to celebrate the successful candidates, but also to say thank you to the acting committee from the current academic year.

9. Committee Handover

Ensure that the new committee complete the signatory agreement and have it handed in. The old committee must fill out the details of the new committee on the survey online before the deadline.

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.

Key Dates

AGM Meetings – To be held from 23rd March till 23:59pm on the 14th May. If not held by then, the society will be dormant for the following year and be offered up for adoption. You must have also uploaded the details on the survey online of the new committee by this deadline date.

Signatory Agreement Deadline for 2018/19 – 5pm on the 31st May 2019 to Kate in the RSU Reception.

Handover Deadline – 31st May 2019 (If this is not possible, please communicate this with the new committee).

Society Training Sessions: Please note you only need to attend one, but it is beneficial to attend early on to plan ahead for the year, especially in finding out what to organise for Fresher's Fair 2019.

1. Wednesday 15th May – 15:00pm - 16:30pm (Portrait Room, Grove House)
2. Wednesday 27th September – 15:00 – 16:30pm (Location to be confirmed)

Fresher's Fair 2019: 20th September 2019

End of Society Financial Year (Last day to make payments) – Friday 8th June 2019

Start of Society Financial Year (First day to make payments) – 1st September 2019

FAQ :

Can Sabbatical Officers vote in the election? Yes they can, as long as they are in the current roles. However they cannot run for a signatory role. However 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 AGM. If this is found to be the case, they will be at risk of 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.

We are a society who are supported by Staff or known as a Network – where do we stand? All society networks will need to run an election, but we would advise that you run your election online. This is to ensure anyone is eligible to vote, but also to avoid any issues with access or anonymity. If you will struggle to do either of these, please contact the Societies Coordinator to look at your options.

What if a candidate cannot make the meeting? They can put themselves forward directly, by emailing the president or asking an individual to read out a manifesto for them. They are also welcome to Skype or call in to state their manifesto.

We don't think we will have enough people – what can we do? In this case, please arrange a meeting with the Societies Coordinator. 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 cases. They may be able to set up again during the next academic year.

What if we don't hold our AGM during this time? Any society who has elected their new committee within this time frame is able to continue into the next year. They also can book rooms early, have access to Fresher's Fair Stalls and can work on their society over the summer. By not doing this, 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 you are having major problems with this, please contact the Societies Coordinator in the first instance.

When do we handover to our new committee? All societies should be handed over by the 31st May. 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 absolutely fine. Just make sure you speak to your committees, let them know why this is happening and also use the time to show them what you do so they know how to run it when you depart.

We have a dispute in regards to our elections – what do we do?

Any disputes regarding any society elections must be reported to the Membership Services Manager and they will be investigated by staff. Disputes must be made by the 31st May 2019. 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, number of votes 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.