

ROEHAMPTON STUDENTS' UNION

ELECTIONS 2019

STAND. CAMPAIGN. VOTE



NOMINATION PACK

ROEHAMPTONSTUDENT.COM/ELECTIONS

 /roehampton.su

 @roehamptonSU

 @roehampton_su

THINKING OF TAKING THE PLUNGE?

FANCY A CHAT?

There is nothing we like more than having a chat, so pop along to the RSU Offices and pay us a visit! If email communication is more your thing drop a line to elections@roehampton.ac.uk to organise a meeting to suit you!

A MESSAGE FROM THE **ELECTIONS COMMITTEE**

With this nomination pack in your hand, you've taken the first steps to becoming one of the student leaders who direct the RSU and make sure amazing things are happening for students.

Becoming an elected officer of the RSU is one of the best things you could possibly do. It's hard work but you are able to meet some awesome people, become one of the key student leaders and really enhance your career prospects. Representing and leading the organisation is a real opportunity and gives you the ability to shape the RSU's direction, represent 8000 students, make important decisions, and have a lot of fun while doing it. Most importantly, it's about creating and implementing change that you want to see at Roehampton. If you think student's can't champion change; think again.

The RSU staff members are here to support you and help you progress changes that your fellow students want to see, all with the aim of making

The University of Roehampton a better place.

Students are really powerful, and you could be one of the student representatives that make the University of Roehampton the best possible place to be.

You don't need any training or previous experience to become a student representative; you just need to be excited about making things better for students. These roles are perfect for anybody who wants to make a difference.

The elections committee are experienced staff of the RSU who serve to make sure the election is run fairly and democratically. They are impartial through the process.

Get stuck in, get nominating and have fun!

Good luck!

A little introduction to **YOUR STUDENTS' UNION**

Roehampton Students' Union is a charity, directed and run by you, the students. We are run by students and once per year we hold an election where students can decide who will lead the Students' Union in the following academic year. This year, Roehampton students will vote from Friday **15th- Thursday 21st March 2019**. Join them - its a pretty big deal.

If you think you can represent your fellow students on a quest to improve the student experience at Roehampton, you're in the right place. Read all of the info we have on the elections, including the positions, rules, and important dates, and when you're ready, **submit your completed nomination form online at roehamptonstudent.com/nominate or drop this into the RSU Reception.**

5, 4, 3, 2, 1....

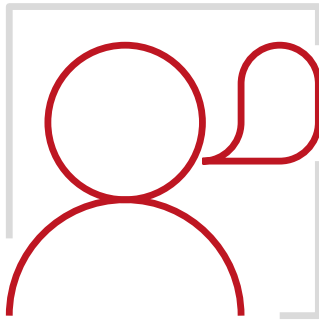
THE **TOP 5 THINGS** TO KNOW ABOUT THE RSU ELECTIONS

- ▶ There are 3 full time sabbatical roles that get paid £23k per year: President, Vice President: Community & Welfare and Vice President: Education.
- ▶ There are 27 part time voluntary officer roles which help hold the full time sabbatical officers to account and help steer the direction of the Union.
- ▶ Every student at Roehampton can vote for candidates who they believe to be the best representative of their voice, in various areas of representation.
- ▶ The elections process normally occurs once a year (with top up elections for vacant positions in the following October).
- ▶ Those officers then serve the students as their elected representatives from June 2019 - May 2020.

FANCY RUNNING?

THE POSITIONS

THE ROLES THAT ARE UP FOR GRABS!

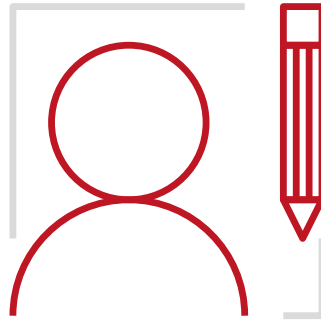


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FULL TIME PAID SABBATICAL OFFICERS

**STUDENTS' UNION
PRESIDENT**

The SU President is the lead representative of the RSU. The President sits on a variety of different university committees and represents the students views at the highest level. The President is also the lead representative for all RSU activities.



**VICE PRESIDENT
EDUCATION**

The VP Education is the lead representative for students education at Roehampton. They work to improve your education, and sit on the highest university committees regarding education.



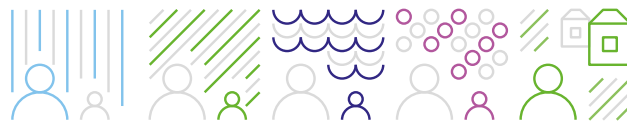
**VICE PRESIDENT
COMMUNITY & WELFARE**

The VP Community and Welfare is the lead on all student welfare issues at Roehampton. They ensure students are represented in issues such as accommodation, welfare, equality and diversity at the university.

WANT A FULL ROLE DESCRIPTION?

IF YOU'RE THINKING OF RUNNING AND WANT SOME MORE DETAILED INFORMATION VISIT >>> ROEHAMPTONSTUDENT.COM/ELECTIONS<<< OR ALTERNATIVELY ASK AT OUR RECEPTION!

10 PART-TIME OFFICERS (LOCATION BASED POSITIONS)



- 4 x College Presidents (Digby Stuart, Froebel, Southlands and Whitelands)
- 4 x Deputy College Presidents (Digby Stuart, Froebel, Southlands and Whitelands)
- 1 x Mount Clare Site Rep 1 x Off-Campus & Commuting Students Officer

17 PART-TIME OFFICERS (SPECIALIST POSITIONS)



- 1 x Students with Disabilities Officer 1 x Mental Health Officer 1 x Gender Equality Officer
- 2 x Interfaith Officers (Male & Female) 2 x Sports President (Male & Female)
- 1 x BAME Students Officer 1 x International Students Officer 1 x LGBTQ+ Officer 1 x Trans Students Officer
- 1 x Environmental & Sustainability Officer 1 x Postgraduate Students Officer 1 x Mature Students Officer
- 1 x Students with Caring Responsibilities Officer 1 x Muslim Students Officer 1 x Chair of Students' Union Council

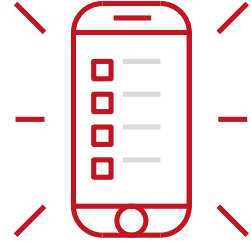
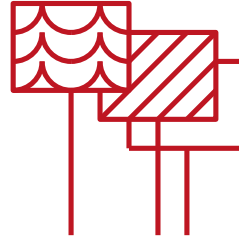
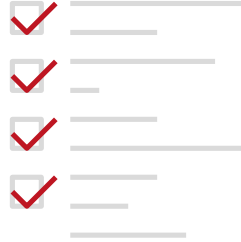
**Students wishing to stand as candidates
should self-define as a part of the community
each role represents**

FOR FULL ROLE DESCRIPTIONS VISIT :

ROEHAMPTONSTUDENT.COM/ELECTIONS OR POP UP TO OUR RECEPTION! **3**

THE TIMELINE

STAND. CAMPAIGN. VOTE.



The Election process is always an exciting time with passionate, dedicated and inspirational candidates putting themselves forward for election. Expect lots of hype all around campus from both the candidates and student voters. If you are considering running for a position, the election process is broken down into **three main periods** with important deadlines and meetings to consider throughout. This process is outlined below:

>>> STAND <<<

NOMINATIONS

Friday 1st February 2019 - Friday 8th March 2019



If you want to run in the elections, you've got to do four things in this period.

1. Read the rules.
2. Grab a nomination form (available online and at our reception) and complete it, along with signatures of your fellow students supporting your nomination.
3. Write your manifesto. (There will be a manifesto writing session to help with this).
4. Submit your completed nomination form and dazzling (but realistic!) manifesto back to us online or at the reception desk.

Your nomination form should be submitted by Friday 8th March 3pm and your manifesto is due in by 10am, Tuesday 12th March 2019, online at roehamptonstudent.com/nominate

Copies of your publicity must also be submitted by 10am Wednesday 13th March

SUMMARY

(JUST SO YOU DON'T FORGET)

1st February 2019 - 10AM NOMINATIONS OPEN
8TH MARCH 2019 - 3PM NOMINATIONS CLOSE

Running a successful campaign can be tough, so we've put on sessions to help make it a little easier. These are optional, but it'll be well worth your time to come along. We will put on a variety of sessions throughout the elections period.

► **Find all sessions at ROEHAMPTONSTUDENT.COM/TRAINING**

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JOIN THE CONVERSATION - **#ROELECTS**
GOT A QUESTIONS? EMAIL - **ELECTIONS@ROEHAMPTON.AC.UK**

RSU ELECTION RULES 2019

The Returning Officer and Deputy Returning Officer shall be responsible for administering the elections and ensuring candidates are following the election regulations and are aided by the election committee.

Should you breach the election regulations it is up to the Returning Officer and Deputy Returning Officers to make a ruling on any sanctions.

1. The RSU elections are subject to the law and university policies. Candidates and their campaign teams must not break the law or any University policies.
2. The election will be conducted in accordance with the election bye-laws and the Returning Officer's interpretation of these is final.
3. All students have the right to vote independently and without pressure from candidates nor their campaign teams.
4. Candidates cannot vote on behalf of others. If a student needs help they should ask a member of Union staff.
5. All votes are cast online. Any electronic device which can be used to vote will be classed as a polling station. Candidates must not interfere with any polling station and cannot give any of their own or hired devices to another student to vote with.
6. The RSU and the University of Roehampton cannot endorse any candidate and serve solely to ensure the election is run freely and fairly.
7. Candidate manifestos must include the name of the candidate, the position they are standing for, a photo of the candidate and be no longer than 500 words.
8. All candidates must attend a candidate briefing before they are eligible to run. Any candidate unable to attend must let the Deputy Returning Officer know with a minimum of 24 hours' notice by sending an email to elections@roehampton.ac.uk.
9. The elections rules are decided by the elections committee. Candidates in breach of these rules are subject to penalties as decided by the elections committee. Such penalties can include, but are not limited to; verbal warnings, written warnings and disqualification from the election.
10. Candidates may withdraw from the election at any point by informing the Deputy Returning Officer by sending an email to elections@roehampton.ac.uk.
11. The elections committee reserves the right to postpone or stop the election at any time if they believe the election is not being conducted in a fair manner.

CONTINUED...

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JOIN THE CONVERSATION - **#ROELECTS**

GOT A QUESTIONS? EMAIL - **ELECTIONS@ROEHAMPTON.AC.UK**

RSU ELECTION RULES 2019

INCUMBENT OFFICERS

1. Candidates who already hold a position within the RSU may not use union time or resources to enhance their own campaigning or that of another candidate.

VOTING PROCEDURES

1. Voting will be done online at www.roehamptonstudent.com. Students will be presented with all elections they are eligible to vote in.
2. All members of the Union may vote by putting their student ID into the website.
3. Votes will be cast online and all eligible voters will be able to access the voting system. Votes will be cast confidentially and it is a secret ballot system.
4. The votes will be counted by the 'Alternative Transferable Vote' system as defined by the Electoral Reform Society. This system will be explained online when students go and cast their vote and at the ballot stations.
5. Re-open nominations (RON) shall be a candidate for all positions.
6. The elections counts will be conducted through automated software using our membership system.

COMPLAINTS

1. Any challenge or complaint concerning the administration and good conduct of the election shall be heard and determined by the Returning Officer within 48 hours (where possible) of a written complaint being lodged by any full member or the candidate or their nominee.
2. Any complaint against the conduct or administration of the election shall be received in writing by the Elections Committee before the end of polling.
3. No candidate may challenge the result of the election once the count has started.
4. If candidates wish to make a complaint about another candidate's campaign they must report this in writing to Deputy Returning Officer, at: elections@roehampton.ac.uk
5. Any candidate who has an appeal lodged against them will be notified at the earliest opportunity.
6. You will have 48 hours to appeal any complaint in writing to the Elections Committee via elections@roehampton.ac.uk
7. A challenge or complaint during or following the count, shall only relate to the conduct of the count, and shall be lodged with the Elections Committee who shall resolve the complaint within 48 hours of it being lodged.
8. The Elections Committee will decide on the penalty (if any) of any candidate complaint, this can range from a verbal warning to disqualification from the election.

The Returning Officer and Deputy Returning Officer are responsible for final interpretation of the rules and procedures.

Deputy Returning Officer - Mark Gillespie, Roehampton Students' Union (RSU)
Returning Officer - Appointed by NUS as a Students' Union Elections Returning Officer.

If you have any questions about language or clarification of these rules please don't hesitate to contact elections@roehampton.ac.uk.

FOR FULL ROLE DESCRIPTIONS VISIT :

ROEHAMPTONSTUDENT.COM/ELECTIONS OR POP UP TO OUR RECEPTION!

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ELECTIONS 2019

Your details:

First name

Last Name

Position you're running for

SABBATICAL ROLES:

- RSU President
- Vice President Education
- Vice President Community & Welfare

PART TIME OFFICERS:

- Digby Stuart College President
- Froebel College President
- Southlands College President
- Whitelands College President
- Digby Stuart College Deputy President
- Froebel College Deputy President
- Southlands College Deputy President
- Whitelands College Deputy President
- Mount Clare Site Rep
- Off Campus & Commuting Students' Officer
- Sport Roehampton President (male)
- Sport Roehampton President (female)
- Postgraduate Students' Officer
- Mature Students' Officer
- Disabled Students' Officer
- Mental Health Officer
- Students with Caring Responsibilities Officer
- LGBTQ+ Officer
- Trans Students' Officer
- Gender Equality Officer
- Environmental and Sustainability Officer
- BAME Students' Officer
- Interfaith Officer (male)
- Interfaith Officer (female)
- International Students' Officer
- Muslim Students' Officer
- Chair of Students' Union Council

Phone Number

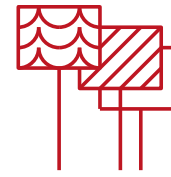
Email Address

- I confirm that I have read and understood the rules of the RSU Elections 2019.
- I agree to abide by the rules, and that breaking them may result in disqualification from the Elections.

Signature

FOR RSU USE ONLY

Sign here upon receipt of this form



Your nominations:

RUNNING FOR A SABBATICAL POSITION?

You'll need 12 signatures. You'll need to get 3 signatures from each college (Froebel, Digby Stuart, Southlands, Whitelands).

RUNNING FOR A PART-TIME OFFICER POSITION?

You'll need 8 signatures. If you're running for a President or Deputy President position, all 8 need to be from the college you're running for. If you're running for any other part-time officer position, you'll need to get 2 signatures from students of each college (Froebel, Digby Stuart, Southlands, Whitelands).

Full Name

Student ID
and select college

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7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You only need 12 signatures if you're running for a sabbatical position

You must submit this form,
no later than 3:00pm on Friday 9th March

Submit online at roehamptonstudent.com/ELECTIONS or in person at RSU reception. Your manifesto is due by 12th March at 12noon online at roehamptonstudent.com/ELECTIONS.