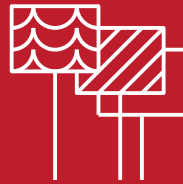


ROEHAMPTON STUDENTS' UNION

ELECTIONS 2020

STAND. CAMPAIGN. VOTE



CANDIDATE 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**

By reading this Candidate Pack, 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 **Monday 16th - Thursday 19th March 2020**. 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 online at roehamptonstudent.com/nominate**.

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 28 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 July 2020 – June 2021.

FANCY RUNNING?

THE POSITIONS

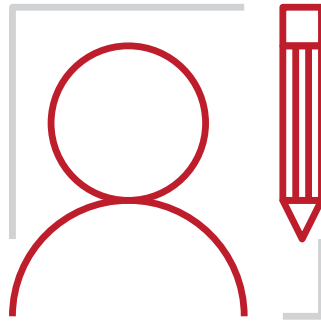
THE ROLES THAT ARE UP FOR GRABS!



3 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.



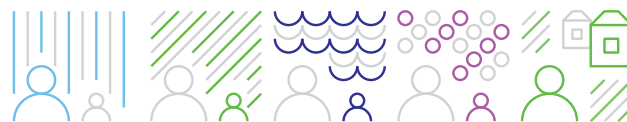
VICE PRESIDENT
COMMUNITY & WELFARE

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](https://roehamptonstudent.com/elections)<<<

COLLEGE 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

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 Societies Officer
- 1 x Chair of Students' Union Council
- 1 x Off-Campus & Commuting Students Officer

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](https://roehamptonstudent.com/elections) OR POP UP TO OUR RECEPTION!

3

THE TIMELINE

STAND. CAMPAIGN. VOTE.

>>> STAND <<<

NOMINATIONS

Monday 3rd February 2020 - Monday 9th March 2020



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

1. Read the rules.
2. If running for Sabbatical or College Position, arrange to meet with the RSU CEO (Sabbatical) or Head of College (College President/Deputy) and sign a Pre-Term Agreement (See page 9)
3. Nominate yourself online, along with the student IDs and names of your fellow students supporting your nomination.
4. Write your manifesto. (Manifesto tips can be found online. You can also attend an Election Workshop to get help with your manifesto).
5. Submit your completed nomination form and dazzling (but realistic!) manifesto back to us online or at the reception

Your nomination form should be submitted by close of Nominations on Monday 9th March at 12:00 noon.

Your manifesto is due at the same time.

Submit everything online at roehamptonstudent.com/nominate

Copies of your publicity must be submitted as a PDF document to elections@roehampton.ac.uk by Tuesday 10th March by 12:00 noon.

>>> CAMPAIGN <<<

PREPARE TO CAMPAIGN



If you've decided you're running for a position, you must attend both the **Candidate Briefing and the **Candidate Question Time** or you risk disqualification from the election.**



Running a successful campaign can be tough, so we are running a training session on Tuesday 10th March at 5pm in Portrait room around **public speaking and campaigning**. This is optional, but it'll be well worth your time to come along.



Once your nomination has been accepted, candidates will be permitted to campaign from **17:00** on **Thursday 12th March 2020**.

If you don't attend both the Candidate Briefing & Question Time, you will not be allowed to run in the elections.

4

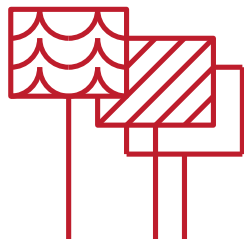
JOIN THE CONVERSATION - **#ROELECTS**

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

>>> YOU DECIDE <<<

CAMPAIGN & VOTE

Thursday 12th March 2019 - Thursday 19th March 2020



This is a really important time for all candidates - it's your chance to campaign to the student body by promoting your manifesto. Creativity is encouraged and we have rules that tell you how to go about your campaign. Each candidate is responsible for the students who are helping them with their campaign.

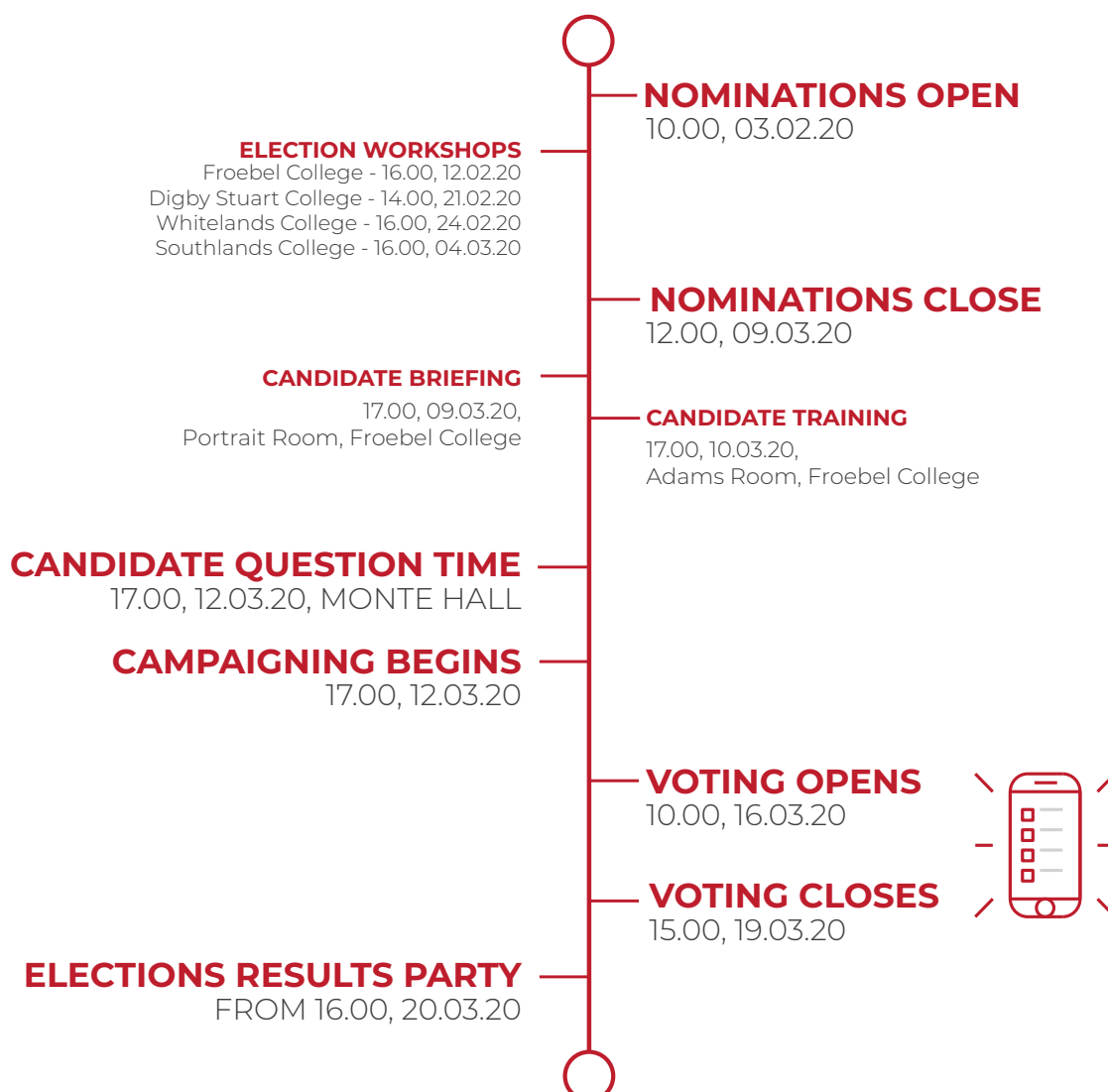
Campaigning cannot take place before 17:00 on Thursday 12th March. Candidates who campaign before this date may be removed from the ballot paper and disqualified from running.



Voting will take place between 10:00 Monday 16th March and 15:00 Thursday 19th March.

You can vote online at ROEHAMPTONSTUDENT.COM/VOTE.

All votes will be counted and verified at the close of voting and the results announced from 16:00 Friday 20th March 2020..



FOR FULL ROLE DESCRIPTIONS VISIT :
ROEHAMPTONSTUDENT.COM/ELECTIONS OR POP UP TO OUR RECEPTION!

RSU ELECTION RULES 2020

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.
12. Campaigning is only permitted within the times specified in the candidate handbook.
13. Candidates and their campaign team must not interfere with/remove/change other candidates' promotional material, even if another candidate's material is posted in breach of these guidelines. In such a case candidates should notify the Elections Committee.
14. All RSU and Library spaces must not be used to campaign in. This includes the RSU building, Hive Café, Union Bar and the Library, as well as RSU owned online and social media spaces.
15. Candidates must obtain permission of the owner or manager of any space such as walls, windows, pillars, doors, before posting any campaign materials (this includes but is not necessarily limited to virtual spaces such as social media pages and groups, websites and online forums).

RSU ELECTION RULES 2020

16. Candidates and their campaigners are permitted to post once per day, per Facebook group (or alternative online forum) that they have permission to access.
17. Candidates and their campaign teams must not bribe, impersonate or harass any student during the elections.
18. Candidates must not attack other candidates in a derogatory or inflammatory manner in person, in writing, by illustration and online. Candidates are encouraged to engage in discussion and debate about ideas, views and opinions and it is expected these are done in a constructive, respectful manner.
19. Candidates must campaign independently and are not permitted to campaign with other candidates in a team or share physical or virtual resources (such as posters, flyers and social media posts/pages/groups).
20. Campaign materials can reference the RSU, University or Colleges but must not display their respective logos.
21. Candidates or their campaign team are not permitted dress up as any of the official college mascots.
22. All candidates will be given a campaigning pack which will include*;
 - a. T-shirt
 - b. White-tac
 - c. Banner material
 - d. Printed Publicity Allocation
 - e. any materials deemed feasible to be offered to all candidates by the Elections Committee

Contents of campaigning pack subject to change based on candidate numbers and subsequent cost to RSU
23. Candidates are not permitted to exceed the campaign expenditure limit of £50 for Full Time Officer candidates and £25 for Part Time Officer candidates.

Budget amount subject to change based on candidate numbers and subsequent cost to RSU
24. Upon production of receipts candidates will receive up to 50% of their budget refunded to them by RSU. Receipts must be handed in to the Deputy Returning Officer by the date and time specified in this handbook.

Incumbent Officers

25. Candidates who already hold a position within the RSU may not use union time or resources to enhance their own campaign or that of another candidate for the duration of the election period.

Interpretations

26. The Returning Officer is responsible for the final interpretation of these guidelines and final decisions sit with them.

Environmental Guidance

27. RSU holds values of being environmentally aware and we encourage all students to think of the environmental impact of their campaigning. If you have any questions about how to make your campaign more environmentally conscious please contact the elections committee.

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

IMPORTANT INFORMATION

VOTING PROCEDURES

Voting will be done online at www.roehamptonstudent.com. Students will be presented with all elections they are eligible to vote in.

All members of the Union may vote by putting their student ID into the website.

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.

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.

Re-open nominations (RON) shall be a candidate for all positions.

The elections counts will be conducted through automated software using our membership system.

COMPLAINTS

Complaints about an election candidate or their campaign must be submitted in writing to the Deputy Returning Officer at: elections@roehampton.ac.uk before the close of voting.

Upon receipt of a complaint, the Deputy Returning Officer and a member of the Elections Committee shall form as a panel to investigate the complaint, and obtain further evidence if required.

The investigatory panel will provide the subject of the complaint an opportunity to respond at a candidate conduct hearing.

At the candidate conduct hearing, the candidate is permitted to be accompanied by another student.

At the hearing the investigatory panel will;

- Present the details of the complaint along with any evidence that has been provided or discovered.
- Provide the candidate with an opportunity to respond and provide an explanation if necessary.
- The investigatory panel shall then determine if the complaint is to be upheld or dismissed. In the event a complaint is upheld the panel shall;

- o Issue a rule clarification to all candidates
- o Issue a verbal warning (limited to one before escalation to a written warning)
- o Issue a written warning (limited to two before disqualification)
- o Disqualify the candidate.

Upon completion of the candidate conduct hearing, the candidate and complainant will be informed of the outcome in writing.

In the event of a candidate disqualification, the case will be referred to the Returning Officer. Any disqualified candidate has the right to appeal the decision as per the byelaws of the RSU.

Complaints submitted after the commencement of the count may only relate to the conduct of the count and must be made in writing to the Returning Officer at elections@roehampton.ac.uk

Complaints regarding the administration of the election must be submitted one-hour after the close of voting. Such complaints will be considered in relation to the RSU Complaints Policy.

RSU EVENTS

Sabbatical Officers are the public face of the RSU and have, historically, been placed onto a rota to attend all late night events.

This has been a fundamental part of the Sabbatical Officer role for many years, which has also been contractual requirement. The role of a Sabbatical officer has become increasingly diverse, varied and carries a number of commitments in addition to being present at late night events.

RSU is committed to inclusivity and keen to remove all barriers to access in these particular roles. Therefore the requirement to attend late night events will become optional, from July 2020, with the exception of selected key events, such as Freshers' and Summer Ball and those which exceed high ticket thresholds.

Please contact Mark Gillespie, CEO for further information.

FOR FULL ROLE DESCRIPTIONS VISIT :
ROEHAMPTONSTUDENT.COM/ELECTIONS OR POP UP TO OUR RECEPTION!

IMPORTANT INFORMATION

PRE-TERM AGREEMENTS

Students wishing to stand for election to Sabbatical Officer positions (President, Vice President (Education), Vice President (Community & Welfare) are required to arrange an informal meeting to have a conversation with the RSU Chief Executive who will discuss the expectations, opportunities and benefits of these roles. To do this, students can email rsu@roehampton.ac.uk or call into the RSU building to arrange.

Student wishing to stand for election to College President or College Deputy President are required to meet with their respective Head of College to have an informal chat about the role and to understand the expectations that the college has. This will be an opportunity to ask questions, understand how the college supports and empowers student leaders. To do this, students can contact their College Life Development Officer or Head of College to arrange.

Meetings must be arranged in advance and they must take place before Friday 6th March 2019.

CANDIDATE PUBLICITY, BUDGETS AND EXPENSES.

Roehampton Students' Union is no longer offering to print all candidate publicity, as in previous years this has led to enormous amounts of paper waste, litter on campus and carries a significant cost. In 2018 and 2019, candidates engaged with students through conversations and social media, which told us that the amount of printed materials is no longer needed.

So, for 2020, the Union is changing its approach. Instead of offering candidates several hundred printouts of their publicity in a variety of sizes, we will be offering candidates a defined number of professionally printed publicity assets in one size to ensure all candidates receive the same item from RSU. The quantity offered to each candidate will depend on the overall candidate numbers, but as a guide we may offer candidates 20 A3 gloss finish posters. Should candidates wish to print their own publicity in addition, that is absolutely fine. In fact – we could encourage it, so long as the overall cost a candidate spends does not exceed £50 (for full time officer candidates) or £25 (for part time officer candidates).

This year, candidates must submit a simple expenditure budget and receipts for any item they buy for their campaign. All we expect to see is a simple list denoting the items purchased, the quantity and cost and we will use this information to monitor candidate spend. Printing cost must be included. Candidates are eligible to claim 50% of their expenditure back at the close of voting. In short – candidates should log all their expenditure, stay within their expenditure limits and keep all receipts and track their printing numbers and cost.



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

Deputy Returning Officer – Johanna Korhonen, 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.

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