

# ELECTIONS NOTICE: FROEBEL COLLEGE PRESIDENT

Unfortunately the position of Froebel College President has recently been left vacant ahead of the start of the new academic year. RSU are facilitating the elections to fill the role before the start of new year.

## ROLE DESCRIPTION



### PART-TIME OFFICERS (LOCATION BASED) **FROEBEL COLLEGE PRESIDENT**

You will be the lead representative for students belonging to your college at Student Union Council and University meetings. You will also be responsible for obtaining feedback from the students on your college and running campaigns on issues specific to them.

1. Be the lead student representative to the college, ensuring the interests of the students in their own college are being represented at an institutional level, within the College and at SUC, GM and Student Senate. Ensuring you attend meetings as required to represent students from your college.
2. Obtain feedback from and communicate initiatives with a range of students on their own college: both residential and non-residential.
3. Work with the sabbatical officers to get feedback from and represent students from their own college on academic or residential issues.
4. Work closely with the college team to ensure that the student voice is represented in all college-based decisions or discussions.
5. Liaise regularly with the Head of College, College Life Development Officer and SU President to develop and deliver objectives.
6. Support actions and create campaigns on issues that are unique to their College.
7. Support the Deputy College Presidents in fostering a community spirit by assisting in the communication of their events or activities to both residential and non-residential students belonging to their college.
8. Maintain positive working relationships with Head of College, College Life Development Officer, Students' Union staff and officers, Student Welfare Officers, accommodation and other key staff.
9. Build and develop a college based community through a number of projects and initiatives
10. Foster partnerships, and develop relationships with other colleges to form an inter college community.
11. Create, develop, support and implement Ideas which relate to their college students.
12. Provide regular updates such as blogs, reports, minutes, videos etc and regularly update social media to the student population on what you are working on.

## KEY DATES AND INFO

**Nominations Open - Friday 1<sup>st</sup> September 2017**

**Nominations Close - 2pm, Tuesday 5<sup>th</sup> September**

**Voting Opens - 10am Tuesday 12<sup>th</sup> September 2017**

**Voting Closes - 10am Thursday 14<sup>th</sup> September 2017**

**Elections Results released - 5pm 15<sup>th</sup> September 2017**

**The instructions set out below are outlined by the Articles and Memorandum of Association and Bye-Laws of RSU as the guidelines and rules of the RSU elections. The Returning Officer is ultimately responsible for these elections and will be overseeing the process.**

The election shall be administered by an Election Committee.

This committee consists of:

Returning officer- Peter Robertson (NUS)

Deputy Returning Officer – Matt Wall

Joanna Briggs (VP Education RSU)

Chuchu Nwagu (VP Welfare RSU)

This committee will oversee the election rules, ensuring that the election follows the byelaws and rules set out.

The committee will ensure that it is a fair and unbiased election process. To contact the committee you can email [ELECTIONS@ROEHAMPTON.AC.UK](mailto:ELECTIONS@ROEHAMPTON.AC.UK)

Election voting opens at **10am Tuesday 12<sup>th</sup> September** and closes at **10am Thursday 14<sup>th</sup> September**. These times and dates can be changed by the Election Committee in exceptional circumstances.

## ELIGIBILITY

To be eligible to stand in the elections and vote in the elections, you must be a full member of the Roehampton Students' Union. Details of who is, and who is not a member can be found on the memorandum at [www.roehamptonstudent.com](http://www.roehamptonstudent.com). To stand in the elections your main degree programme must be based at Roehampton i.e. you cannot stand if you are on an exchange programme from another university, or if you are at a partner college or institution.

Members running for a College President or Deputy College President must have eight (8) nominations from students within their assigned college only.

## CAMPAIGNING

**Campaigning can begin on Friday 8th September at midday.** Absolutely no campaigning can take place before this time.

No campaigning can take place in the RSU online areas or physically on our spaces. All candidates will adhere to the college role pre term of office agreement.

## CAMPAIGNING BUDGET

Candidates must not spend any money campaigning – the campaign budget is £0.

## MANIFESTOS

Manifestos must be no more than **500 WORDS**. Manifestos must be submitted to [WWW.ROEHAMPTONSTUDENT.COM/NOMINATE AT THE CLOSE OF NOMINATIONS](http://WWW.ROEHAMPTONSTUDENT.COM/NOMINATE_AT_THE_CLOSE_OF_NOMINATIONS). Manifestos will be placed on the RSU website and on the election voting platform. This is the only campaigning that can take place on the RSU website, RSU Facebook and other RSU social media.

## SOCIAL MEDIA

Candidates are encouraged to use social media for their campaign. Spam emails, posts or other spamming activities will not be accepted. Candidates can post **ONCE PER GROUP (PER DAY) FOR THE ELECTION.**

Slanderous comments being displayed or posted will not be accepted. You will be responsible for monitoring your own social network sites and to remove any slanderous comments. You are not allowed to change the name of an existing profile/group/blog or send message/invites from an existing group/blog. You are not allowed to use an RSU mailing list that you already have access to i.e. societies presidents are not allowed to use their society membership to campaign for one particular candidate.

Please respect the wishes of the owners of pages. Owners will be encouraged to allow everyone or no one to be able to post on the page. They cannot use a page to campaign for a specific candidate. For example, a society president cannot campaign for one candidate and not allow the others to use the page.

You are allowed to use your own profiles, and if you set up a Facebook group for the elections you must invite the Deputy Returning Officer (Matt Wall RSU) to be a member and your 'friend' and at the bottom of the event description you must post the following statement. 'This group will not accept any slanderous comments made about any of the other candidates in the election, if this occurs your post will be removed'.

## **PLAY FAIR**

It is a candidate's duty to play fair and to treat others with respect and how you would wish to be treated. Deliberate attempts, from candidates or their teams, to undermine other candidates will not be accepted and may face sanctions.

Destroying campaign materials or using slander to put a candidate down can result in sanctions. Candidates or campaign teams are not allowed to harass or personally attack other candidates.

## **VOTING PROCEDURES**

1. All students who self-define as part that particular college will be able to vote for that college.
2. Voting this year will be done online at **[WWW.ROEHAMPTONSTUDENT.COM/VOTE](http://WWW.ROEHAMPTONSTUDENT.COM/VOTE)**
3. Votes will be anonymous, cast in secret, and under 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 members cast their vote and at the ballot stations.
5. Re-open nominations (RON) shall be a candidate for all positions.

## **THE COUNT**

**The count will take place on Friday 15<sup>th</sup> September 2017.**

The count will be administered by the Returning Officer or their nominee, and will take place electronically. They will then be displayed online via the RSU website.

Candidates can ask for a breakdown of the results after the announcement has taken place.

**Any dispute against the results has to be made in writing to [elections@roehampton.ac.uk](mailto:elections@roehampton.ac.uk) within 48 hours of the results being announced.**

## **COMPLAINTS**

If a candidate has a complaint, it should be raised at the earliest opportunity in writing. The complaints procedure can be found in the election bye-laws.

Complaints should be made before the count and can be made to

**ELECTIONS@ROEHAMPTON.AC.UK.**

Complaints must be backed up with evidence. Nothing can be done on hear say.

Final decisions of any dispute or complaint will remain with the Returning Officer and the Election Committee.

## **POWERS OF ELECTION COMMITTEE**

If a candidate breaches the election rules, the Election Committee can issue sanctions at their discretion

which can include, but not limited to:

- Issue warnings
- Temporarily suspend candidates from campaigning
- Temporarily or permanently halt or postpone the elections for any specified post(s)
- Re-start or re-run postponed or halted elections for any specified post(s)
- Disqualify any specified candidate

Further powers of the election committee which can include but not limited to;

- Student status check

We are all members of the Roehampton community and agree that our shared values and a strong community is important. While we may disagree with each other over the course of the election, it is important to understand we all have Roehampton's best interests at heart. We agree that we want to see a fun and friendly election contest enhancing our shared values as a member of the Roehampton Community.

Good luck to all candidates.