

SGSU
Summer
Elections

2017/18

Foreword

Becoming an Executive Officer or Year Representative is a fantastic opportunity for anyone who is committed, well organised and cares about our student body. It is not just a great way to boost your CV, but also a great way to gain experience, get involved in University matters and grow as an individual. Our Executive Officers and Year Reps are extremely important in representing the student body and their cohorts, they're key in helping SGSU and the University hear and act on your feedback so that we can work together to improve the student experience.

This pack contains everything you need to know before you complete your application to become an Executive Officer or Year Rep for 2017/18. Please, read this information carefully.

I wish you all the best of luck!

Corey Briffa

President & Assistant Returning Officer



Election Timeline

ADVERTISING WEEK 22ND - 26TH MAY

NOMINATIONS WEEK 29TH MAY - 2ND JUNE

CAMPAIGN WEEKS 5TH-16TH JUNE

VOTING WEEK 12TH - 16TH JUNE

VOTING CLOSSES 15:00

RESULTS 16TH JUNE

AT 17:00 IN THE SU BAR

HUSTINGS - 6TH/7TH/8TH JUNE

SENIOR OFFICER DEBATE MONDAY 12TH JUNE

**** NEW ADDITION ****

What does it mean to be on Exec?

- You are the point of contact for the student body in your area, be that Events, Societies, Ethics or any other area!
- You get to work with one of the 4 Senior Officers on Exec who will help guide your team and your objectives for the year.
- You can make the changes to your area in almost anyway If you think something needs fixing, this is your opportunity!
- This is your opportunity to shape key changes to the Students' Union and University.
- You sit on the Exec Committee where you hold each other to account, discuss Union affairs, recommend constitutional amendments.
- Opportunity to sit on the SU Awards Committee
- Free entry into ALL SU Bar events
- Opportunity to work with a friendly team who all share a common goal.
- Most importantly, it's a lot of fun!

" It's wonderful being able to help the student body by being representatives for them during the various university meetings we attend. Being part of exec also means you're always in the know with what's going on, and who could forget the free entry into all the SU discos "

Bukola - International Officer



What does it mean to be a Year Representative?

- You are the point of contact for all the students in your cohort
- You get to work with the 4 Senior Officers, the staff, and senior academics on your course team and all the year reps to contribute towards improving teaching and education here at St George's.
- Gives you the chance to make fundamental changes to the way your course is run - your work will help students at George's for years to come!
- Gives you the opportunity to champion your year.
- You sit on the SU Senate and on your Course Committee.
- Free entry into ALL SU Bar Events.
- The chance to develop a range of essential skills.
- Opportunity to mix with other students in different courses and different years.
- Most importantly it's a lot of fun!

"Being a year rep, you get to understand how the SU and the uni works but not only that, if you don't like something, you get to be the one to change it. Year reps are the behind-the-scenes workers that make more of a difference than you think."

Ram Patel - T Year Representative



Worried about the time commitments of an executive role?

- NEVER FEAR! We understand that becoming an Executive Officer is a big commitment, but that does not mean that some people are more or less able to make that commitment compared to others. SGSU proudly welcomes Exec Officers from any walk of life and with any personal circumstance. Therefore, if you are thinking about becoming an Exec Officer but are worried about whether you will be able to do certain duties within the role, please read our 'Equality and Diversity HR policy' and 'Applications on the Grounds of Exceptional Personal Circumstances' for the duties and tasks of an Executive Officer. These documents can be found on the SGSU website via this link:

Hard copies can also be collected from the Students' Union Office.

No matter who you are, **WE WANT YOU** to become involved with SGSU and we hope that these policies help to enable you to fully engage with the Students' Union.

If you have any questions about these policies, or want to discuss your personal circumstances in relation to an Executive Officer role, please do not hesitate to contact the President and/or the Vice-President Education & Welfare.

President - Corey Briffa: president@su.sgul.ac.uk

Vice-President Education & Welfare - Tanisha Amin:
vpeducation@su.sgul.ac.uk

Rules & Regulations

1. Campaigning may not commence until **Monday 5th June at 00:01**.
2. A fair, respectful, and positive campaign must be carried out. Candidates must avoid negative campaigning. If it feels wrong – it probably IS wrong! Candidates will be individually held responsible for actions undertaken against other candidates where appropriate.
3. All posters (max of 4x A3s!) must be stamped with the official SU stamp. Any rogue posters will be taken down!
4. Candidates may not use email lists or lists of course/year groups for campaign purposes. Nor may they use academic year rep administrated pages! Candidates may email friends or any club/society email list they have access to provided they have the permission of the Captain/President of the club/society.
5. Candidates must not actively campaign in the library, computer rooms, SU Office or any SU commercial space, with the exception of the Bar and Eddies Café.
6. SU Trustees, non-student staff, and businesses must not endorse any candidate for any position. Should a Trustee be running for an elected position they may, of course, promote their own campaign.
7. Candidates must adhere to all instructions given by the Assistant Returning Officer!

If you have any questions, check the SU Constitution for the rules or speak to the SU President!



Nominations Week

29th May - 2nd June

- It's time to decide whether or not you are running for a position and remember some positions you have the option to run as a team (slate).
- It's also manifesto time - the time to show George's what you have to offer and what you want to achieve.
- You're advised to approach the current officer(s) for help and support, as well as the Assistant Returning Officer, for advice on the rules and regulations of election conduct.
- Head over to, www.sgsu.org.uk/elections, please choose the position you are running for, upload a manifesto & picture and follow the online instructions to submit your nominations by **3 PM on Friday 2nd June**. (Late submissions will not be accepted!).
- There is a step by step guide to filling out nominations so please read this carefully to make sure your submission is as accurate as possible.

Manifesto Rules:

- Your manifesto must be up to one page (A4) for all Year Rep & Exec Officer positions. Your manifesto may be up to two pages (A4) for Senior Officers (Top 4). You cannot submit more than one page if you are not applying for a Senior Officer role - if you do your second page won't be released and submitted.
- A hardcopy of the nominations form (including proposers/seconders / photo/manifesto/ posters) must be given to **Corey Briffa** in person **and also** submitted online. Failure to give both a hardcopy and online nominations form will result in your nominations being null and void.
- You may have up to **4x A3 Posters** which are to be submitted with your nominations pack.

Online nominations will not be approved until a hardcopy is submitted.

Campaign Week

5th - 16th June

- You **MUST NOT** begin campaigning until 00:01 on the 5th June. Breaching this rule will lead to your nomination being withdrawn.
- Once campaigning starts: **BE CREATIVE!**
- **You can:**
- Run around and spread the word to all your friends and the student body to vote for you!
- Create FB/Twitter groups to propagate your message
- **You cannot:**
- Campaign in the library, computer rooms, SU Shop, SU Office, University open space, or anywhere in the NHS Trusts.
- Disrupt lectures or student teaching programmes. If you wish to do shoutouts, please contact the pre and proceeding lecturers first to obtain their consent.

Make sure you read the rules and regulations on fair campaigning as a candidate will be held responsible for any action undertaken with the intention of furthering their campaign, even if this was not explicitly organised by the candidate.

In the interest of fairness (and keeping the planet alive) you may print **up to 50** double-sided A5 posters. Flyers cannot be left out on tables (passive campaigning) but may be handed out.



Hustings

6th/7th/8th June

Hustings will be held at 17:30 in LTA on the following days:

- Year Representative - Tuesday 6th June
- Executive Officers - Wednesday 7th June
- Senior Officers, Student Trustees and Chair - Thursday 8th June
- Year Reps and Exec Officers have **3 minutes maximum** to give their hustings speech.
- Senior Officers, Student Trustees and Chair have **5 minutes maximum** to give their hustings speech.
- Speeches are usually given alongside a Powerpoint or Prezi and are projected onto the wall.
- **All presentations must be submitted to president@su.sgul.ac.uk by 3pm on the day of hustings.**

**LATE PRESENTATIONS/PRESENTATIONS BROUGHT BY
USB ON THE DAY WILL NOT BE ACCEPTED.**

Senior Officer Debate

12th June

This is a new event which will be for all contested senior officer positions, including President, Vice-Presidents and General Secretary.

- For the first time ever we will be hosting a debate on some of the key topics that affect our students, the event will be live streamed via our Facebook page and questions can be asked by the audience. This will be a time for you to test the candidates on some hot topics and also a time for you to show off your knowledge if you are running for a position, going head to head with the competition!



12th June
5:30PM - SU Bar



Head to:

www.sgsu.org.uk/elections

SUMMER ELECTIONS 2017



The SGSU Summer Elections is your chance to have your say as to who should be running your Students' Union for the next 12 months. The results of these elections will determine the makeup of the entire Executive team, the Student Trustees and the Year Representatives.

A St George's SU election

46 posts are up for election.

Nominations close at 15:00 on Friday 2 June 2017 (in 14 weeks and 2 days)

The polls open at 00:00 on Monday 12 June 2017 (in 15 weeks and 4 days)

Post List

Read more about the positions up for election and what each role entails.

Stand in Election

Stand yourself as a candidate in this election



Click Stand in Election

YOUR DETAILS

To stand for any post, you must provide the following details.

Display Name

This is how your name will appear on the ballot form.

Enter main contacts name

Email address

Add email address

Phone number

Add phone number

These are used only to contact you about your candidacy and are only available to the election admins.

Slate:

Please include all members names in the slate

If you wish to run with other candidates under a slate, enter the slate name *exactly* in the box above.

SAVE

TO DO LIST

- Read the constitution
- Fill in and return the nominations form and hardcopy of the manifesto to **Corey Briffa**
- Head to www.sgsu.org.uk/elections and choose the position you're running for, who you're running with and upload a photo and manifesto per team.
- Email your hustings presentation to president@su.sgul.ac.uk
- Read the guidelines for fair campaigning and other constitutional information
- Create your flyers, posters and other campaign marketing ideas
- Read the equality and diversity HR policy and BE AWARE of the exceptional personal circumstances application.
- If you are a year rep mark Wednesday 19th July into your diary for compulsory training!
- Remember to vote!



I/We, _____
am an/are Ordinary Member(s) of St, George's Students' Union, and wish to stand for election
as for the year 2017-2018.

Year which candidate/s is/are in

Place photo(s) here

Proposed By (Name)

Signature

Seconded By (Name)

Signature

Seconded By (Name)

Signature

I will be a registered student at St George's, University of London, at the close of nominations and throughout the period up to and including the election. I have read the complete job description for the post for which I am applying and will undertake these duties and fulfil the job description if elected. I understand that any breach of "Regulation for Elections" and/or direct instruction from the Assistant Returning Officer may result in sanctions against my campaign, including termination of my nomination for election.

Candidate Signature(s)

..... Date.....

Note to candidates:

1. All candidates must avoid promotion in voting areas while voting is in progress (see the election regulations for details).
2. Voting will be by single transferable vote.
3. If applying for a Sabbatical Officer position, you must be able to spare one week (minimum) in July for a handover with the incumbent officers. These dates should be pre-agreed where necessary.
4. All Year Reps must be available for training on Wednesday 19th July. This training is compulsory for the role of Year Rep. **PUT THIS DATE IN YOUR CALENDAR!**

Alongside your online submission, please return this form to Corey Briffa (SU President & Assistant Returning Officer) in the Students' Union Offices (Level 2, Hunter Wing) by 3pm Friday 2nd June 2017

LATE FORMS WILL NOT BE ACCEPTED



