

Leadership Elections'24

CANDIDATES' INFORMATION PACK

Your handy
guide to standing
for a role in
the Leadership
Elections



imperialcollegeunion.org/le24

Contents

02	Welcome
03	Timetable
04	Full-Time Positions
05	Officer Trustee Roles
08	Liberation & Community Officers
10	Council Chair & Student Trustees
11	Representation Networks
12	Postgraduate Representatives
12	CSP Committees Roles
13	Constituent Union Leaders
15	Top Campaigning Tips
14	Candidate Welfare
18	The Campaign Process
18	<i>Putting yourself forward</i>
18	<i>Campaigning</i>
18	<i>Social Media rules</i>
18	<i>Spreading your message</i>
19	<i>Manifestos</i>
19	<i>Candidates debate</i>
20	<i>Campaign budgets</i>
20	<i>The voting system</i>
21	<i>If you win a full-time position</i>
22	Bye-Laws
22	Key Information
26	Rules and Regulations

Returning Officers

Returning Officer

Lucy Gill

Director of Student Influence
University of Nottingham Students Union

Deputy Returning Officer

Cat Turhan

Director of Membership Services
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Welcome

Imperial College Union is a democracy, powered by the dedication, energy and skills of our thousands of volunteers. Every year, Imperial students combine their ideas and talent to support the delivery of a world class Imperial student experience.

Through Imperial College Union, thousands of active students take leadership roles each year. Many students take up volunteer roles alongside their studies, becoming Academic & Wellbeing Representatives, Constituent Union leaders, Liberation & Community Officers, or committee members of our 380+ Clubs, Societies & Projects. Some students participate in our democracy and governance directly, as Student Trustees or Council Chair, speaking for their fellow students at the highest level of decision-making.

And each year, seven students are elected to take a year out of their studies to take one of our paid, full-time roles at the heart of Imperial student life.

Taking up one of our volunteer or paid roles won't just put you at the heart of the Imperial student community - it will also give you skills and experiences that will boost your career and personal development before you have even left university.

We're proud of the difference we make to the skills and confidence of our volunteers. When you volunteer with us, you can access a wide range of skills development opportunities that will give you invaluable insights and experience, desired by employers across all sectors.

All of these opportunities are available to you now. By becoming a candidate, you are in the running to be Imperial's student leaders.

We wish you all the best of luck, and thank you for taking part in the Leadership Elections 2024!

Timetable

Nominations Open

12:00, Monday 12 February 2024

Nominations Close

12:00, Friday 1 March 2024

Manifestos Due

14:00, Tuesday 5 March 2024

Candidate Briefing

12:00, Tuesday 5 March 2024

Candidates Revealed / Start of campaigning

14:00, Wednesday 6 March 2024

Voting Open

09:00, Monday 11 March 2024

Voting Close

14:00, Thursday 14 March 2024

Complaints deadline

17:00, Thursday 14 March 2024

Candidate spend declaration deadline

19:00, Thursday 14 March 2024

Authorisation to run results

10:00, Friday 15 March 2024

Results announced

18:00, Friday 15 March 2024

Full-time positions

Every year, seven* students are elected to our paid, full-time positions, taking a year out of their studies to work on behalf of Imperial students. The full-time positions are:

- Union President
- Deputy President (Education)
- Deputy President (Welfare)
- Deputy President (Clubs & Societies)
- Deputy President (Finance & Services)
- ICSMSU President

Successful candidates take up their position from **1 August 2024 through to 31 July 2025**.

All full-time officers are required to attend a two-week handover period from 17 July 2024. If successfully elected as Union President or to a Deputy President role, you will be required to attend some team building activities prior to your start date and during your induction period. Specific dates and activities for this will be confirmed with successful candidates. Coaching and career guidance will be provided throughout your term by the College and senior Union staff.

Full-time officers are paid an annual salary, which is currently **£37,000**

You can see the full role descriptions on the Leadership Elections page [Leadership Elections 2024 | Imperial College Union](#)

* Information about the Felix Editor role will be released in the Summer Term

What is an Officer Trustee?

The President and Deputy Presidents of Imperial College Union are called Officer Trustees, as they are full-time officers who are also members of the Union's Board of Trustees. They are the most senior level of student representation at the Union and the College, and represent student interests through lobbying the College, attending high-level committees, developing policies, and running their own campaigns and projects, based on key student issues. Officer Trustees are there to deliver and adhere to the Union's 'Charitable Objects', which are:

1. The advancement of education of Students at Imperial College London for the public benefit by promoting the interests and welfare of Students at Imperial College London during their course of study and representing, supporting and advising Students;

2. Being the recognised representative channel between Students and Imperial College London and any other external bodies; and

3. Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students. Trustees of an organisation accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. If you decide to stand for one of these roles, you will be expected to sign a Trustee Declaration (see the appendix after the Rules).

Officer Trustees Roles

Shared role description

All Officer Trustees shall:

- Act as a Trustee ex-officio
- Fulfil all Presidential and constitutional responsibilities
- Execute and develop policy and further the aims and objectives of the Union
- Ensure that all members of the Union are equally represented
- Chair relevant Union committees
- Liaise with Union and College staff as appropriate
- Represent the Union on external committees as appropriate
- Report to Union committees as appropriate
- Establish extra duties with the President where appropriate
- Coordinate the work of the non-Trustee officers of the Union
- Deliver the Union's strategic aims and uphold the Union's values
- Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members
- Campaign where appropriate on issues relevant to the membership

Union President

The Union President is ultimately responsible for everything the Union does. From day one you will be CEO and trustee of charity with £10 million turnover and 24,000+ members. The President works with and influences College on issues students care about, by holding key relationships including with the College President and Provost, to improve the student experience at Imperial. By facilitating the work of, and working with, the other Officer Trustees the President drives forward projects within the Union. The President also works closely with the Union's Managing Director on directing the Union staff and delivering the Union's strategic aims.

Union President is a high profile and varied role that you can take in many directions; perfect for someone who enjoys balancing many commitments at once, works hard and can adapt to relate to students, College and Union staff members of the public alike. Candidates should be pro-active members of the community, who show initiative and uphold Imperial College Union's values of **Integrity, Innovation, Inclusivity** in all they do. Candidates should enjoy strategically approaching and solving all kinds of problem. The role can be demanding, but not without its recognition and reward.

Constitutional role description

The Union President shall:

- Be the chief executive officer of the Union
- Be the ultimate representative of the Union
- Be ultimately responsible for the whole Union, its Constituent parts, and its activities and governance
- Be ultimately responsible for the finances of the Union
- Be ultimately responsible for staffing and discipline issues
- Be responsible for the Union's marketing and communications to the membership, College and external organisations
- Be responsible for constitutional development and preliminary interpretation
- Ensure the adherence to the Complaints and Discipline procedures set out in section G of the bye-laws
- Be responsible for the Managing Director
- Be the manager of the other Officer Trustees in their role as employees and coordinate their work and that of the non-sabbatical Officers of the Union
- Delegate the duties and responsibilities of Officers in the case of vacancies or if any Officer is unable to carry out their duties

Deputy President (Education)

The Deputy President (Education) is a primary advocate and champion in improving and maximising the academic experience received by Imperial College students. They lead and manage the Academic Representation Network, engaging with Reps to illuminate the most significant educational issues experienced by students. Having identified problems, the Deputy President (Education) then engages various channels to arrive at solutions and drive change, whether this be through relationships with College members, collaboration with Departmental Representatives and Faculty Representatives or by working together with Union staff and the other Officer Trustees. The role holder must therefore be approachable and student-focussed to maintain a crucial role as the leader of the Academic Rep Network and to empower students to be critical change agents in their own education.

Constitutional role description

The Deputy President (Education) shall:

- Take on Presidential duties as appropriate
- Be responsible for reporting student opinion on academic affairs to the College, suggesting areas for development and enhancing the student experience and provision for students, in conjunction with the relevant Union committees
- Be responsible for the training, support and recognition of a Representation Network for the Academic Representatives of the Constituent Unions, in conjunction with the relevant Union committees and staff
- Liaise with the Constituent Unions on all academic matters concerning students
- Support student and staff-led educational innovation within the College

Deputy President (Clubs & Societies)

The Deputy President (Clubs & Societies) exists to support and represent our ~400 Clubs, Societies & Projects at Imperial College Union. The role supports individual clubs with issues they face, and also represents clubs views within the Union, College and on a national scale. The role involves developing new processes, the creation and follow through of new strategies, managing the budget affecting all of our Clubs, Societies & Projects, and the development of space at the Union and on occasion, in College too. You will learn how to problem-solve at every level, interact with College on multiple boards and have the opportunity to effect real change in the direction of student experience at Imperial. Your decisions have the potential to directly improve the experience of thousands of Imperial students, both in Clubs, Societies & Projects, and the broader student body.

Constitutional role description

The Deputy President (Clubs & Societies) shall:

- Take on Presidential duties as appropriate
- Be jointly responsible with the Deputy President (Finance & Services) for the training, support and recognition of Clubs, Societies & Projects (CSP) volunteers, in conjunction with the relevant Union committees
- Liaise with Union staff to ensure that appropriate support is being given to all Clubs, Societies & Projects
- Be responsible for reporting student opinion on and needs of CSPs to the College and external bodies, suggesting areas for development and enhancing the student experience and provision for students, in conjunction with the relevant Union committees and staff
- Be jointly responsible with Deputy President (Finance & Services) for overseeing support on financial matters to Clubs, Societies & Projects
- Be responsible for the development of space throughout the Union;
- Be responsible for the development of Union processes to facilitate Union activities
- Be responsible for overseeing the effective organisation of Freshers' Fair

Deputy President (Welfare)

The Deputy President (Welfare) coordinates campaigns and information concerning student wellbeing and welfare, working closely with the Liberation & Community Officers, Wellbeing Representatives, and College services. They support students in running campaigns on almost any issue that affects students, represent students' welfare needs to College and external organisations, and provide the student voice on a number of College committees – such as accommodation, disability support and equal opportunities.

Constitutional role description

The Deputy President (Welfare) shall:

- Take on Presidential duties as appropriate
- Be responsible for reporting student opinion on liberation and welfare issues to the College and external bodies, suggesting areas for development and enhancing the support provision for students, in conjunction with the relevant Union committees
- Be responsible for representing the welfare needs of all students, especially minority or underrepresented groups to the College
- Be responsible for the training, support and recognition of a Representation Network for the Wellbeing Representatives of the Constituent Unions, in conjunction with the relevant Union committees and staff
- Be responsible for overseeing the support to student led campaigns

Deputy President (Finance & Services)

The Deputy President (Finance & Services) works alongside multiple departments in the Union to develop aspects of finances and commercial services. This involves advising and approving CSPs event budgets and financial transactions, and working with the Deputy President (Clubs & Societies) to complete annual budgeting for our student groups. Meanwhile, you will also be responsible for ensuring student input is considered within the Union's commercial services, and play a key role in flagship events such as Welcome Week and Summer Ball. Part of the role also involves working closely with the College to feedback student views on campus services and improve their offerings. You will be involved in lobbying the college for increased transparency in decisions and student involvement. Further to this, the Deputy President (Finance & Services) takes the lead on sustainability initiatives within the Union. You will be responsible for ensuring sustainability is a core value within the Union's services and processes, and lobbying the College on making sustainable decisions. This involves working with Sustainable Imperial as well as representing ICU on College boards and inter-university collaborations, such as the London Student Sustainability Conference.

Constitutional role description

The Deputy President (Finance & Services) shall:

- Take on Presidential duties as appropriate
- Be responsible for reporting students' interests on health and safety to the College and external bodies, suggesting areas for development, in conjunction with the relevant Union committees and staff
- Be jointly responsible with Deputy President (Clubs & Societies) for the training, support and recognition of Clubs, Societies & Projects (CSPs) volunteers, in conjunction with the relevant Union committees and staff
- Be jointly responsible with Deputy President (Clubs & Societies) for overseeing support on financial matters to Clubs, Societies & Projects
- Be responsible for reporting students' interests on financial procedures that impact students, suggesting areas for development, in conjunction with the Finance & Risk sub-committee of the Board of Trustees, where the Deputy President (Finance & Services) will be a member
- Be responsible for ensuring students' interests are accounted for in the delivery of the Union services provided at all campuses, including but not limited to conferencing, retail and licensed trade services
- Be responsible for the sponsorship of the Union
- Be responsible for ensuring students' interests are considered in the training, support and recognition of all student staff, in conjunction with the relevant Union committees and staff
- Be responsible for ensuring students' interests are the key driving factor behind Union events, in conjunction with the relevant Union committees, volunteers and staff
- Be responsible for reporting students' interests on matters of sustainability – environmental, financial, and social - to both the College and the Union, suggesting areas for development, in conjunction with the relevant Union committees, volunteers and staff.

ICSMSU President

Taking on the role of Imperial College School of Medicine Students' Union (ICSMSU) President is no mean feat, but it's one of the most life-enriching experiences you may ever be offered during your time at Imperial School of Medicine. You are ultimately responsible for all ICSMSU activities and oversee the actions of all the ICSMSU Exec Officers.

As President, you represent all 2,300+ students on all Faculty of Medicine (FoM) committees. Each term, you are given the amazing opportunity to chair multiple Staff-Student Liaison Groups and represent students in FoM meetings such as ICSM Board, undergraduate science board and the Quality Assurance Group as well as many more.

You represent all School of Medicine students on various Imperial College Union committees (including Union Council) as well as many various external meetings. It is one of the most varied and fun positions available; ICSMSU President is definitely a role to be considered.

Liberation & Community Officers

Shared role description

Our Liberation & Community Officers work to build an inclusive, welcoming and sustainable culture at Imperial, ensuring that underrepresented voices are heard and empowering students to lead campaigns on the issues that matter most to them. They will also have the opportunity to lead the Union's campaigns on cultural and awareness periods such as Black History Month, LGBTQ+ History Month, Disability History Month, International Women's Day, and any other national campaigns related to their remit. All Liberation & Community Officers shall:

- Be the welfare representative to the Union and the College for the students that affiliate with their remit
- Co-ordinate the campaigns within their remit, working with Imperial College Union and Imperial College staff, students identifying in their remit, allies and elected student volunteers taking into account the involvement of students based at non-South Kensington campuses and adjusting plans accordingly
- Carry out such duties as may, from time to time, be laid down by the Union Council or the Community & Welfare Board
- Be responsible to the Union President, through the Deputy President Welfare

Below you will find summaries of each role, but to find out more about any of the Liberation and Community Officer roles, contact the Union's Representation team at icu.representation@imperial.ac.uk.

Black & Minority Ethnic Officer

The Black & Minority Ethnic (BME) Officer facilitates the engagement of all BME students in Union activity and represents the views of students on BME issues. They work with student cultural groups and College's Imperial As One staff network to work towards an Imperial community that is inclusive, welcoming, and free from racism and discrimination.

Disabilities Officer

The Disabilities Officer represents the needs of all students with disabilities at Imperial, whether diagnosed or not, and works to improve the experience for these students during their time at Imperial. They work with disabled members, the Disability Advisory Service, and Able@Imperial to promote a positive culture around disability and inclusivity across the Imperial community.

Liberation & Community Officers

Ethics & Environment Officer

The Ethics & Environment Officer promotes green and ethical initiatives to students at Imperial and proposes ideas for policy to make Imperial as sustainable as possible. They work with student groups on campaigns including ethical investment, ending reliance on fossil fuels, and environmentally-friendly food options.

Gender Equality Officer

The Gender Equality Officer represents students with any gender-related equality issues at Imperial and works to improve the experience for those students at Imperial. They work with student groups such as FemSoc and Women in Science, as well as the Women at Imperial programme, to tackle barriers faced by women across the Imperial community.

Interfaith Officer

The Interfaith Officer represents the faith needs of students at Imperial, promoting a culture of tolerance and understanding at Imperial. They work closely with faith groups and societies, as well as the College Chaplaincy.

International Officer

The International Officer represents the needs of international students at Imperial and promotes equality amongst diverse groups of students. They work closely with cultural and national societies, as well as College's International Student Support team.

LGBTQ+ Officer

The LGBTQ+ Officer represents any sexuality-related or gender identity needs of students at Imperial and works to stop any discrimination against the LGBTQ+ community at Imperial. They work with IQ, the LGBTQ+ society, and Imperial 600, College's LGBTQ+ staff network.

Mental Health Officer

The Mental Health Officer represents students with mental health issues and works to improve the experience and wellbeing provisions in place for student mental health at Imperial. For example, the Mental Health Officer this year has sat on the College Mental Health & Wellbeing Strategy steering group.

Working Class Officer

The Working Class Officer represents students from disadvantaged backgrounds who are under-represented at Imperial and face unique challenges. This role will work collaboratively to help address these challenges faced by students including issues related to access, attainment and retention.

Council Chair & Student Trustees

Council Chair

The Council Chair is a vital role within Imperial College Union - ensuring that Union Council is an effective and representative body that speaks up for Imperial's students on the pressing matters of the day. Additionally, the Council Chair is a member of the Board of Trustees of Imperial College Union.

During Union Council meetings, it is the responsibility of the Council Chair to facilitate inclusive, productive and valuable discussion, whilst remaining independent and impartial. They will lead all Council meetings, ensuring they run effectively, and to time. The Council Chair will arrange the agendas of Union Council, and work with Union Representation staff to set dates, coordinate the meetings, and uphold the Union's byelaws and constitution.

Union Council represents the voice of students to set the policy of Imperial College Union through bringing together student leaders from across all of our activities. In Union Council, our Officer Trustees come together with the leaders of our Constituent Unions, Academic & Wellbeing Representation Networks, Management Group Chairs and Liberation Teams, as well as elected Undergraduate and Postgraduate representatives of students from every faculty of Imperial College London.

Union Council's role is to provide political leadership and to support and scrutinise the Officer Trustees. It does this by passing policies, mandating student leaders to carry out certain actions or campaigns, and by holding student leaders accountable. Union Council has one formal subcommittee- Clubs, Societies and Projects Board, -as well as a number of discussion forums around different policy areas.

Union Council meets monthly during term-time, and any student of Imperial College London can attend and propose a topic for discussion.

If you are elected as a Student Trustee or Council Chair, you will be required to attend the Board of Trustees Away Day in September.

Student Trustees

Every year, four students are appointed to the Board of Trustees, the most senior governing body of Imperial College Union: two through a rigorous appointment and interview process, and two through democratic election by the entire student body.

Board provides the strategic direction and vision of the organisation by ensuring that we are working towards the [Union Strategic Plan](#), and verifies that our staff and student leaders are conducting their activities safely and legally. The Board of Trustees also approves Imperial College Union's annual budget and examines its financial performance, issuing our Annual Reports.

The membership of the Board of Trustees is a mix of elected students (including the Officer Trustees), appointed students, and trustees drawn from outside of our student body. These 'lay trustees' are selected from industry and academia for their expertise and experience and their external perspective.

The Board of Trustees meets five times a year, and has the following subcommittees: Finance, Audit & Risk Committee, Governance & Membership Committee and Management Committee.

If you are considering a career in social enterprise or the charity sector, or in management & strategy consulting, becoming a Student Trustee is a rare opportunity to gather real-life experience in a high-performing and complex organisation.

Representation Networks

The Leadership Elections 2024 include positions within our Representation Networks. In the Rep Networks, the Wellbeing Departmental Representative (Wellbeing Dep Reps) and Academic Departmental Representative (Academic Dep Reps) roles are available, as are Faculty Representatives who sit on Constituent Union committees.

Wellbeing Rep Network

Launched in October 2017, the Wellbeing Representation Network is a body of approximately 100 undergraduate student representatives responsible for collecting student feedback, identifying issues and raising awareness on areas affecting students such as health, financial concerns, relationships, equality & diversity and personal safety.

Wellbeing Dep Reps work with high-level staff in their departments such as Senior Tutors and the Director of Undergraduate Studies so that student wellbeing is considered at the same level of importance as academic excellence. Reps organise community building events in their departments, lobby for changes and act as the voice of students in staff-student committees.

To learn more about the Wellbeing Representation Network, visit imperialcollegeunion.org/wbrn

Academic Rep Network

Academic Dep Reps are key figures in the Union's Academic Representation Network, a system of 300+ student volunteers that spans all of College. Academic Dep Reps manage the Academic Year Representatives in their department, and have close working relationships with high-level academic staff such as the Head of Department and the Director of Undergraduate Studies. They also work with Faculty Reps, the Deputy President (Education) and Dep Reps from other departments on College-Wide issues.

The role's main responsibilities include acting as the voice of students in staff-student committees, lobbying members of staff for changes to learning & teaching, and keeping an ear to the ground for any problems that students might be facing.

To learn more about the Academic Representation Network, visit imperialcollegeunion.org/arn



Postgraduate Representatives

If you are a Postgraduate Research student (i.e. studying for an MRes or PhD degree), then you can stand to be a Postgraduate Representative in the 2024 Leadership Elections. These representatives sit across Department*, Faculty and College levels, and work to represent the interests of, and improve the experience of, fellow PGR students.

PGR Academic and Welfare Officer

The Academic and Welfare Officers (AWOs) lead representation of students in their Faculty. They coordinate the efforts of the Departmental PGR Reps within their Faculty, and lobby for changes that benefit students across multiple Departments. They work closely with senior Faculty staff such as the Vice-Deans for Education and Research, and chair Faculty student-staff committee meetings. They also work closely with the Union's Deputy President (Education) and Deputy President (Welfare), as well as the PGR Representation Chair, to act as the voice for students in their Faculty.

PGR Representation Chair

The PGR Representation Chair is the top-level representative of all Postgraduate Research students across the College, including all four Faculties. They meet regularly with the Academic and Welfare Officers to gather feedback from students across the Faculties. They attend senior College meetings, such as The Senate, to voice the views of PGR students and lobby for improvements to the PGR experience. They also work closely with the Union, as the Postgraduate voice on senior Union committees, and with the Graduate School.

* All PG Departmental and Year Representatives and all PGT representative roles will be elected in the Autumn Elections.

Clubs, Societies & Projects Committee Roles

All our Clubs, Societies & Projects are participating in this year's Leadership Elections. There are thousands of positions available as committee members for each club, society or project. Each Club Society and Project will have its principle three roles, President (or equivalent such as Chair or Captain), Secretary and Treasurer. You can read about the principal roles [here](#). Along the principal roles each CSP may also have many others from Web Masters to Events Officers etc. You can get in touch with the current committee to find out about other roles available for voting. As a committee member for one of our CSPs you will:

- Manage the activities and finances of Clubs & Societies
- Help plan events, activities and projects
- Seek funding and grants from Imperial College Union
- Manage relationship with Imperial College Union on behalf of your members
- Support CSP elections to ensure a full committee
- Develop the CSP community whilst keeping members safe

Constituent Union Leaders

CGCU President

Engineering is the biggest faculty at Imperial and as President you are representing approximately 5,000 Undergraduate students. The City & Guilds College Union (CGCU) represents all Undergraduates in the Faculty of Engineering, with the exception of the Materials and Earth Science & Engineering departments. The CGCU President must ensure the large Executive Committee is run smoothly through regular meetings and is also responsible for overseeing the Departmental Societies and other clubs within the Guilds in their role as Management Group Chair.

As President you oversee all of the different subsections of the CGCU's work including events, industrial relations, alumni relations, finance and sport. You're also responsible for representing engineers to both College and ICU, where you'll hold positions on Union Council and other boards. This means that the President will be heavily involved with all aspects of the Constituent Union from securing and managing relationships with sponsors and companies, budgeting and maintaining a strong relationship with the College, Union and Alumni.

The CGCU President has access to an office in College and gets invited to represent the Guilds at various delightfully catered functions.

The role requires a natural leader who is very good at building strong relationships and managing their time effectively (oh and you will be required to lead a BOOMALAKA from time to time). It is a demanding role however also extremely rewarding and one which will open doors for you!

RCSU President

The Royal College of Science Union (RCSU) President manages a budget of circa £45,000, organising a range of academic, social, careers and pastoral events representing the interests of over 3200 Undergraduate students in the Faculty of Natural Sciences. You directly liaise with senior members of staff and sit on various College and Union committees. These include the Faculty of Natural Sciences Teaching Committee, Community & Welfare Forum, Union Council, as well as others.

You are also directly responsible for managing a committee of 19 people to ensure the RCSU works to its best capabilities in representing students and working closely with the Faculty of Natural Sciences. Joint with the Honorary Treasurer, you will also manage the five departmental societies in the Faculty of Natural Sciences and ideally ensure inter-departmental relations are maintained. The President is also responsible for securing sponsorship with the VPO and developing strong bonds with sponsors, maintaining ties with the RCSA and ultimately oversees the work of the Executive Committee.

This position is ideal for a confident team member and natural leader. It is imperative that you work professionally and with integrity, and are clear of what is required of each team member. You will also need excellent time management, especially if you wish to balance the presidency alongside your degree. This role requires a significant amount of work; however it is an exceptional learning experience and can be highly rewarding.



Constituent Union Leaders

RSMU President

The President is the person who oversees all Royals School of Mines Union (RSMU) activities, and is in charge of making sure the RSMU runs like a well-oiled machine.

This is done by keeping track of everything that is going on, prompting other committee members on actions that need to be performed and helping them along the way if any problems arise. It is a busy committee position, and is of the utmost importance to the RSMU.

The President deals with Imperial College Union, the Royal School of Mines Association, and multiple other Boards at the Union; alongside the meetings set by the above, the President chairs the RSMU General Committee and Exec meetings.

Constituent Union Committee Positions

In addition to the President roles, other Constituent Union Committee Positions will also be elected in this year's Leadership Elections. There are several positions available on each Constituent Union committee. As a committee member, you will be a key player in ensuring your Constituent Union runs effectively. For more information and a full list of the roles available for each Constituent Union, visit the [Constituent Union Committee roles](#) page.



Candidate Welfare:

Looking after yourself during the Elections

Congratulations on putting yourself forward as a candidate in the elections! This page provides you with information about how to maintain a positive wellbeing when campaigning.

The Union team is here to support you wholeheartedly throughout the election process as we understand that while it is an exciting process, it can also be a great and memorable one. Therefore, we want to ensure that we make your experience a great and memorial one by providing assistance and information where possible.

Tips to improve your mental wellbeing

Mental wellbeing doesn't have one set meaning. We might use it to talk about how we feel or how well we're coping with daily life. Good mental wellbeing doesn't mean you're always happy or unaffected by your experiences. But poor mental well-being can make it more difficult to cope during the election period. Below are some tips:

- 1. Nourish yourself** – Staying hydrated, eating regular meals and a healthy, balanced diet can help your mood and energy levels.
- 2. Take breaks** - When you are running at 100% all day, you get exhausted. A change of scene can help you to relax and relieve feelings of anxiety, even just for a few minutes.
- 3. Do something you enjoy** - Try to make time to do an activity you like on a regular basis. This could be something small, like cooking a meal, ringing a friend or listening to music.
- 4. Connect with others** – Take time out from campaigning, even if you just call someone you haven't spoken to in a while.

Visit www.mind.org.uk for further information

What support can I expect from the Union?

- The Union will provide a comprehensive candidate pack
- We will organise and facilitate candidate briefing and training sessions.
- The Union will create opportunities for candidates to campaign in safe and inclusive environments where candidates will be given goody bags, refreshments and the chance to take rest breaks.
- We have a dedicated election team available to answer your queries - you can contact us at: elections@ic.ac.uk
- The Union also has an Advice Team who can help to triage any issues should you be unsure of where to go for help. You contact the team here: advice@imperial.ac.uk
- The Union also has the Student Experience Fund which provides support for students who want to take part in activities and events: <https://www.imperialcollegeunion.org/student-experience-fund>

What are the support services the University Provides?

- **Warden team** - Provides pastoral support for people living in halls:
<https://www.imperial.ac.uk/student-support-zone/support/in-your-halls/>
- **Counselling and mental health team** - Provides free, professional mental health support:
<https://www.imperial.ac.uk/counselling/>
- **Report and Support** - A tool that can be used to disclose incidents of bullying, harassment and sexual violence anonymously: [Report + Support - Imperial College London](#)
- **Mental Health Intervention Team** - provide support and guidance on a wide range of mental health and wellbeing services both internally and externally:
[Student Mental Health Intervention Officers - Imperial students - Imperial College London](#)
- **Senior Tutors** - Provides academic support to students
www.imperial.ac.uk/student-support-zone/support/in-your-department/
- **SVLOs** - Support for students who have experienced sexual violence
www.imperial.ac.uk/student-support-zone/student-services/sexual-violence-support/meet-the-sexual-violence-liaison-officer-team/
- **Student Success Guide**
<https://www.imperial.ac.uk/students/success-guide/>

If you need emergency support, you should:

- Call Campus Security
- Contact The Samaritans for their Suicide Prevention Hotline on 116 123
- Call 999 for emergency services (or NHS 111 for non-emergency medical advice).

- **Disability advisory service** - Supports disabled students or students with a specific learning difficulty
www.imperial.ac.uk/disability-advisory-service/
- **International Student Support** - Provide information and support on visas/immigration
www.imperial.ac.uk/students/international-students/ or international@imperial.ac.uk

Top Campaigning Tips

Campaigning is only allowed during the campaigning period which begins:

14:00 on Wednesday 6 March 2024

Of course, you are free to tell your friends you are running but you are not allowed to launch any campaign content until the campaign period starts.

Here are our top tips for campaign success:

- 1. Design some eye-catching campaign visuals & logo**
Posters, flyers and online posts are an essential part of a campaign. There's going to be plenty of them, so make sure yours stand out.
- 2. Create strong, original policies**
This one definitely goes without saying. It's easy to say you're going to completely overhaul the Union, but that's not necessarily possible or even realistic. Think where you can improve something, how you can do it and whether the electorate is going to take the policy seriously.
- 3. Demonstrate your experience**
If you've been a club captain, student rep, or sat on one of the Union committees promote this to your advantage.
- 4. Use social media to your advantage**
Facebook, Twitter, Instagram or TikTok are great ways of extending your campaign message. Remember to follow the social media rules.
- 5. Come up with an imaginative slogan**
A witty slogan captures people's imagination and sticks in their minds.
- 6. Get friends to campaign with you, for you**
Use your friends and contacts - create a campaign team! Make sure that your team understand your campaign aims and policies. Students will ask them why they should vote for you, and they need to be able to sell you as the best candidate.
- 7. Making speeches in lectures**
Asking a lecturer before a lecture if you could have 2 minutes at the start can really get your message out there to a captive audience.
- 8. Talk to people**
Explain your policies to people and why you're the right person for the role, but keep it friendly, engaging and short. Make sure they know who you are, and why you think you'd be the best person for the role. Answer their questions thoughtfully and they might tell their friends to vote for you as well.
- 9. Be inventive**
Aside from the first years, many students will have heard all the usual campaign spiels before. Come up with a unique, original campaign to capture those jaded minds!

The Campaign Process

Putting yourself forward for nomination

To enter the election process, you first need to put yourself up for nomination. This is a simple online procedure that involves you logging into the Elections voting website using your College login and then choosing which position you would like to stand for. The link for this is imperialcollegeunion.org/vote.

Once you have put yourself forward as a candidate, you will be asked for the username of a fellow student to 'second' or support your nomination.

Your 'seconder' will receive an email notification and won't need to take any further action if they're happy to support your nomination. Nominations open at noon, 12.02.2024 and close at noon 01.03.2024.

Once the nomination period closes, there will be a period in which campaigning is not permitted - Candidates are encouraged to review this Candidate Pack and other training material.

Candidate Briefing

All candidates, excluding CSP candidates, will need to attend a compulsory candidate briefing session before they can begin campaigning. The briefing will be on Tuesday 5th March and candidates will be able to sign up on our website.

- [Candidate Briefing \(Tuesday 5 March 2024\)](#)

Campaigning

Campaigning begins at 14:00 on 06.03.2024

No campaigning is permitted before this time.

To win an election, you need to run a successful campaign to convince the rest of the student body that you're up to the task.

You need to outline what you think needs changing or improving in the Union or College and then come up with a campaign strategy that is going to get you and your ideas noticed and taken seriously by the electorate.

Spreading your message in student media

All student media is open to candidates to advertise in and spread their campaign message. This will inevitably require you to spend some of your campaign budget to use them (see next section). If you wish to advertise in any of the different student media, then you should contact them directly at one of the following addresses:

- Felix: felix@imperial.ac.uk
- IC Radio: info@icradio.com

Manifestos

Manifestos give you the chance to show and convince the electorate why you are the best candidate for the role. Written versions will be displayed on the Union elections website.

Manifestos often say more about a candidate if they are not submitted in time. Any manifestos submitted after the deadline below will not be published at all. Other Union student media may also use the submitted manifesto text or contact you to submit a further manifesto.

Please note, campaign material should not comment on the performance of an unelected Union Staff Member or their department if they are the sole member of that department; permanent staff of the Union are accountable to their line managers.

Manifestos and your photo must be uploaded to imperialcollegeunion.org/vote by Tuesday 5 March 14:00. There is a 250 word limit for all manifestos.

A sign-up form will be sent to relevant candidates upon submitting their nomination.

Candidate Debate

For the Officer Trustee positions, hustings events may be organised, where candidates will have a chance to speak about their campaigns.

Relevant candidates will be contacted following the submission of their nomination with further details.

Campaign Budgets

Candidates running for Officer Trustee and Constituent Union President positions may spend up to £50 inc VAT on whatever you require for your campaign. This covers anything that can be construed as campaigning. For all elements of your campaign, you must ensure that you get a VAT receipt. It is a requirement that all candidates declare their spending by 19:00 on Thursday 14 March 2024 by filling out [this form](#) and emailing it to elections@imperial.ac.uk along with uploads of receipts. Only Officer Trustee and Constituent Union President candidates will receive a reimbursement of spending. Please ensure that you collect VAT receipts so the Union can reclaim tax.

Candidates running for Council Chair, Student Trustee, Liberation & Community Officer, Constituent Union committees (excluding Presidents), Academic or Wellbeing Departmental Representatives, Club, Society & Project, and all other voluntary positions may spend up to £25 on their campaign. No reimbursement from the Union will be given, but you will still need to declare your spend to by filling out [this form](#) and sending it to elections@imperial.ac.uk, with uploads of receipts, by 19:00 on Thursday 14 March 2024.

In this election the Union will not be providing printed materials to candidates. Instead, candidates will need to include any printing costs in their campaign budget. Printing costs will follow the [standard College prices](#), which you can find [here](#).

The Voting System

The voting system that the Union uses is Alternative Vote (AV) for one position, and Single Transferable Vote (STV) with Quota for multiple positions. This enables students to list their preferences for a position, using numbers, with 1 for the first choice, 2 for the second and so on. This means that students whose first choice is not elected still get a chance to state who they prefer to be in the position. It makes it possible that, while a student may not have much immediate support, they may have a larger base of support among the wider student body and still be elected. AV and STV ensures that the person with the largest base of support among the student body gets elected.

Imperial College Union's online and mobile-friendly voting system, eVoting, will be used as in previous elections.

Re-open nominations (RON)

Re-Open Nominations is an option available for every position. The purpose of this option is to give the electorate a chance to say that they believe no candidate is suitable for the post. There will be no formal campaign to Re-Open Nominations.

Close of voting

After the close of voting on Thursday 14 March, complaints will be received and heard by the Returning Officer until Thursday 14 March at 17:00. No complaints will be received by the Returning Officer after this deadline; cases will be resolved before the results are released for a position – please see page 22 for more information.

The results of The Leadership Elections 2024 will be announced via a results night event on Friday 15 March in Metric Bar in the Union Building. All campaigner and their teams are invited to celebrate the end elections - and to hear the results! Official results will be posted online on Friday 15 March.

CSP voting eligibility requirements

If you purchase membership in a CSP after nominations close, you will not be eligible to vote in the current elections.

If you win a full-time position

What is expected of you

If you win, you will be expected to abide by the following:

- To be present during handover from mid-July 2024 for two weeks - exact dates to be confirmed.
- To serve your term in office from 1 August 2024 to 31 July 2025.
- If successfully elected as President, Deputy President, Student Trustee or Council Chair for Imperial College Union, you will be required to attend the Board of Trustees Away Day.
- To work no less than 40 hours per week.
- Some out of hours commitments are expected, including work at weekends.
- No holiday can be taken in the last two weeks of September due to the start of the new academic year. Similarly, no holiday can be taken in July or the start of August during handover.
- No external employment unless approved in advance by the Board of Trustees.
- Must obey Imperial College Union's Constitution and Bye-laws.

Working with us has a number of benefits. As one of our full-time Officers, you will get:

- The change to develop real life skills, earn valuable experience and build your confidence
- An annual salary in the region of £37K.
- 25 days holiday per year, plus College holidays.
- Full Officer training from the start of your handover, right through to the end of the year.
- Staff support from all teams and departments.
- Mentoring and coaching from senior Imperial College Union staff to aid with your personal development.
- A lively, vibrant working environment where no day is the same.
- Ability to join the College's Pension Scheme
- Interest free travel card loan

What you will get from working with us



Bye-laws for Major Elections

Application

1. These Bye-Laws shall apply for all elections conducted by cross-campus ballot, and for all elections of Officers of the Union other than:

- 1.1. Management Group Chairs and Treasurers
- 1.2. Representatives to Council

The Returning Officer

2. The Governance & Membership Committee will, at least once per academic year, appoint an appropriately qualified person to act as the Returning Officer and Deputy Returning Officer, who may not be a current Member of the Union and whose appointment must be ratified by the Board of Trustees. For the purpose of this byelaw, reference to the Returning Officer may also include the Deputy Returning Officer, where duties have been delegated.

3. The Returning Officer shall:

- 3.1. Be the final interpreter of the Major Elections Bye-Laws.
- 3.2. Oversee the count and declare the results of the elections.
- 3.3. Set rules, regulations and guidelines other than these election Bye-Laws to govern the conduct of the election.
- 3.4. Seek legal advice if they believe that statements made or the contents of publicity could leave the Union open to legal action.
- 3.5. Rule out of order any statement or the content of any publicity which in the Returning Officer's view is in breach of the constitution, the law or any other appropriate rules and guidelines.
- 3.6. Be empowered to issue warnings to candidates in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
- 3.7. Deliver, or ensure the delivery of, appropriate training to all election candidates.
- 3.8. Make available an information pack to potential candidates for each election outlining relevant rules and procedures.

3.9. Take decision on the advice of the Deputy Returning Officer, to disqualify a candidate, order a re-run, set aside ballot papers, or uphold a recommendation to require payment of a fine where candidate action has caused physical damage to property as required.

4. The Governance & Membership Committee is designated as the body to make decisions on any appeals, should a candidate wish to overturn the decision of the Returning Officer.

Complaints

5. The Returning Officer shall deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.

6. Complaints regarding the conduct of the Returning Officer shall be referred to the Board of Trustees. The onus is on the complainant to set out such complaints in writing for the Board of Trustees consideration. The Board of Trustees may order a re-run of the whole or part of the election should the complaint be upheld.

6.1. Complaints regarding the conduct of the Returning Officer must be submitted within 10 College days of the close of voting.

The Process of Elections

7. The Returning Officer shall produce an election timetable which shall outline:

7.1. The process for nomination

7.2. Details for the submission of manifestos

7.3. Arrangements for the ballot

8. The Returning Officer shall produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all Members eligible to stand, and or vote.

9. The election will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Single Transferable Vote system for elections with more than one position available, and the Alternative Vote system for elections with one position available.

10. The Returning Officer shall ensure that any additional details, or amendments to the arrangements, are publicised to all students in a timely fashion.

Nominations

11. Nomination forms will be available to all Members eligible to stand.

12. It shall be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.

13. Nomination forms shall require a seconder.

14. Any Member of the Union eligible to vote in the election may second a candidate.

15. The Returning Officer shall have the sole responsibility for declaring a submitted nomination form valid.

16. When the Returning Officer is satisfied, all valid nominations shall be confirmed with the candidates and published.

Manifestos

17. Manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the Returning Officer.

18. The Returning Officer will ensure that manifestos are available to voters at the point of ballot.

Campaign Publicity

19. The Returning Officer will determine the allowance for publicity available to each candidate for each election.

20. The Returning Officer shall stipulate a maximum amount that candidates may spend on their own election campaigns.

21. All candidates running for the same position shall have an equal publicity allowance.

22. The Returning Officer shall draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election.

Hustings

23. The Returning Officer may arrange a hustings for the candidates in an election.

Withdrawal

24. Any candidate may withdraw from the election at any point by informing the Returning Officer.

25. If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the Returning Officer will ensure that the voters' next preferences are counted in accordance with the principles of the Electoral Reform Society.

Voting

26. The Returning Officer will ensure that all eligible members of the Union can vote.
27. The Returning Officer shall decide the method of voting and publicise it appropriately.
28. The Voters shall be able to express preferences for as few or as many candidates as they wish subject to the instructions on ballot papers.
29. Ballots shall bear the chosen name of each candidate, and of the position being contested.
30. The order of names on the ballot shall be decided by the drawing of lots or by using an electronic system which ensures the order of names on the ballot is chosen at random.
31. There will be a facility for voting for “Re-Open Nominations”.
 - 31.1. For positions which require more than one candidate to be elected, if Re-Open Nominations receives the most votes, nominations must be re-opened for all positions.
32. Voting shall be by secret ballot.

Declaration

33. Results of the election shall be declared by the Returning Officer when the count for each post has been successfully completed.
34. A list of successful candidates will be published within 1 clear day of the declaration of the results, unless there is reason to delay. In this case, a statement of explanation will be published on the website.

By-Elections and Co-Options

35. If any Union Office falls vacant, Governance & Membership Committee shall determine if and when a by-election should be called, except the Officer Trustees and elected Student Trustees, in which case the vacancy will be resolved in accordance with the Constitution & Bye-Laws.

Complaints for Leadership Elections 2024

Complaints

1. Any complaint must be submitted using the online Elections Complaint Form available at imperialcollegeunion.org/elections/complaint
2. Only completed Elections Complaint Forms will be considered by the RO or DROs
3. Complaints should be submitted within 24 hours of the incident in question or at the earliest possible moment
4. Complaints cannot be anonymous and the ruling by the RO or DROs regarding any complaint may be communicated to all candidates within the election
5. The RO or DROs may make a ruling including, but not limited to, the following sanctions. Depending on the severity of the breach, any or all of these steps may be by-passed when making a ruling.
 - I. Warning
 - II. Suspension of campaigning
 - III. Indefinite suspension of campaign pending disqualification
 - IV. Having taken the advice of the Deputy Returning Officer, the RO may decide to disqualify a candidate, order a re-run, set aside ballot papers, or uphold a recommendation to require payment of a fine where candidate action has caused physical damage to property as required.
6. All complaints must be received by the complaints deadline stated in the Elections timeline.
7. Complaints regarding the conduct of the Returning Officer must be submitted to elections@imperial.ac.uk. The onus is on the complainant to set out such complaints in writing.

Rules for Leadership Elections 2024

- 1.** Any activity or publicity that is illegal, breaches College rules, policies and codes or Union bye-laws, regulations, policies or constitution or GDPR is deemed to be in breach of the election rules.
- 2.** The College is still a place of work for students and staff alike during the election period. Candidates must not do anything to disrupt the normal operations of College or the Union during campaigning.
- 3.** The RO/DRO reserve the right to suspend the elections in the event of a circumstance beyond the Union's control. This may include but not limited to: acts of God, war, strikes or labour disputes, embargoes, acts of competent government or regulatory authorities, pandemic, quarantine or widespread illness, illness of members of staff, actual, suspected or threatened act of terrorism, riot, civil disorder, or any other 'force majeure' event.
- 4.** Lecture shout outs (announcements by a candidate at the beginning or end of a lecture) are prohibited unless permission is provided by the lecturer.
- 5.** Digital lecture chat functions (e.g., MS Teams channels or meeting chats) must not be used for campaigning without permission of the lecturer or organiser.
- 6.** Any expenditure must be on activity or items that all candidates could reasonably have had the opportunity to buy or carry out.
- 7.** All campaign material, including any paid for social media advertising, must be accounted for and spend declared, with a suitable receipt.
- 8.** No candidates' publicity may appear before the beginning of campaigning as stated in the Elections timeline.
- 9.** Use of the Union or College logo (apart from the Union-provided Elections Banner) on campaign material is prohibited.
- 10.** Permission must be sought when posters are placed on non-designated poster boards in departments and halls of residences. Designated poster boards are:
 - a. On Union Building poster boards with the exception of the bar areas and the Union Dining Hall and those covered in glass.
 - b. Stairway noticeboards at St. Mary's, on each floor.
 - c. Glass notice boards at SAF and in UMO student post room (the student common room in SAF, next to the office for the ICSMSU President) .
 - d. Reynolds First floor walls and basement walls
 - e. Sherfield walkway
- 11.** All publicity must be in English only or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
- 12.** Publicity stunts must not occur on the Queen's Lawn, Queen's Lawn Terrace, Prince's Gardens, or Dalby Court without the consent of the College Secretary. They should never be offensive or dangerous – including contravening Health & Safety considerations. A risk assessment must have been submitted and approved, and appropriate permissions must be sought.
- 13.** Candidates and their campaign team must not harass, coerce, bribe or use intimidation to persuade someone to vote or whom to vote for.

- 14.** Candidates and their campaign team must not obscure, tamper with or remove the publicity of any other candidates nor any publicity for non-election related issues or events.
- 15.** Campaign material and activities must not cause damage to College or Union property.
- 16.** All candidate websites and social media pages should contain a link to the elections website imperialcollegeunion.org/elections.
- 17.** All campaigning conducted through social media should contain the hashtag '#icuElections'. Candidates should declare their social media accounts during the nomination and manifesto uploading period to support the RO/DRO to investigate complaints should they arise.
- 18.** Candidates are allowed to use social media or digital communication chat functions, mailing lists, and other forms of group communication only if they have collected consent to be contacted from those individuals during the campaign period and the group was formed for the sole purpose of campaigning in this election.
- 19.** Candidates running for Officer Trustee positions must only run for one position as opposed to multiple.

Trustee Declaration

All prospective Trustees must read and sign a declaration like the one below if they win one of the Officer Trustee positions.

I declare that:

- I am over 18 years of age;
- I have never been convicted of an offence involving dishonesty or deception that is not regarded as legally spent;
- I am not an undischarged bankrupt;
- I have never been removed from office as a charity trustee by a Court or by the Charity Commission;
- I have not been disqualified under the Company Directors Disqualification Act 1986;
- I have not made compositions with my creditors from which I have not been discharged;
- I am, in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee;
- I understand that, as a trustee of Imperial College Union, I will be excluded from employment by Imperial College Union; therefore, if I am currently a staff member of Imperial College Union, I will have to resign my position upon taking office as a trustee;
- In order to ensure compliance with Charity Law and best practice, and to protect the Union and the individual from real or perceived conflicts of interest, I understand that the Union will not employ former Trustees on a permanent basis until after the completion of one year from the end of the individuals term of office.



Leadership
Elections'24