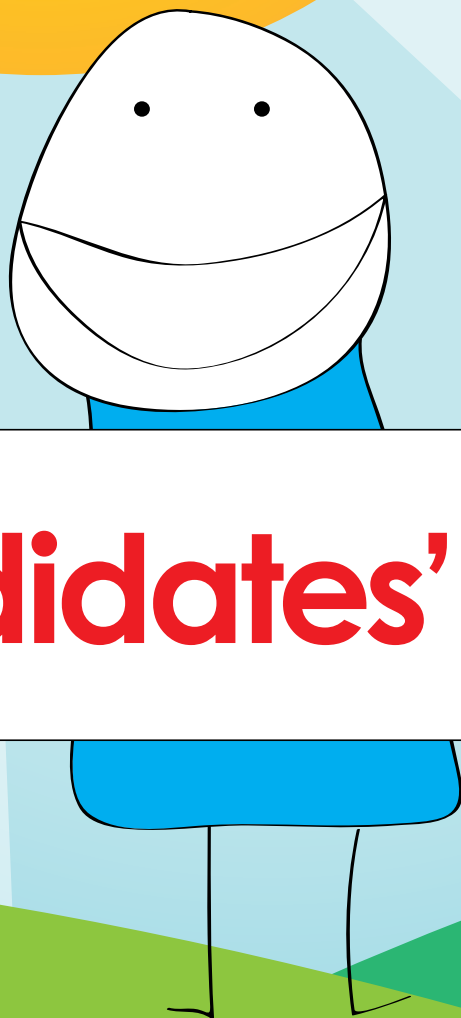


the **BIG**
Elections
2012



Candidates' Pack

Contents

Contents	2
Introduction	3
Timetable	4
Seven Reasons to Run	5
Full-time Positions	6
Part-time Positions	10
The Campaign Process	16
Voting	20
If You Win	21
Rules	22
Contacts	30



Introduction

Welcome to the Big Elections 2012!

Each year members of Imperial College Union elect a team of students that help run the organisation. Students either take a year out of their studies to hold a Sabbatical position or continue with their studies taking up an officer position.

This year, we are electing most of these positions all in one big election. The Big Elections 2012 includes all Sabbatical positions as well as important positions from your Faculty Unions, including the Presidents of the ICSMSU RCSU, CGCU and GSA.

Finally we are also electing our four Student Trustees to be part of the Union's Trustee Board. The Trustee Board is the most important and powerful committee in the Union setting the Union's strategy, objectives and finances.

We need you to run for one of the positions!

It takes you, a member of Imperial College Union, to stand for election and if successful take up that role for the next academic year.

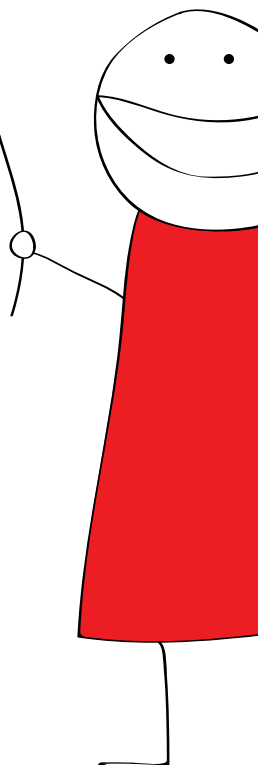
You can see a list of all the positions available in in the Postions section of the website, and in this pack, including more information about what the role entails and some thoughts from people currently doing that role.

Who can stand for Election?

The Big Elections 2012 is open to all students. There are a few exceptions: Faculty positions are only open to students of that Faculty, and the same goes for Postgraduate positions.

Full-time positions require successful candidates to take a year out of their studies or at the end of their degree. Full-time positions are paid and include accommodation.

All candidates running for positions in the election are recommended to talk to their personal tutor before deciding to stand.



The Timetable

Below is the timetable for this year's elections. Remember, you can only begin campaigning after the Initial Candidates Meeting has taken place on 1 March, otherwise you may be penalised for having an unfair advantage!

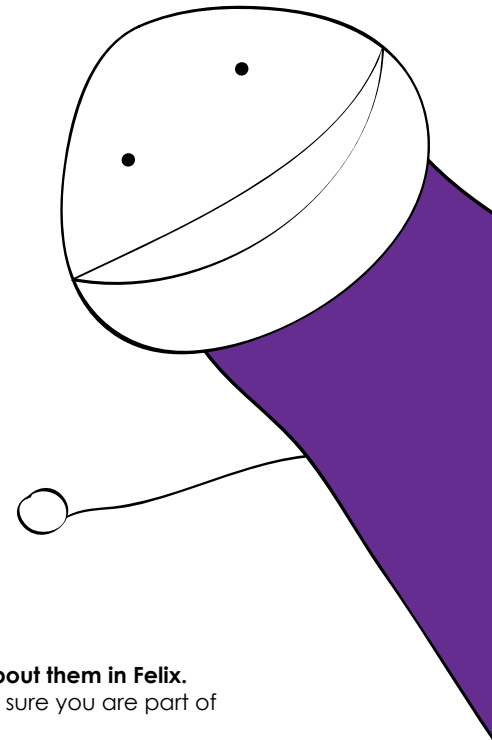
February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
13	14	15	16	17	18	19
Nominations Open 00:01						
20	21	22	23	24	25	26

March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	1	2	3	4
						Nominations Close 23:59
5	6	7	8	9	10	11
Initial Candidates Meetings Union - Activity Space 1, 12:30 RCSU - Meeting Rooms 4 & 5, 17:00 CGCU - Guild's Office, 18:00 ICSMSU - Physics LT2, 18:00	Deposits Due 12:00	Online Meet the Candidates STOICtv 18:00		Felix Election Special		
Manifestos Due 19:00						
12	13	14	15	16	17	18
Voting Opens 00:01				Voting Closes 23:59		
19	20	21	22	23	24	15
Final Candidates Meeting (Activity Space 1, 12:30)	Results Announced (TBC)			End of Term		

7 reasons to run



1 Make Imperial better

This is your chance: what would you give to future Imperial students?

Past student officers brought you Wednesday afternoons off, over 300 Clubs, Societies & Projects, one of the UK's best bursary programmes, and more.

2 Be part of the decision

You could be one of the decision-makers that helps run College. Or you could read about them in Felix.

The National Student Survey shows that Imperial students want a better Imperial. Make sure you are part of that process.

3 Represent Imperial

Do you want MPs, journalists and policymakers to know your first name? Represent Imperial students to College, and to the nation.

Elected Officers influence College and national policy everyday; be the voice of the Imperial students.

4 Upgrade your career

Get the personal & professional skills that will help you for the rest of your life.

Graduate Recruiters are always looking for more than a degree. The skills you will develop during your year as an elected officer will put you a step ahead.

5 Run a unique and amazing organisation

Start your career at the top of the tree, not at the bottom. Be a key part of this exciting and important organisation.

Imperial College Union is an organisation with a turnover of over £3.5m, a staff team of over 40, and 2,500 volunteers: all led by student officers, elected every year.

6 Live the most fun and challenging year of your life

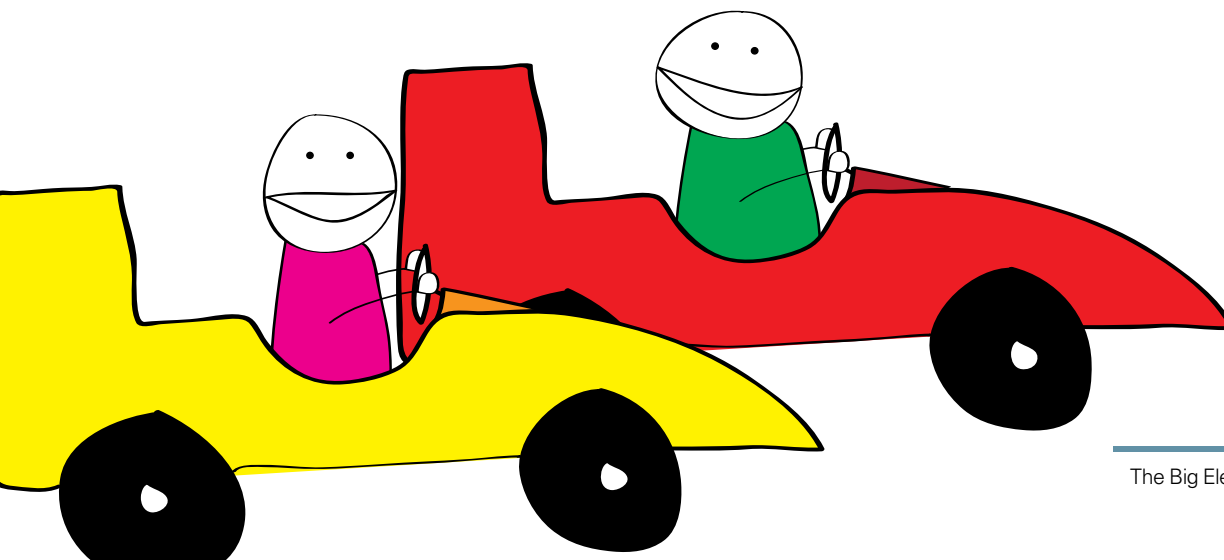
Every day is different, each challenge unique.

From running Freshers' Fair to sitting on College Council, editing a sixty-year-old newspaper to organising the RCSU Science Challenge.

7 Experience the thrill of campaigning

Every candidate that has ever taken part in elections has enjoyed the campaign process if they were successful or not.

Getting a campaign team together, writing your manifesto, chatting to your fellow students and presenting in front of a packed lecture theatre is all part of the experience of running for election.



Full-Time Positions

The Full-Time Positions include the Union President, the four Deputy Presidents, ICSMSU President and the Felix Editor.

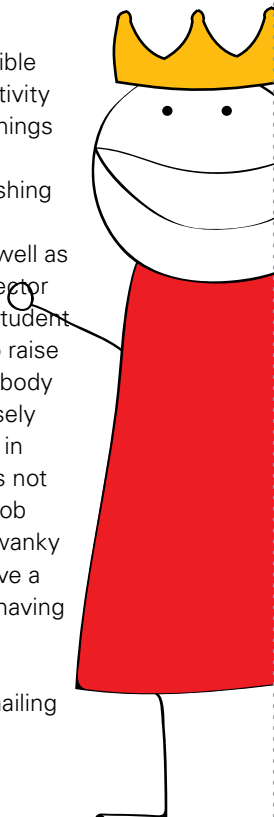
If you want to stand for election, located below are brief descriptions of what each role entails. For more information, you can read what the current Officers have to say about their roles by heading to the Union website: imperialcollegeunion.org/elections. Alternatively, you can get in touch with the current Officers by sending them an email to the address located at the end of each blurb. They'll be over the moon to hear from you! Here's what you can expect to be doing next year should you win:



President

The Union President is ultimately responsible for the direction of the Union, all Union activity and its finances. Tasks vary from simple things such as chairing a meeting to managing a multimillion pound project such as refurbishing the Union's bars. The President sits on numerous committees within College as well as the Union and meets regularly with the Rector and other senior College staff to provide student input in decision making processes and to raise any immediate concerns that the student body might have. The President also works closely with the Union's General Manager who is in charge of the Union's permanent staff. It's not all work and no play though: perks of the job include lunching at College's handful of swanky campus restaurants, the opportunity to give a speech in a packed Royal Albert Hall and having your very own President's dinner.

For more information contact Scott by emailing president@imperial.ac.uk.



Constitutional Job Description

The Union President shall:

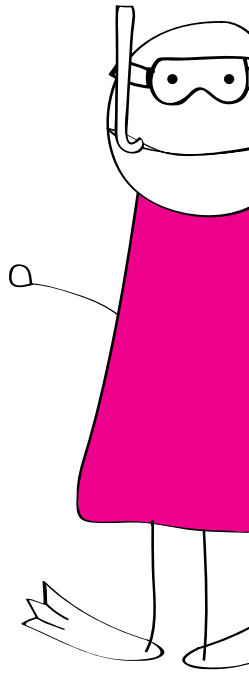
- i. Execute the policy and further the aims and objects of the Union,
- ii. Be the ultimate representative of the Union,
- iii. Be the chief executive officer of the Union,
- iv. Be responsible for the activities of the Union,
- v. Act as a Trustee ex-officio,
- vi. Be responsible to the Court for the Union's Elections,
- vii. Be responsible for constitutional development and preliminary interpretation,
- viii. Be responsible for the finances of the Union,
- ix. Be responsible for staffing and discipline issues,
- x. Be the manager of the other Sabbatical Officers in their role as employees and co-ordinate their work and that of the non-sabbatical Officers of the Union,
- xi. Be the manager of the Felix Editor and other holders of sabbatical office, in their role as employees, without prejudice to their operational and representative independence,
- xii. Delegate the duties and responsibilities of Officers in the case of vacancies of if any Officer is unable to carry out his or her duties,
- xiii. Be responsible for the work of the Executive Committee,
- xiv. Chair relevant Union Committees,
- xv. Liaise with Union and College staff as appropriate,
- xvi. Represent the Union on external committees as appropriate,
- xvii. Be responsible for Health and Safety across the whole Union,
- xviii. Report to Union Committees as appropriate, and
- xix. Negotiate extra duties for Union Officers where appropriate.

The Positions cont...

Deputy President (Clubs & Societies)

The DPCS is here to look after the 300+ Clubs, Societies & Projects at Imperial College Union. As you can imagine, this makes the job hugely broad; we have everything from Archery to Software! The role involves duties such as helping individual clubs with issues they face to working with national organisations to represent Imperial students. You will learn how to problem-solve at every level and have the opportunity to effect real change in the direction of Student Activities at Imperial. Your decisions have the potential to directly improve the experience of thousands of Imperial students who take part in Clubs, Societies & Projects at Imperial.

For more information contact Monya by emailing dpcs@imperial.ac.uk.



Constitutional Job Description

The Deputy President (Clubs and Societies) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for the effective co-ordination and representation of Union Clubs and Societies, in conjunction with the relevant Union committees,
- iv. Be responsible to the President for Health and Safety issues within clubs and societies, and chair and administer the Union Health and Safety Committee,
- v. Be responsible for the organisation of Freshers' Fayre,
- vi. Liaise with the Clubs and Societies Administrator to ensure that appropriate support is being given to all Union clubs and societies,
- vii. Liaise with other Union and College staff as appropriate,
- viii. Attend the relevant Union Committees,
- ix. Represent the Union on external committees as appropriate,
- x. Represent Union Clubs and Societies to the British Universities Sports Association,
- xi. Report to Union Committees as appropriate, and
- xii. Negotiate other duties with the President.

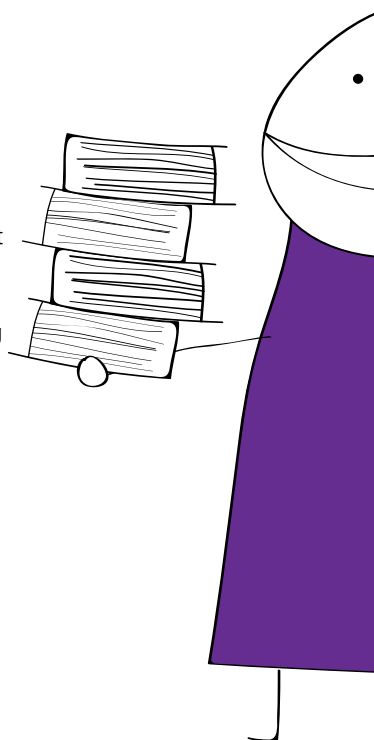
Deputy President (Education)

The DPE role is simply summarised as "making sure the academic experience at Imperial is one of the best in the world".

The Deputy President (Education) is the go-to person for all academic needs. They sit on top of the representation structure (year rep - dep rep - Academic Affairs Officer- DPE) so they're usually directly involved when things that can't be resolved at lower levels, need urgent attention or are of significant importance. For example, BioChemistry preliminary grades being unavailable for students.

In addition to working directly with students on their representation issues, the DPE is also the go-to person for College when they are planning to run projects or do anything academia related.

For more information contact Jason by emailing dpeducation@imperial.ac.uk.



Constitutional Job Description

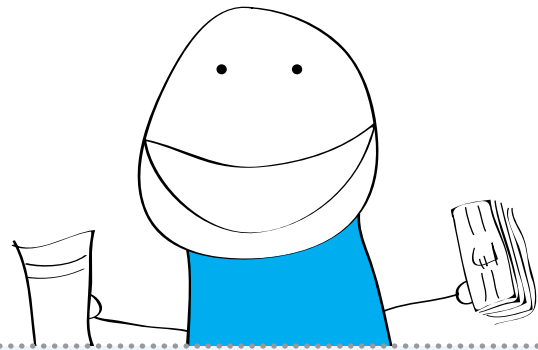
The Deputy President (Education) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for identifying and informing College of student opinion on academic affairs and suggesting areas for development,
- iv. Work with College on enhancing the student experience and provision for student development,
- v. Be responsible for the training and running of a Representation Network for the Academic Representatives of the Faculty Unions and other student bodies,
- vi. Liaise with the Faculty Unions and Graduate Students Association on all academic matters concerning Undergraduate and Postgraduate students respectively,
- vii. Liaise with Union and College staff as appropriate,
- viii. Attend the relevant Union Committees,
- ix. Represent the Union on external committees as appropriate,
- x. Report to Union Committees as appropriate, and
- xi. Negotiate other duties with the President.

Deputy President (Finance & Services)

As Deputy President (Finance & Services), you will be responsible for all of the Union's finances and its commercial operations. You'll be the students' representative on how we manage our money and run our services, coming up with ways to use our facilities to benefit as many students as possible. This includes club nights, live bands, pub quizzes and bar nights in Metric, FiveSixEight and the Union Bar. You'll also be responsible for managing the finances of all the Clubs, Societies and Projects available at the Union, as well as the Union Shop and Newsagent on the main walkway.

For more information contact Michael by emailing dpfs@imperial.ac.uk.



Constitutional Job Description

The Deputy President (Finance & Services) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible to the President for all aspects of the Union finances,
- iv. Be responsible to the President for the Union's commercial services,
- v. Co-ordinate trading forums and the finance-related aspects of the Clubs and Societies Board,
- vi. Liaise with Union and College staff as appropriate,
- vii. Represent the Union on external committees as appropriate,
- viii. Report to Union Committees as appropriate, and
- ix. Negotiate other duties with the President

Deputy President (Welfare)

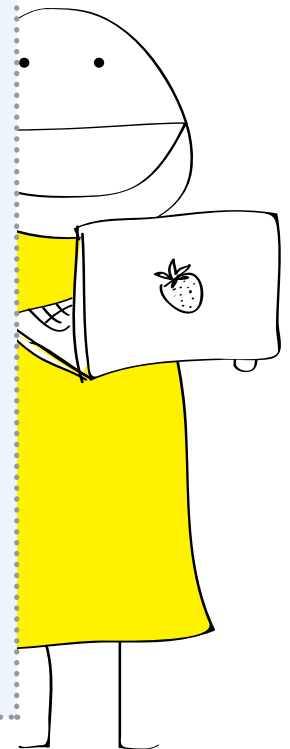
The DPW coordinates campaigns and information concerning student welfare, working closely with the Union's Student Adviser, student volunteers and the College's Welfare services. They represent students' welfare needs to College and external organisations, and sit on a number of College committees relating to welfare, accommodation, equal opportunities and the student experience. They are also responsible for the activities of the Union's Community Action Group and IC RAG.

For more information contact Nicolas by emailing dpwelfare@imperial.ac.uk.

Constitutional Job Description

The Deputy President (Welfare) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for identifying and informing College of student opinion on welfare issues and suggesting areas for development,
- iv. Be responsible for representing the welfare needs of all students, including minority or under-represented groups to the College,
- v. Be responsible for coordinating and publicising all campaigns concerning equal opportunities and welfare issues.
- vi. Be responsible for maintaining and running a Welfare Network for the Welfare Officers of the Faculty Unions and other student bodies,
- vii. Assist the President in enforcing the Union's Equal Opportunities Policy,
- viii. Liaise with Union and College staff as appropriate,
- ix. Attend the relevant Union Committees,
- x. Represent the Union on external committees as appropriate,
- xi. Report to Union Committees as appropriate, and
- xii. Negotiate other duties with the President.



The Positions cont...

Felix Editor

Felix is the weekly student publication of Imperial College London, and was founded in 1949. The Editor oversees the production of the paper throughout the year and ensures that it goes to print every week; tasks include design, writing and photography. The Editor must seek out contributors and editors for other sections, not to mention encouraging students to write! On top of this, the role requires looking for advertising in order to fund the cost of printing. This involves contacting major firms regarding either sponsorship placing ads in the paper. It's a lot of work, but seeing the result of each week's effort is more than rewarding!

For more information contact Matt by emailing felix@imperial.ac.uk.



Constitutional Job Description

The Felix Editor shall be responsible to Council for:

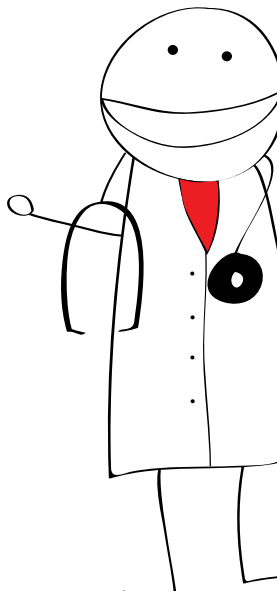
- i. The running and management of Felix in accordance with the Felix Constitution, the Code of Practice for ICU Publications, Annexe F of the Code of Practice and its other provisions for Union media, College Code of Practice (Freedom of Speech) and Section 43 of the Education (No.2) Act 1986 and any subsequent amendments of the above,
- ii. The proper financial management of Felix and adherence to budget,
- iii. Ensuring that the editorial responsibilities of fair play and honesty prevail whilst defending the concept of editorial freedom,
- iv. The recruitment of such assistance as is necessary, from the student body of Imperial College in the first instance, and
- v. Any inaccuracies appearing in implicitly or explicitly as facts.

ICSMSU President

Ultimately responsible for everything at ICSMSU. The ICSMSU President oversees the actions of the ICSMSU Exec officers and chairs regular Exec meetings to monitor this.

With regard to academic representation, the ICSMSU President sits on most Faculty of Medicine Education Committees, and chairs Staff-Student Liason Group Meetings. The President also is a first port of call for welfare advice, as well as many other queries. The ICSMSU president represents medical students on various committees within ICU as well as representing the interest of all students on bodies such as ICU Exec and ICU Council. Always varied, great fun.

For more information contact Suzie by emailing icsm.president@imperial.ac.uk.



Constitutional Job Description

The ICSMSU President shall:

- i. Represent the interests of their members at the appropriate Union, Faculty and College Committees,
- ii. Be responsible for the development and preliminary interpretation of their constitutions,
- iii. Be responsible to the Deputy President (Finance and Services) for all aspects of their union's or committee's finances,
- iv. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and health and safety of their members,
- v. In the case of Faculty Union Presidents, Graduate Student' Association Chair, the Overseas Societies Committee Chair and Silwood Park Chair, be responsible to the Deputy Presidents (Education) and (Welfare) for the academic and welfare issues of their members,
- vi. Be accountable to Council for the activities of their union or committee, and
- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

Part-Time Positions

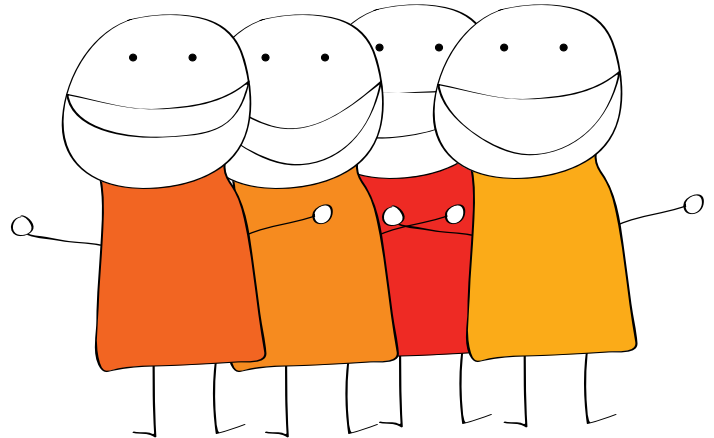
If you want to stand for a part-time position, located below are brief descriptions of what each role entails. For more information, you can read what the current Officers have to say about their roles by heading to the Union website: imperialcollegeunion.org/elections. Alternatively, you can get in touch with the current Officers by sending them an email to the address located at the end of each blurb.



Student Trustees

Being a Student Trustee is a serious responsibility which requires those on the board to take an active role in the governance and direction of Imperial College Union. The Trustee Board is there to ensure that the Union is meeting its aims and objectives, sets the long term strategy, ensures that the Union is using its financial resources correctly and is financially viable and ultimately is acting within the law.

The time commitment is not demanding; 4-5 meetings a year with the opportunity to sit on various sub committees. The role is a fantastic opportunity to learn skills that are not part of your degree and to get your input in to key decisions directing the Union.



CGCU President

The CGCU President is responsible for representing the engineering students on various areas, academically, professionally and socially to the college, Union, alumni bodies and external companies. They are also ultimately responsible for a smooth running of the executive committee which oversees subsections of this Faculty Union including events, industrial relations, alumni relations, finance, academic representation, welfare and sport.

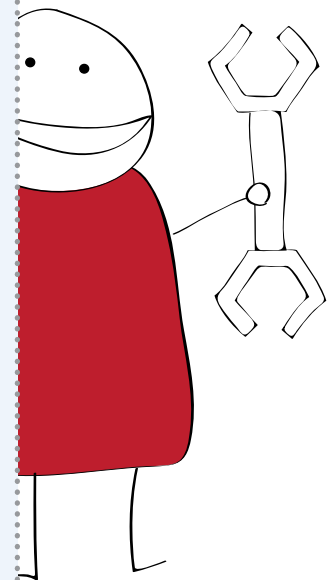
They also work closely with the executive team to provide support and secure funding to encourage activities for departmental societies and engineering clubs.

For more information contact Jacky by emailing cgcu.president@imperial.ac.uk.

Constitutional Job Description

The CGCU President shall:

- i. Represent the interests of their members at the appropriate Union, Faculty and College Committees,
- ii. Be responsible for the development and preliminary interpretation of their constitutions,
- iii. Be responsible to the Deputy President (Finance and Services) for all aspects of their union's or committee's finances,
- iv. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and health and safety of their members,
- v. In the case of Faculty Union Presidents, Graduate Student' Association Chair, the Overseas Societies Committee Chair and Silwood Park Chair, be responsible to the Deputy Presidents (Education) and (Welfare) for the academic and welfare issues of their members,
- vi. Be accountable to Council for the activities of their union or committee, and
- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.



The Positions cont...

GSA President

The GSA president is a role where you get the opportunity to put in to practice the skills that you have built up through to the time where you are now a PG!

You are part of the Union decision, oversight and change making bodies, Union Council, Executive Committee, where you represent and feed through the wants and needs of the PG student.

Day to day sees you coordinating the GSA Exec which plans social events, such as sports, picnics and quiz nights as well as making sure that the academic and welfare needs of PGs are not being brushed aside.

Ultimately this role needs a person who can lead, delegate and is passionate about PG student affairs.

For more information contact Robert by emailing gsa.president@imperial.ac.uk.

RCSU President

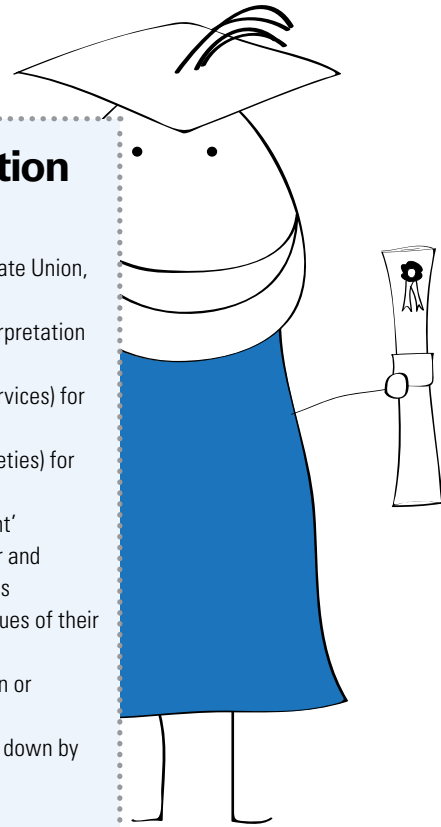
The RCSU President controls a budget of over £20,000, organising a range of academic, social, careers and pastoral events representing the interests of over 4,000 students. You directly liaise with senior members of staff and sit on various College and Union committees. These include the Faculty of Natural Sciences Teaching Committee, Representation and Welfare Board, Union Council and Union Executive. You are also directly responsible for managing a committee of over 15 people and the five departmental societies which sit within the Faculty of Natural Science.

For more information contact Luke by emailing rctu.president@imperial.ac.uk.

Constitutional Job Description

The GSA President shall:

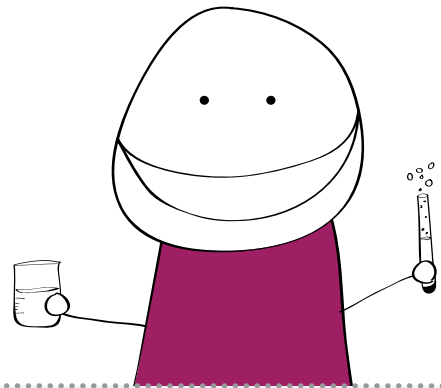
- i. Represent the interests of their members at the appropriate Union, Faculty and College Committees,
- ii. Be responsible for the development and preliminary interpretation of their constitutions,
- iii. Be responsible to the Deputy President (Finance and Services) for all aspects of their union's or committee's finances,
- iv. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and health and safety of their members,
- v. In the case of Faculty Union Presidents, Graduate Student' Association Chair, the Overseas Societies Committee Chair and Silwood Park Chair, be responsible to the Deputy Presidents (Education) and (Welfare) for the academic and welfare issues of their members,
- vi. Be accountable to Council for the activities of their union or committee, and
- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.



Constitutional Job Description

The RCSU President shall:

- i. Represent the interests of their members at the appropriate Union, Faculty and College Committees,
- ii. Be responsible for the development and preliminary interpretation of their constitutions,
- iii. Be responsible to the Deputy President (Finance and Services) for all aspects of their union's or committee's finances,
- iv. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and health and safety of their members,
- v. In the case of Faculty Union Presidents, Graduate Student' Association Chair, the Overseas Societies Committee Chair and Silwood Park Chair, be responsible to the Deputy Presidents (Education) and (Welfare) for the academic and welfare issues of their members,
- vi. Be accountable to Council for the activities of their union or committee, and
- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.



GSA Executive Committee

GSA Academic and Welfare Officers x 5

There is a GSA Academic and Welfare Officer (AWO) for Engineering, Physical Sciences, Life Sciences, Medicine and Business.

Each GSA Academic and Welfare Officer is responsible for obtaining feedback from their School, Center, Campus, Course, Institute, Department (SCCID) Representatives and presenting their issues to the Union, College and the Graduate Schools. Each AWO is also responsible for ensuring that SCIDD and PGT Representatives are aware of what the Union, College and GSA offer in the way of services and support: From grants to support Welcome Events to settling funding disputes with the College.

Events Officer

The GSA Events Officer is responsible for planning, organising, and running GSA events. The role is best suited to a dynamic and outgoing person who can dream up ways to mix postgraduates from different subject areas together. The Events Officer will also be in charge of recruiting and motivating Events Team members.

Secretary

The Secretary is responsible for the accurate creation and maintenance of minutes relating to all GSA business and meetings. The Secretary ensures that the Agenda for meetings is available online for attendees before GSA Exec meetings and ensures the minutes are posted online soon after the meetings. The Secretary works closely with the GSA President and Vice President to organise meetings and ensure that all current issues and event plans etc are discussed regularly. They will also be in charge of organising contact details and email lists so that they are easily accessible by all GSA members.

Vice President

The GSA Vice President is the President's right hand and closely works with the Secretary and Treasurer. Among the main responsibilities are managing information and communication flow within the GSA. That involves keeping everyone up to date with all information required to ensure the GSA runs effectively and efficiently and assigning tasks to members of the executive committee and making sure they are delivered. The Vice President takes over responsibilities when the President is not available and comes second as "the face" of the GSA.

Public Relations & Marketing Officer

The GSA Public Relations & Marketing officer has two main responsibilities:

- advertising GSA and Union events to the postgraduate population
- attempting to acquire monetary support for the GSA

Postgraduates tend to respond differently to different messages and it is important to ensure that they are aware of GSA and Union activities as well as feel invited to all the events. Reaching as many postgraduates as possible has been notoriously difficult and the GSA is aiming to raise its profile as much as possible this year.

To do this the GSA would benefit from increased monetary support, from the Union as well as from outside sources. The main events that would benefit from sponsorship are the Welcome and Winter PG Mingles plus the Summer Picnic. The Public Relations & Marketing Officer would be responsible for liaising with College staff, at some of the highest levels, and putting forward the case for more GSA funding. In addition, they should approach a number of potential sponsors identified either by GSA members with corporate ties, or by networking at careers events.

The Positions cont...

GSA Executive Committee cont...

Services Officer

The GSA Services Officer is responsible for liaising with the heads of College Services, such as the Accommodation and International Office, Careers, Catering and Commercial Services, Library, Outreach and ICT staff, plus Graduate Schools staff such as Transferable Skills Lecturers and the Union System Administrator, as appropriate, in order to ensure that services are delivered to postgraduate students in an exemplary fashion. As this is a lot of work to carry the officer will nominate other graduate students to help them out in keeping track of the progress in relevant areas - this year this was done for the transferable skills courses and career services.

Treasurer

The Treasurer is responsible for managing the finances of the GSA - keeping up to date with income and expenditure and ensuring that funds are spent appropriately. Most of the processes are now done using the new online system introduced by the Union and these include processing expense claims, paying the suppliers, preparing budgets for the GSA events and managing income from ticket sales. It is important for the Treasurer to ensure that records are complete and spending is transparent.

Sports & Activities Officer

The GSA Sports & Activities Officer is responsible for creating and advertising opportunities for postgraduates to play sports in a friendly, non-professional, yet cordially competitive environment. In some instances games and competitions already exist around the various campuses, but they are not advertised centrally and thus can be missed by new postgraduates. In other instances, undergrads have leagues up and running, which are prime for postgraduate involvement. The GSA Sports & Activities Officer closely collaborates with the Events Officer coordinating sports events with other GSA events and organising casual GSA activities such as games/ movie nights and walks.

Clubs, Societies & Projects Officer

The Union has over 300 Clubs, Societies and Projects, but while 60% of the undergraduate population take advantage of the plethora of opportunities only 25% of postgrads get involved. The job of the GSA Clubs, Societies and Projects Officer is to increase the percentage of postgrads that participate. This is a new role within the GSA and is probably suitable for a postgraduate who is interested in a number of different types of Clubs, Societies and Projects at Imperial, but wishes more postgrads were involved.

CGCU Executive Committee

Vice-President (Activities)

Vice-President (Finance & Societies)

Honorary Secretary

Chairman

Academic Affairs Officer (Undergraduate)

Sports Officer

CGCA Officer

Welfare Officer

Event Officer x2

Regalia Officer

RAG Co-ordinator

Spanner Bearer

Bolt Bearer

Guildsheet Editor

LIVE! Editor

Webmaster



ICSMSU Executive Committee

Deputy President

Take over from the ICSMSU President if required, and to deputise in their absence. Ensure all officers of ICSMSU Exec perform the job to high standard and help to rectify if not. Runs the ICSMSU Shop.

Sites and Services

Responsible for the upkeep of all ICSMSU rooms across campuses and for ensuring that student related space across all hospital sites is kept up to standard. Chairs the Bar Steering Group

Treasurer

Deal with the finances of ICSMSU and responsible for budgeting/overseeing budgeting of ICSM events as well as Clubs and Societies.

Welfare Officer

Meet with students who require assistance individually, whilst ensuring any relevant welfare information is distributed to all students. Run ICSMSU campaigns. Attend ICU Council, RWB and WAF.

Academic Officer Years 3, 5 & 6

Elect Year Reps, Collect and co-ordinate feedback. Sit on relevant Faculty Meetings and ICU committees.

Academic officer Years 1, 2 & GE

Elect Year Reps, Collect and co-ordinate feedback. Sit on relevant Faculty Meetings and ICU committees.

Social Secretary (x2)

Organise Freshers Fortnight with the Entertainments Chair. Responsible for publicity of ICSMSU events. To work with the Reynolds Bar Managers to come up with new ideas for events.

RAG Chair

Elect a RAG committee, choose a charity and organise ICSM RAG events throughout the year.

Communications Officer

Responsible for the ICSMSU Website, for keeping it up to date and further developing it. To work with all exec officers to enable website use in relation to their positions and usage for event publicity.

Alumni and Careers

Chairs the ICSM Alumni Association and responsible for getting Final Year ICSM Students to join. Organise Careers Talks and Inspirational lectures, and work with the Faculty to organise careers fair and alumni evening.

Secretary

Take minutes of ICSMSU Exec, Bar Steering Group and ICSMSU Management group meetings. Also send out weekly Club and Society newsletters.

Clubs and Societies

Management group chair for ICSM Clubs and Societies. Run termly management group meetings, support clubs and societies day to day activities where possible and attend ICU Clubs and Societies Board.

Academic Officer Year 4, Biomedical Science and Pharmacology

Elect Year Reps, Collect and co-ordinate feedback. Sit on relevant Faculty Meetings and ICU committees.

Entertainments Chair

Responsible for the oversight of all ICSMSU events throughout the year, including Freshers fortnight, STFYD, Summer Ball, Halfway Dinner, RAG.

The main organiser of Freshers Fortnight with help from the Social Secretaries.

Summer Ball Chair

Elect a Summer Ball Committee and organise the ICSM Summer Ball.

The Positions cont...

RCSU Executive Committee

Vice President (Operations)

The VPO is responsible for ensuring the Departmental Societies are running well (both financially and actively) as well as representing them on the Clubs and Societies Board in the Union.

Honorary Junior Treasurer

The HJT looks after the finances of the RCSU Exec and gives advice to the Departmental Society Treasurers.

Academic Affairs Officer

The AAO sits on both Union Council and the Representation and Welfare Board as well as Faculty committees ensuring that the students of the Faculty are being fairly represented academically. They can attend any Student-Staff Committee meeting.

Sports Officer

It is the role of the Sports Officer to help gather teams for Faculty competition and tours as well as maintaining a list of people willing to play on behalf of the RCS.

Events Officer

The events officer is responsible for finding people to assist with RCSU events as well as chairing the Events Committee. The events officer also helps design/create new events for the students of the Faculty.

RAG Champion

The RAG Champion is the officer responsible for coordinating events (such as cupcake sales) to help raise money for RAG and other charities the RCSU Exec decides to assist.

Departmental Representatives

The Dep Reps sit on both the RCSU Executive Committee and their respective departments Dep Soc, as an impartial viewer. They also deal with their department in Student Staff Committee meetings and self-arranged meetings aimed at ensuring issues of students are resolved. They also meet frequently with Year Reps.

Vice President (Activities)

The VPA helps organize the events for the RCSU and encourages coordination between the Departmental Societies. They are also responsible for upholding the traditions of the Union.

Honorary Secretary

The Hon. Sec. keeps minutes for the Exec meeting and chairs any General Committee meeting. They also help with the organization of activities of the Union and assist with the running of the office.

Welfare Officer

The Welfare Officer helps organize welfare-focused events for the RCSU as well as sitting on Union Council and the Representation and Welfare Board.

Publicity Officer

The Publicity Officer is responsible for forming a publicity team who should help make posters, web events and helps publicize the events of the RCSU.

Web Communications Officer

The WCO maintains the RCSU website as well as designs the e-letters and other web-based communications of the RCSU committee.

Exploration Board Representative

The Exploration Board meets once a term and the RCSU Representative sits on the panel to help decide which explorations to fund as well as assisting in the promotion of the Board to the students of the Faculty of Natural Sciences.

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 for nomination, you require 20 people (or ten if you are running for a Student Trustee role) to log in to the site as well and second you. These seconders could be your friends, members of your campaign team, etc. The purpose of this seconding process is to ensure that you genuinely want to run for the role, and to minimise the number of people who might accidentally put themselves forward for nomination, or as a joke. It is important to remember that you are responsible for the actions of your seconders through the Election process. (See Breach of Rules.)

Nominations open at 00:01 on Monday 13 February and close at 23:59 on Sunday 4 March. Once the nomination period closes, there is a short Initial Candidates Meeting to explain the election rules. After this, the campaign process will begin in earnest!

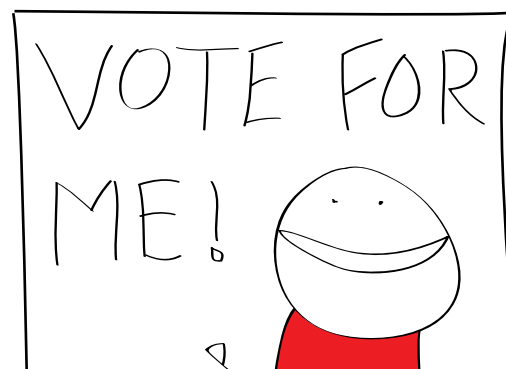
Campaigning

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 Felix) and then come up with a campaign strategy that is going to get you and your ideas noticed and taken seriously by the electorate.

Ten Top Tips for a Successful Campaign

Campaigning around campus is only allowed during a two-week window (see the election timetable for exact dates). **You must not campaign before the Initial Candidates Meeting** otherwise you will have an unfair advantage over your rivals. Of course, you are free to tell your friends you are running but you are not allowed to stick up posters around campus, hand out fliers etc. Here are our top tips for campaign success:

- **Design some eye-catching posters:** this one almost goes without saying. Posters are an essential part of a campaign. There's going to be plenty of them, so make sure yours stand out.
- **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.
- **Demonstrate your experience:** If you've been a club captain or sat on one of the Union's executive committees, promote this to your advantage.
- **Use social networking and construct a website or blog:** Facebook and Twitter are great ways extending your campaign message. (See Social media rules on the next page.)
- **Come up with an imaginative slogan:** A witty slogan captures people's imagination and sticks in their mind.
- **Make speeches in lecture theatres:** Giving a quick shout-out to a lecture theatre is a daunting prospect, but a deeply rewarding way of canvassing hundreds of voters at once. You might even receive an applause!
- **Hand out freebies and use costumes and placards:** People might not remember your policies, but they'll remember your face if you give them a free sweet or two, or dress-up as a gorilla.
- **Get friends to campaign for you:** Get your buddies on the campaign trail to speak to as many members of the electorate as possible.
- **Talk to people:** Take the time to explain your policies to people and why you're the right person for the role. Answer their questions successfully and there's a good chance they'll head off to tell their friends to vote for you as well.
- **Be inventive!** Aside from the freshers, many people will have heard all the usual campaign spiels before. Come up with a unique, original campaign to capture those jaded minds.



Campaign Material

One of the most contentious points between candidates during an election can be campaign material. In order for this election to be successful, we have to lay down some ground rules that everyone must follow:

- The election publicity rules are formed from the standard ICU publicity rules plus additional rules imposed by the Returning Officer.
- **All campaign material** must first be approved by the Returning Officer before it can be used to campaign with. Email a copy of your material to the Returning Officer at elections@imperial.ac.uk.
- All campaign material must not use any College or Union insignia, including crests and logos.
- All campaign material 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.
- All campaign material must have the voting times, and the elections website (www.imperialcollegeunion.org/elections) on all campaign material.
- No part of the Union, be it an officer or group, may express any opinion on any part of the election in their official capacity. Current officers are not allowed to endorse you or your campaign.
- Spamming is forbidden. No use of email lists (either College or Union) or any mass emailing of any form is allowed. If a candidate, or a member of their campaign team, sends an email and the receiver does not know the sender who then lodges a complaint, the candidate may be penalised and/or disqualified.
- All campaign material must not contain offensive language, contain implied offensive language, or be libelous in nature.
- Campaign material must not be placed over other candidates' material; nor should other candidates' material be removed.
- Posters must be no bigger than A2 in size.
- Posters must not be placed on open brickwork.
- Posters must be at least 6 metres apart (within line of sight).
- Posters may be placed in computer rooms in spite of them being potential ballot boxes but any attempt to actively influence a student in the process of voting is a breach of the election rules.
- On the Sherfield Main Walkway, you may not place posters on any two adjacent side-wall poster boards or ones which are facing each other.
- Posters must be put up using blu-tack or drawing pins (as appropriate) – do not use sticky tape.
- Mail-dropping in departmental or hall pigeonholes is forbidden.
- There must be no publicity in halls of residence unless express permission has been given by the Wardens or Sub-wardens for the posters to be placed in any designated areas.
- Campaigning is allowed in lecture theatres only with the permission of the lecturer.

Social media rules:

- Candidates may create Facebook groups. Members of a Facebook group will not be considered activists if they do nothing more than join the Facebook group.
- Candidates are not permitted to use for the purpose of campaigning any Facebook group created for any purpose other than the current election.
- Candidates' Facebook groups shall be considered election material and are as such bound by all the other rules relating to electoral material. Candidates should remove any comment posted on their Facebook group "wall", which contravene these rules. Candidates should remove any such posts within 24 hours of them being posted.
- A Facebook message is governed by the same rules as an email.
- Any candidate using Twitter must inform the Returning Officer of the Twitter name they will be using. All tweets by candidates and their campaign team must include the hashtag #voteicu.
- Candidates must invite ICU Returning Officer (www.facebook.com/icureturningofficer) to any Facebook groups you use for campaigning.

You can only place posters in the following places:

- The Union Building (except FiveSixEight, Metric and the Union Bar).
- Student common rooms.
- Departmental student notice boards (where it is clear they are for general student notices).
- Notice boards along the Walkway.

If all of the candidates follow these rules, then the elections will be more enjoyable for everyone.

Publicity material can be sent to the Returning Officer at elections@imperial.ac.uk for approval BEFORE the Initial Candidates meeting, however you are not permitted to distribute or use any of this material until after you have met with the Returning Officer at the Initial Candidates Meeting. If you are found to do this, you have broken election regulations and subsequent action will be taken.

Campaigning cont...

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 and published in the Felix elections pullout. Manifestos often say more about a candidate if they are not submitted in time any manifestos submitted after the deadlines 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, all campaign material is bound by the Student Staff Protocol (SSP). These regulations are contained within the Code of Practice. In a nutshell, the SSP states that you cannot comment on the performance of a Union Staff member or their department if they are the sole member of that department.

Medium	Submit to	Maximum Word Count	Photo Needed	Deadline
Union Elections Website	elections@imperial.ac.uk	250 words submitted in .doc format	Yes, .jpg or .tiff	19:00 – 05/03/12
Felix Elections Pullout	felix@imperial.ac.uk	250 words submitted in .doc format	Yes, .jpg or .tiff	19:00 – 05/03/12

Spreading your Message in the 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). You could have a small banner on the Live! website, a section of a page in Felix or your face all over the televisions in the Junior Common Room courtesy of Stoic TV.

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**, Live!: **live@imperial.ac.uk**, IC Radio: **info@icradio.com**, Stoic TV: **info@stoictv.com**

To ensure that your advert will be published in Felix, it must be submitted by 4pm the Friday before publication.

Campaign Budget for Sabbatical Positions & Student Trustees

Sabbatical candidates may spend up to £150 inc VAT on whatever you require for your campaign. This can include both travel to the outlying campuses, as well as anything that can be construed as campaigning. You must ensure that for all elements of your campaign that you get a VAT receipt. It is a requirement that you declare your spending at the close of voting, and that you show proof of this to the Elections Committee.

The Union will subsidise 50% of your legitimate campaign expenditure, approved by the Returning Officer, who will want to see evidence of your campaigning. You will receive a cheque payment for your subsidy, after you have submitted your receipts. Please ensure that you collect VAT receipts so the Union can reclaim tax. Irrecoverable VAT may be deducted from your reimbursement entitlement.

You may solicit sponsorship for your campaign. Any sponsorship income (or benefits in-kind) must be accounted for within your overall budget.

Paper printing of posters (in College departments, at home, etc.) shall be accounted for at these costs independent on where and for how much they were printed. Posters and flyers will be charged at the cost of the size of the distributed media; not the printed size.

	A2	A3	A4
Monochrome	12p	6p	3p
Colour	£1	24p	12p

Student Trustees may spend up to £50 on their campaign, no reimbursement from the Union will be given. Candidates are not required to pay a deposit although they can be fined for a breach of rules.

Faculty Union's have different budget rules for their positions

Campaign Budget for ICSMSU Candidates

All candidates may spend up to £50 on whatever you require for your campaign. This can include both travel to the outlying campuses, as well as anything that can be construed as campaigning. You must ensure that for all elements of your campaign that you get a VAT receipt. It is a requirement that you declare your spending at the close of voting, and that you show proof of this to the Elections Committee.

You may solicit sponsorship for your campaign. Any sponsorship income (or benefits in-kind) must be accounted for within your overall budget and declared.

ICSMSU will allow the printing of 20 A4 colour posters and 20 A3 colour posters per candidate and is permitted only on the clubs and socs printer (Xerox) in the SAF ICSMSU Clubs and Socs office. This must first be approved by the Returning Officer, who will want to see your posters beforehand. You must sign your name on the SU printer and record how many you have printed out.

Paper printing of posters (in College departments, at home, etc.) shall be accounted for at the lower of the following rates or the actual costs as shown in the rules for the Sabbatical Positions.

Campaign Budget for CGCU Candidates

Candidates may spend up to £50 on whatever you require for your campaign. This can include both journeys to the outlying campuses, as well as anything that can be construed as campaigning. You must ensure that for all elements of your campaign that you get a VAT receipt. It is a requirement that you declare your spending at the close of voting, and that you show proof of this to the Elections Committee.

The Union will subsidise 30% of your legitimate campaign expenditure, approved by the Returning Officer, who will want to see evidence of your campaigning. You will receive a cheque payment for your subsidy, after you have submitted your receipts. Please ensure that you collect VAT receipts so the Union can reclaim tax. Irrecoverable VAT may be deducted from your re-imbusement entitlement.

You may solicit sponsorship for your campaign. Any sponsorship income (or benefits in-kind) must be accounted for within your overall budget.

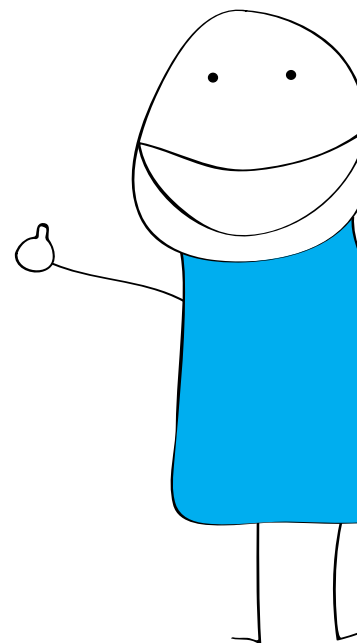
Paper printing of posters (in College departments, at home, etc.) shall be accounted for at the lower of the following rates or the actual costs as shown in the rules for the Sabbatical Positions.

Campaign Budget for RCSU & GSA Candidates

Candidates may spend up to £10 on whatever you require for your campaign. This can include both journeys to the outlying campuses, as well as anything that can be construed as campaigning. You must ensure that for all elements of your campaign that you get a VAT receipt. It is a requirement that you declare your spending at the close of voting, and that you show proof of this to the Elections Committee.

You may solicit sponsorship for your campaign. Any sponsorship income (or benefits in-kind) must be accounted for within your overall budget.

Paper printing of posters (in College departments, at home, etc.) shall be accounted for at the lower of the following rates or the actual costs as shown in the rules for the Sabbatical Positions.



Deposit

ONLY FOR SABBATICAL CANDIDATES

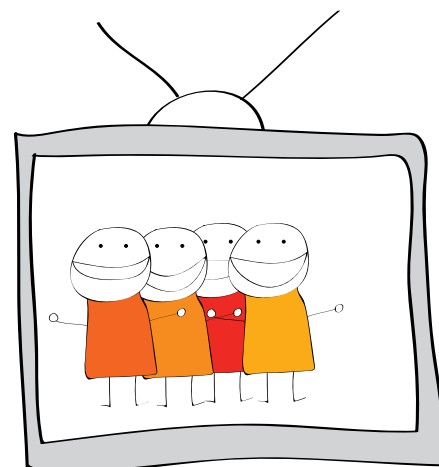
You will be required to pay a deposit of £50, in the form of an online payment before the Initial Candidates Meeting on Monday 5 March. This is to give the Elections Committee some middle ground between allowing a breach to stand, or disqualifying a candidate. Should you follow the rules of the election, you will get your money back in full. Should you or your campaigners not follow the rules, the Elections Committee may decide to withhold either part, or the full amount of your deposit. If you are disqualified, the entirety of your deposit may be withheld.

Please note, you will not be able to enter in to hustings if this deposit has not been paid.

Hustings

Locations and dates for hustings are still to be confirmed but you will be notified with plenty of time. At the hustings, the candidates will each have a set amount of time to give a speech to convince the audience why they are the best person for the role. Students will then have the opportunity to ask questions to all of the candidates. This is often a good opportunity to shine and stand out against your opponents. Be prepared to expect some tough and thought provoking questions from the floor.

For Sabbatical, Faculty Union Presidents and Student Trustee positions hustings will take place in the form of an online tv show called "Meet the Candidates". This will be broadcast live on Thursday 8 March from 18:00. More information about this show will be communicated to candidates nearer the time.



Breach of Rules

The elections regulations contain a section on unfair practices. This is designed to stop you from doing anything that would give you an advantage over any of the other candidates. There are a number of very important concepts within the regulations, of which the most important is conceivably the concept of "Agent's Actions". This is basically the idea that you are responsible for everything carried out in your name, whether you know about it or not. This is normally a difficult concept for people to grasp fully, but we urge you to ensure that everyone who campaigns on your behalf knows the rules, not just you.

Another difficult problem is when someone is trying to sabotage your campaign. This may include people putting up materials that seem to form part of your campaign in a deliberate attempt to get you disqualified. The best way for you to remedy this is to constantly keep an eye on your campaign material. If you see material where it shouldn't be, report this to the Returning Officer at elections@imperial.ac.uk. If you see material that you haven't produced for your campaign, again, take down the material and report the incident to the Returning Officer by emailing elections@imperial.ac.uk. We take the issue of someone trying to sabotage your campaign very seriously, and will investigate it fully.

The President may also take disciplinary action against any student (candidate or otherwise) who interferes with the electoral process. Such action shall be taken under the College Disciplinary Procedure and will appear on their College record.

Should you be the complainant, or the defendant in any action, you have a right to appeal any decision of the Elections Committee. All appeals should be lodged via the President. Appeals can be referred upwards, they will be heard by the Union's Court, who shall then make a ruling.

Voting

Voting System

The voting system that the Union uses is the “Single Transferable Vote with Quota System,” sometimes referred to as STV. 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 on stating who they prefer to be in the position. This also has the benefit of opening up the position to other students. 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. STV ensures that the person with the largest base of support among the student body gets elected.

The Union’s online voting system will be used as in previous elections. This year we are promoting the use of voting by using your mobile phone. As any Union pedant worth his/her/its salt will tell you, section K.85.10 of Regulation Four of the Constiution states: “It is unfair to loiter within ten metres of any ballot box during voting.” As a mobile phone now constitutes a ballot box we will be monitoring every vote cast and highlighting any unusual patterns in votes cast from a mobile phone.

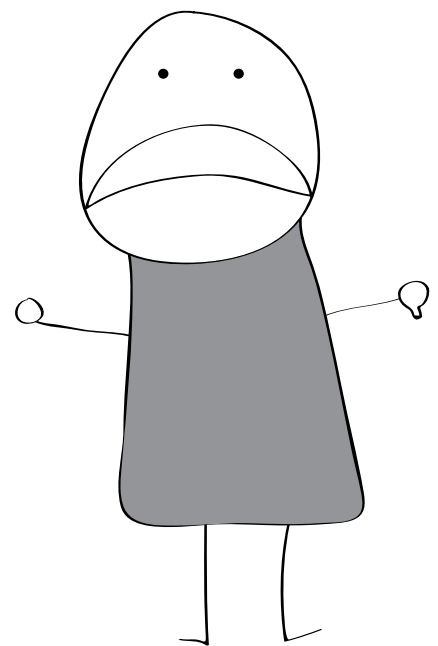
Re-Open Nominations (RON)

RON is a virtual candidate that stands for every post. RON’s purpose is to give the electorate a chance to say that they believe no candidate is suitable for the post. The RON campaign is limited to the same budget as that of the real candidates and is also bound by the same publicity rules. You are also able to abstain from voting for a position if you wish. This option is given once you log in to cast your vote.

Close of Voting

Sabbatical candidates will be required to attend a final candidates meeting on Monday 19 March which will take place in Activity Space 1 in the Union at 12:30. You will be required, under the Union’s Election Regulations Constitution, to sign a declaration saying that you are happy with the way that the election has been run, bar the counting procedure, and that you will not launch a complaint about any point before the count. The count cannot actually start until this declaration has been signed by all of the candidates.

Also, at this meeting, you will be required to declare that should you win, you shall be an officer elect from 1 July 2012 and serve your term in office from 1 August 2012 to 31 July 2013, provided that you reach the required academic standard to pass your year.



If You Win a Sabbatical Position

What is expected of you

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

- To be present during handover from 1 July 2012 to 31 August 2012.
- To serve your term in office from 1 August 2012 to 31 July 2012.
- To work no less than 40 hours per week.
- To be present on campus from 10am–4pm, Mondays to Fridays, unless you are attending away days etc.
- Some out of hours commitments are expected, including work at weekends.
- No holiday in the last two weeks of September due to the start of the new academic year. Similarly, no holiday in July during handover.
- No external employment.
- Must obey the Union's Constitution: imperialcollegeunion.org/representation/governance/structure. A hard copy will be given out at the Candidates Meeting

What you will get from working with us:

- An annual salary in the region of £16,000 plus a living allowance or free accommodation in a student hall of your choice.
- 25 days holiday per year, plus College holidays.
- Full Officer training. You will be trained how to best do your role.
- Staff support.
- A lively, vibrant working environment where no day is the same.
- Access to the Senior Common Room.
- Free Union branded clothing.
- A summertime Union staff day out.
- Free access to Union events.

The Rules (From Regulation Four of the Constitution)

A. General provisions

- 1 All elections in Imperial College Union, Faculty Unions, Constituent or Campus Unions, clubs and societies shall be held according to these regulations.
- 2 In any Union rule, the word “election” or any derivative thereof shall mean an election under these regulations.
- 3 Only Full Members of the Union may participate or vote in any part of an election, though Life Members may act as returning officer.
- 4 All elections and referenda shall be conducted by secret ballot, except that an election held at a meeting with a single candidate (apart from RON) may, if no elector dissents, proceed to elect summarily the person to office.
- 5 All elections shall be determined by Single Transferable Vote with Quota System as defined by the Electoral Reform Society.
- 6 The candidate ‘RON’ stands fully nominated for every post.
- 7 The President is responsible to the College Council to ensure elections are fairly and properly conducted under the terms of the Education Act 1994.
- 8 In these regulations, “constituent part” means any committee (except the Council), Faculty Union, Constituent or Campus Union, club or society.

B. Eligibility to participate

- 9 All Full Members of the Union may stand and vote in an election unless otherwise prescribed. All Full Members of the Union may vote in a referendum.
- 10 No person holding sabbatical office may propose or second a candidate in an election, though all other Full Members of the Union may propose or second a candidate in an election, unless limited under sections 10 or 11.
- 11 The right to stand, nominate and vote in elections for the officers of the Faculty Unions, the Constituent or Campus Unions, the Graduate Students’ Association, clubs and societies may be restricted to their full members only.
- 12 The Silwood Park Union may restrict eligibility to stand, nominate and vote to those students on courses of study predominantly at Silwood Park.

C. Nominations and Timetable

- 13 All elections require nominations to be publicised one week in advance and be placed in a public forum for at least one week, with the name, College identification number (“CID”) or login of the candidate and seconders.
- 14 Nomination papers shall include the name and contact details of the returning officer. The requirements for nomination of candidates may not be amended once nomination papers are placed up.
- 15 Elections for Officers of the Union, Felix Editor, any position granting membership of the Council or Executive Committee and other posts as determined by the Executive Committee or Council have additional requirements:
 - 1 Notice and publicity for the election should produced five College days in advance of nomination papers being placed up,
 - 2 Nomination papers should be up for at least ten College days for Sabbatical and Felix Editor elections and at least five College days for other elections, and
 - 3 Twenty seconders are required for Sabbatical Officer and Felix Editor elections and at least four seconders are normally required for other elections.
- 16 Elections during the first Council of the academic year require nomination papers to be up within the first ten College days of term, notwithstanding section 14.2.
- 17 The election shall be held within ten College days of nomination papers coming down. The ballot times shall be determined and publicised prior to nomination papers coming down, after which they may be amended only with the approval of the Union Court.
- 18 The Council or policy-making body of a constituent part of the Union in which an election is held may by two-thirds majority suspend time limits (except ballot times) in this part for particular elections, with a separate resolution required for each election.
- 19 In the event of a vacancy, nomination papers shall go up within ten College days of the vacancy occurring.

D. Sabbatical elections

- 20 The Sabbatical Officers and Felix Editor shall be elected by a College-wide secret ballot. All Full Members are entitled to stand and vote for these positions.
- 21 The election shall normally be held in the Spring Term on dates approved jointly by the Executive Committee and Court.
- 22 The Executive Committee shall determine whether the elections are to be held by paper ballot or electronic voting.
- 23 The ballot times shall include as a minimum the period between 10.00 and 17.00 on two consecutive College Days and as a maximum five whole days.
- 24 In the event of a vacancy in mid-session, an election shall take place within twenty College days of the vacancy occurring.

E. Elections for non-sabbatical posts

- 25 Elections for all non-sabbatical Union Officers except for officers of the Faculty Unions and Chairs of the Club and Society Committees shall be by and from the Full Membership at Council or by College-wide secret ballot as may be prescribed.
- 26 Elections for Faculty Union Presidents shall be by secret ballot in the relevant departments, by and from all full members of the respective Faculty Union. Other Faculty Union posts shall be elected at a meeting or by departments-wide secret ballot as may be prescribed.
- 27 Elections for Chairs and other officers of the Club and Society Committees shall be by the committee and from the Full Membership. The Graduate Students' Association Chair shall be elected by the Full Membership from amongst those Full Members who are graduate students.
- 28 Elections for club and society officers shall be at a general meeting of the club or society by and from all full members of the club or society.
- 29 Elections for the Student Trustees and Ordinary Members of the Council shall be by College-wide secret ballot by and from the Full Membership. Student Trustees shall be elected concurrently with the sabbatical elections, and ordinary members of the Council at the start of the academic year.
- 30 The Council or relevant policy-making body may prescribe that any election is held by electronic ballot or departments-wide secret ballot notwithstanding any rule to the contrary. This does not change the composition of eligible candidates or electors in it.

F. Referenda

- 31 The Constitution provides for the elementary rules of referenda. Other parts of these regulations only apply to referenda where specifically provided for.
- 33 Upon receipt of a petition through the President, the Court shall consider its constitutionality and that of the subject matter of the referendum. The Court may make orders to require further steps to be taken to complete a petition, or quash an unconstitutional petition or proposed policy.
- 34 The Court shall determine the wording of the referendum question. In doing so it may, with the approval of those the Court deems responsible for organising the petition and as an alternative to quashing a proposed policy, amend it to the extent that it becomes constitutional.
- 35 Once constitutionality is resolved, the Executive Committee shall authorise notice to be given of the referendum within five College days.
- 36 The referendum shall be held between twenty and twenty-five College days of notice having been given. If notice has been published within twenty College days of the end of a term other than the Summer Term, the Executive Committee may direct the holding of the referendum in the first twenty College days of the next term.
- 37 A referendum committee shall act as the equivalent of the Elections Committee. The referendum committee shall initially be the Executive Committee, and the President the returning officer. Individual members may recuse themselves from membership or be removed by the Court. The referendum committee or the Council may appoint new members or a returning officer with the approval of the Court.
- 38 The referendum committee may appoint campaign managers for each side, who shall be responsible for their campaigns, and may make rules for the running of the referendum.
- 39 All College and Union media must be equally available to both sides of the referendum.

The Rules (From Regulation Four of the Constitution) cont...

G. Campaigning and Publicity

General publicity

- 40 The returning officer is responsible for ensuring the election is publicised in advance of nominations.
- 41 In any election or referendum publicity including, but not limited to Felix, Media Group media, Faculty Union newsletters, club and society newsletters shall be equally available to all candidates. All media conducting interviews or discussions must notify all candidates in writing three days before the interview or discussion is due to take place.
- 42 All media or newsletter reports or comments must mention the names of all candidates standing for a post within the body of the report, in the case of elections, or attempt to produce a balanced debate on both sides of the argument in the case of referenda. In any case reports and comments should be fair and accurate.

Candidates' publicity

- 43 No candidates' campaign publicity may appear prior to the close of nominations, in the case of elections, or before notice of a referendum is published, in the case of a referendum.
- 44 All publicity material is to be covered by a suitable receipt. The maximum amount that may be spent on an election or referendum campaign will be decided by the returning officer or Elections Committee and notified to the candidates at close of nominations.
- 45 No form of Union or College insignia shall appear on any candidate's publicity material.
- 46 All poster publicity must comply with the Union's Publicity Policy.

Campaigning on the record

- 47 Candidates are permitted to refer to other candidates in their publicity only to the extent permitted below:
- 1 Statements made by candidates,
 - 2 Conduct by candidates previously or currently in office, related to their office,
 - 3 A disciplinary hearing in relation to a candidate.
- 48 Any reference must fulfil the following conditions:
- 1 A reference must be relevant to a candidate's integrity or ability,
 - 2 No reference may be made which is merely scandalous or intended only to vilify, insult or annoy,
 - 3 No reference may be made to any personal trait of character, except in so far as it is clearly demonstrated by other statements or conduct,
 - 4 No reference may be made to another candidate's political views, except in so far as they relate to students in their interests as students,
 - 5 No reference may be made to another candidate's religious views.
- 49 Any reference to a statement or fact must be supported by substantial and independent evidence, for example meeting minutes, publications, reports, written publicity or hustings comments. The burden of proof is upon the person seeking to assert the facts or statements, to the extent that the returning officer or Elections Committee must be sure that they are true.
- 50 Reference may only be made to a disciplinary hearing and charges made in it if the candidate was found guilty of misconduct, censured or dismissed and no appeal is outstanding. The returning officer must deem it in the student interest for it to be revealed, and may make any restriction on revelation of detail about it.
- 51 If a candidate referred to in any publicity disputes the truth of such a statement and provides evidence or an explanation which results in the burden of proof no longer being met, or demonstrates that the other regulatory restrictions applied, the publicity may then be disallowed. A returning officer may choose to hear both candidates' arguments in any fair way he or she wishes.
- 52 Publicity which is disallowed must be removed within 24 hours. If it involved any comment in a publication, it must be retracted or correcting comment put in within 24 hours, or in the next publication.

H. Hustings and debates

- 53 There shall be hustings in all Union elections, to which all candidates are invited to speak and answer questions.
- 55 The returning officer (or Elections Committee if there is one) shall determine the date and format of hustings, which shall be chaired by the returning officer or a nominee.
- 56 The chair of hustings shall ensure that each candidate is treated equally in the proceedings, and that questions are directly or indirectly relevant to the potential performance of the candidate in the post being elected.
- 57 In referenda, the referendum committee shall organise at least one public, fair and balanced debate which shall take place not less than two and not more than five College days prior to the vote.

I. Re-Open Nominations ('RON')

- 58 The returning officer shall appoint a RON campaign manager and allocate a budget (as permitted within budgetary policy) up to the same level as the other candidates.
- 59 In the event of:
- 1 RON winning, or
 - 2 a decision to re-run the entire election including nominations, nominations shall be re-opened within ten College days and the election repeated.
- 60 In the event that RON commits an unfair practice as described in section 87 it may be ordered that the election is re-run without recourse to new nominations within ten College days of reaching such a conclusion.
- 61 In elections for multi-member constituencies, the default effect of RON being elected shall be that any candidate polling less than RON is excluded. The returning officer may decide (and if so doing must publicise it on or near the ballot box) that the effect of RON being elected is instead that one place is subject to new nominations, a further RON candidate is immediately created with no initial votes and further votes for RON are applied to it, with the process repeating if RON is again elected.

J. Supervision of Elections

Returning Officer

- 62 There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election. The Returning Officer shall maintain neutrality at all times, and may not participate in the election in any manner except as Returning Officer.
- 63 The Returning Officer shall be:
- 1 In elections at a committee, the chair of the committee or nominee, unless otherwise prescribed,
 - 2 In elections held during the Council, Executive Committee or Clubs and Societies Board, the President or a nominee,
 - 3 For Sabbatical Officer and Felix Editor elections, a nominee of the Court, and
 - 4 For Faculty Unions, clubs and societies, their President or Chair, unless otherwise prescribed.

Supervisory authorities

- 64 Supervisory authorities oversee elections and step in, in exceptional circumstances, to ensure an election is run fairly.
- 65 A supervisory authority may impose an Elections Committee or scrutineer or fill a vacancy in the post of returning officer for any election in the Union.
- 66 In all elections except for Union Officers or positions deriving membership or permanent observer rights upon the Trustee Board, Council, Executive Committee or Court, the supervisory authority may also replace a returning officer (even if ex officio), member of an Elections Committee or scrutineer, and is the only body entitled to do so over the objections of the person being removed. The Court may also act to remove and replace any person involved in the administration of any election in the Union.
- 67 In this regulation, the term "supervisory authority" shall refer to, in increasing order of seniority:
- 1 the committee or senior policy-making body of the constituent part of the Union in which the election is held, or officer with their delegated powers,
 - 2 the President, and
 - 3 the Court (whose decision is final).
- 68 An authority is exercisable as a standing order or policy (though not in the case of the Court), or just invoked for a particular election. A more senior supervisory authority may amend the decision of a junior one, and may act whether or not it has previously acted.
- 69 If the President is the returning officer, a candidate or otherwise not impartial, his position as an authority in 67.2 shall be struck out for that election.

The Rules (From Regulation Four of the Constitution) cont...

J. Supervision of Elections cont...

Elections Committees

- 70 In Sabbatical Officer, Felix Editor and Student Trustee elections, and other elections as may be prescribed or ordered, an Elections Committee shall supervise the elections and reserve certain duties of the returning officer to itself, including:
- 1 counting the votes,
 - 2 ratifying an election,
 - 3 ordering a re-run, and
 - 4 disqualifying a candidate.
- An Elections Committee may also over-rule any decision of the returning officer.
- 71 The returning officer shall convene and chair the Elections Committee, which shall meet regularly during the course of the elections. The Elections Committee shall review all progress and decisions of the returning officer each meeting.
- 72 For Sabbatical Officer and Felix Editor elections, the Elections Committee shall consist of the returning officer and four other members of the Council, who are not members of the Executive Committee, chosen at random by the Court.
- 73 In any non-sabbatical election, the supervisory authority may require an election committee to be convened. It shall have two, four or six members (excluding the chair) appointed in such manner as the supervisory authority determines.

Observers and scrutineer

- 74 A candidate has the right to send an observer, or at the discretion of the returning officer be present himself at the count.
- 75 The supervisory authority may request a completely independent observer (who does not need to be a member of the Union) as scrutineer to oversee any part of the election proceedings. Sabbatical elections shall normally have a scrutineer appointed by the College.

Delegation

- 76 The returning officer (or Elections Committee if there is one) may appoint deputies or assistants and allocate duties to them.
- 77 In Sabbatical Officer and Felix Editor elections, any deputy or assistant returning officer shall be permanent observers but not members of the Elections Committee.

Restriction of rights

- 78 The Returning Officer, any deputies or assistants and members of an elections or referendum committee may not vote or participate in any part of the election except in furtherance of their duties, notwithstanding section 8.
- 79 People employed under the direction of the Returning Officer may not participate or influence the result of the election, apart from actually voting.

K. Objections and Unfair Practices

- 80 Objections should be dealt with at the earliest possible opportunity and every effort made by the returning officer or election committee to resolve the dispute.
- 81 Objections may be based on unfair practices by candidates or the unconstitutional running of the election by the returning officer.
- 82 Depending on the type of objection, they are dealt with in the following manner:
- 1 objections to the administration of the election are dealt with under part J (supervision of elections).
 - 2 objections to all other matters are dealt with in the remainder of this part.

Statements of intent

- 83 After voting has ceased and before the count has started, the returning officer shall require candidates to declare that they have no recourse to complaint against the actions of the returning officer or Elections Committee for the fair and constitutional running of the election.

84 In sabbatical elections, the above declaration shall be made in writing and include a statement of intent stating that should they win the election, they shall take up that position, providing they achieve the academic requirements of the College

Unfair practices

85 It is an unfair practice to:

- 1 infringe the Union Constitution, regulations, elections or referenda policy,
- 2 disobey instructions of the returning officer, elections or referendum committee or Court in carrying out their duties under 85.1,
- 3 take unfair advantage of any publication or other publicity that is not contained within the allotted budget,
- 4 do permanent damage to any Union or College area as a consequence of a campaign,
- 5 make any attempt to influence the impartiality of the returning officer, Elections Committee, referendum committee, Court or Union staff,
- 6 deliberately sabotage any campaign other than one's own,
- 7 infringe College rules,
- 8 intimidate any participant in the election,
- 9 overspend the allotted campaign budget, or not produce suitable receipts,
- 10 Canvass for votes to voters using or about to use a ballot box, or
- 11 tamper with any ballot box used in the election or with the submission of electronic votes.

86 An unfair practice may result in action being taken under the Disciplinary Regulation or Policy as well as action within the terms of this regulation. Unfair practices in referenda or sabbatical elections may also be referred by the President directly to the College Discipline Committee.

87 A candidate is wholly responsible for any act or omission made by another on his or her behalf.

Deposits

88 The Elections Committee in Sabbatical Officer, Felix Editor and other elections as authorised by the Court may require a cash deposit (up to a maximum set by the Council) from each candidate in security for fair behaviour during the elections.

89 The cash deposit as authorised shall be required from each candidate at the close of nominations.

90 The deposit may be partially or totally withheld by the Elections Committee for unfair practices detailed in section 85.

Enforcement and remedies

91 In the event of an objection to any part of the election except the count, the count shall not begin until the objection has been resolved.

92 The returning officer (or the elections committee if there is one) shall be able to:

- 1 ratify the election or referendum,
- 2 order the election or referendum to be re-run,
- 3 partially or totally withhold a candidate's deposit (see section 90),
- 4 disqualify a candidate (subject to appeal as in sections 96-98 below), or
- 5 disregard all the papers in a ballot box, or submission of electronic votes from a particular source (this decision must be taken before the count commences).

93 The election or referendum may be re-run (under section 92.2) if the election has been run unconstitutionally, if it is in the interests of justice to do so. If a breach during an election occurred during nomination papers being up, the papers may be placed up again for between two and five College days after they would have normally been taken down. No new nominations shall be sought if the breach occurred after nomination papers were taken down.

94 If ballot boxes or the submission of electronic votes were tampered with, the returning officer may disregard the entire ballot box, or submission of electronic votes, as long as the number of affected votes does not exceed one-fifth of all votes cast.

95 The returning officer may (and must if the votes affected exceed one-fifth of all ballots cast) order the election or referendum to be re-run under section 92.2.

Appeals panel

96 In the event of an objection not being resolved by action of the returning officer, elections or referendum committee, the matter may be referred to the Court.

97 If the election is held by a Faculty Union, committee, club or society, the Court may delay involvement until any internal appeals process is exhausted.

The Rules (From Regulation Four of the Constitution) cont...

K. Objections and Unfair Practices cont...

98 The Court may replace the decision of the returning officer, elections or referendum committee, or internal appeal process with any other decision.

Setting aside election or referendum results

99 The Court may, if satisfied there were serious irregularities or that confidence in the propriety of an election or referendum was gravely diminished, set aside the result of a completed election or referendum and order that any or all parts of it be repeated, including nominations or the count.

100 An application to the Court to set aside such an election or referendum must be made within three weeks of the election results being declared, or the end of the Summer Term following it, whichever is sooner. No application may relate to an issue that was materially resolved by the Court in an earlier hearing.

Disqualification

101 A candidate who is disqualified from an election is automatically further disqualified indefinitely from being elected to or holding any elected or unpaid appointed office in the Union. Such a candidate is also disqualified from acting as a returning officer, scrutineer, observer, member of an elections or referendum committee, or supervisory authority.

102 A person who acts as an agent for a candidate who is disqualified from the election as a result, or partly as a result of the person's misconduct may be similarly disqualified.

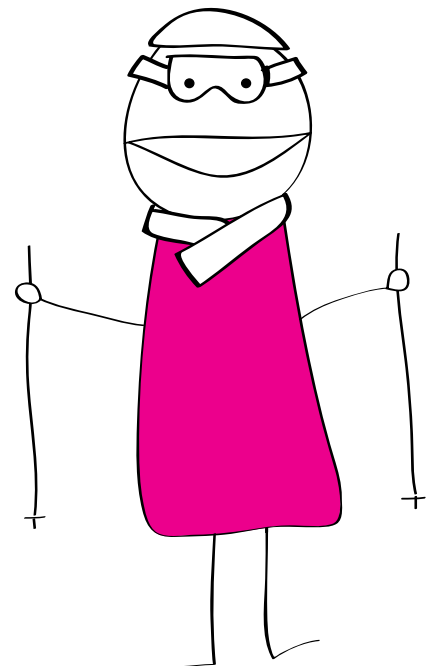
103 A person (including those administering the election) whose misconduct in an election results in or contributes to a re-run, or which would have resulted in or contributed to the disqualification of a candidate, had the misconduct been upon a candidate's behalf may be similarly disqualified.

104 A person guilty of misconduct in a referendum may be similarly disqualified.

105 An order to disqualify any person except an election candidate may only be made by the Court. The returning officer, a Sabbatical Officer, elections, referendum, internal appeals, Disciplinary or Appeals committees may refer any case to the Court for this purpose.

106 No disqualification will act to remove a person from a post he or she already holds, unless that of returning officer or member of an elections or referendum committee. The Council may remove an indefinite disqualification.

107 The President shall maintain a register of people subject to a disqualification under the preceding paragraphs, and any returning officer or the Court in imposing a disqualification must notify the President of the same.



Contacts

Returning Officer

Michael Foster
elections@imperial.ac.uk

Union President

Scott Heath
president@imperial.ac.uk

Union Reception

020 7594 8060
union@imperial.ac.uk

Felix

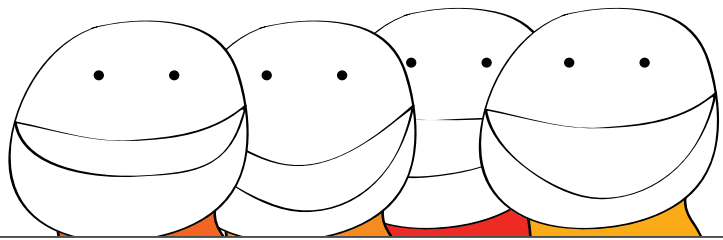
felix@imperial.ac.uk

Stoic TV

stoic@imperial.ac.uk

IC Radio

icradio@imperial.ac.uk



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continuing your studies.**

Imperial College Union
Beit Quadrangle
Prince Consort Road
London
SW7 2BB

Tel: 020 7594 8060
Fax: 020 7594 8065
Email: union@imperial.ac.uk
Twitter: @icunion
imperialcollegeunion.org

