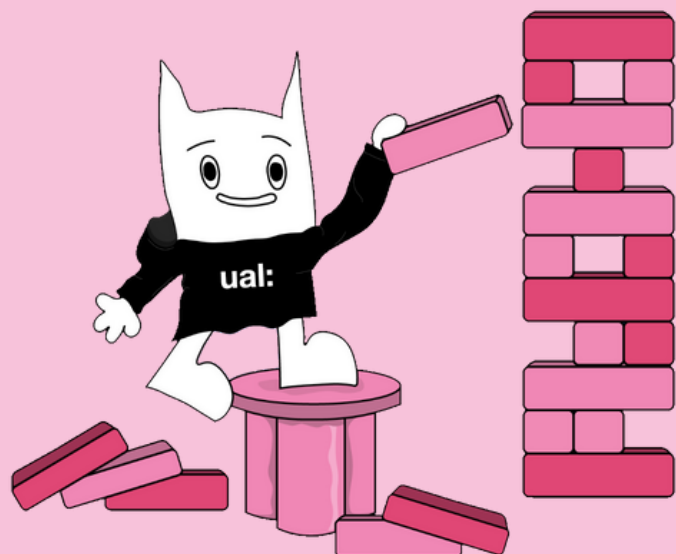


**SPORT CLUB AND SOCIETY**

# **COMMITTEE ELECTIONS**

**Rules & Regulations**

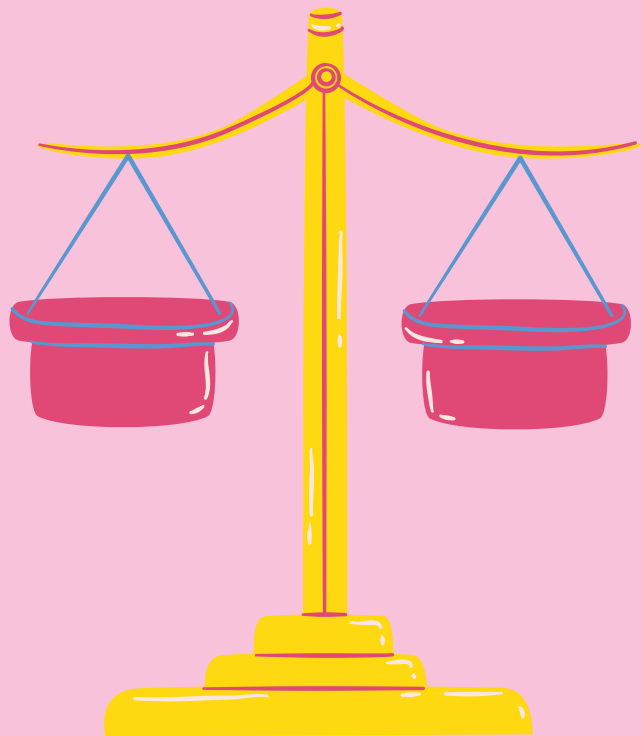


# Election Rules:

Arts Students' Union Elections aim to be fair, accessible and in line with our values as a democratic member-led organisation. This document aims to outline the rules, guidelines and processes to make that happen.

Our work is guided by the following principles in reference to the fair treatment of all students, candidates and staff members of Arts SU and UAL, we ensure our elections are:

- **Accessible and Inclusive**
- **Accountable**
- **Fair**
- **Respectful**
- **Transparent**



Candidates and campaigners are expected to act in line with the guiding principles of the elections.

All current committees are responsible for observing the campaign process, ensuring that they and the candidates continue to facilitate a safe and inclusive community environment.

# Election Rules:

## **Be Accessible and Inclusive**

Arts Students' Union believes that every student should be able to participate in the elections. To ensure that our elections are accessible for all candidates, please ensure your campaign follows the principles outlined within this guide. Please make sure that your campaign is inclusive and accessible to all. If you need any advice on how to make your materials accessible, please do get in touch.

## **Be Accountable**

You are accountable for all your actions whilst campaigning. Each candidate is responsible for the behavior of their campaign team and must make sure that they know and abide by the rules laid out in this document. If a member of your campaigns team breaks a rule, you could be sanctioned or disqualified from the election.

## **Be Respectful**

Candidates and campaigners are encouraged to be creative with online campaigns but are reminded to be respectful of others. You must uphold UAL's commitment to an inclusive and supportive learning environment and respect all staff and students.



## **Be Fair**

Manifestos and campaigning are your chance to persuade your fellow members to vote for you. Misuse of power or position to gain an advantage over other candidates breaches these principles.

Clubs and societies must give equal coverage/opportunity to all candidates.

When campaigning, you must ensure that you:

- **Do not undertake campaign activity that other candidates could not reasonably have access to do** e.g. using your club/society mailing list/Instagram that only current committee members have access to post your campaign information.
- **If you have unique access to reach a group of students through a position you hold within the SU or UAL, which other students could not reasonably acquire, this would be breaching the principle of fairness in an Arts SU election.**
- **Students must be able to vote freely and confidentially, without coercion from a candidate. Any candidate found to threaten or coerce a student to vote from them or on their behalf risks disqualification from the election.**

## **Be Transparent**

In order to ensure all elections are run fairly, Arts Students' Union asks all candidates to ensure their campaign is transparent and to make sure that both they and their campaign team follow all rules outlined in this document. When asked, please provide staff with all relevant information on your campaign, including submitting evidence for any complaint procedures.

# Conduct Guidelines and Rules around Candidate Campaigning

## Conduct when Campaigning

- Candidates using their own electronic devices to obtain votes from others is strictly prohibited.
- Candidates may not utilise resources available to them through paid positions at the Union or University unavailable to other candidates from the point at which the voting period opens.
- Candidates are respectful of social distancing where possible and considerate of students' requests for space.
- Posters must be put on poster boards and not on walls.
- Candidates must seek permission from a lecturer when campaigning in lecturers/online classes – must not cause disruption to teaching.
- Candidates must seek permission before campaigning at club/society events or classes from their current committee must not cause disruption to social activities.

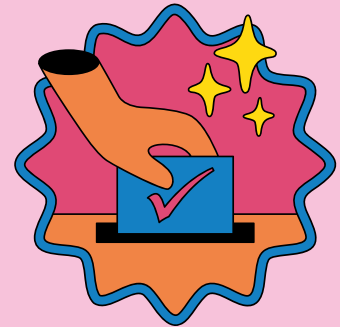


## Guidance for Student Staff Members (part-time)

- Student staff while on shift, cannot campaign for themselves or others. As staff members for that time, they are impartial.
- You can endorse a candidate and campaign for candidates during elections but not while you are on shift, wearing a staff uniform or using platforms given to you as a part of your role.

## **Endorsing Guidance**

All students are allowed to endorse a candidate by publicly supporting them and encouraging others to do the same. However, to ensure the fairness of the election, groups and representatives need to follow certain guidelines:



### **1. Your Society/Club**

All committees should remain impartial and unbiased for all students campaigning in their elections. The committee should not favor any one candidate. They must give equal opportunity to all candidates to campaign with their members, whether that be through group chats or on social media. If posting, you must include ALL candidates and give ALL candidates the opportunity to speak. Any current committee member campaigning for re-election should not misuse their position of power. They cannot use Society's social media accounts or emails to campaign for themselves.

### **2. Course Rep**

A course rep is allowed to endorse a candidate and encourage students to vote. Any media posts coming from a course rep account (set up for the purpose of the role) must include information linking their cohort to the complete candidate list/manifestos.

### **3. Full-Time Officer**

An Officer is allowed to support a candidate and encourage students to vote outside of their working hours (lunch time is not permitted) or during annual leave they have booked in advance. An officer cannot use any work accounts or SU owned communication channels to promote a candidate.

## **Sanctions and Complaints**

The Arts Students' Union elections complaints process exists to ensure the guiding principles outlined here are upheld. Every candidate or student should be a part of ensuring our elections are fair, inclusive, accessible and respectful.

- **All formal complaints must be submitted to your Societies/Sports Development Coordinator via email: [sports@su.arts.ac.uk](mailto:sports@su.arts.ac.uk) and [societies@su.arts.ac.uk](mailto:societies@su.arts.ac.uk)**
- **Any complaints are advised to be submitted within 24 hours of the alleged incident.**
- **To appeal any complaint candidates can do so in writing to the Societies/Sports Development Coordinator.**