**

**COURTAULD STUDENT UNION EXECUTIVE COMMITTEE**

**ELECTION PACK 2020/21**

**THE PRESIDENT**

*In order to run for election you must have read and signed this document and send it to* *students.union@courtauld.ac.uk* *by the17th April 2020.*

*Members of the Executive Committee must attend weekly meetings.*

**Who can run for President?**

Any full time member of the Students’ Union can run for the President position (any enrolled student who has not opted out of the Union).

Reopen nominations (RON) shall be a candidate in all union elections.

**How do elections run?**

March 20th2020

Nominations open to the student body.

This election pack with the positions available, job descriptions and election timetable will be advertised to the student body

April 17th 2020

Nominations close to the student body.

Last date for candidates to submit their manifestos (specification for which is found in this pack) to the Student Union President at students.union@courtauld.ac.uk

April 20th 2020

A list of all candidates will be announced and publicized to the student body

Campaigning can commence (regulations for which can be found in this pack)

April 20th 2020

A hustings event will be held at the Courtauld for students to ask questions to all the candidates prior to elections

April 20th 2020

Voting will open to the student body.

April 24th 2020

Voting will close and the votes will be counted.

April 27th 2020

Elected candidates will be announced to the student body.

**How can I campaign?**

All candidates have to submit a 500 word manifesto. Any manifestos that exceed this word count will be discredited.

On receipt of a valid nomination form the President shall provide the candidate with 4 A3 colour print credits which can be redeemed in the Union office.

Candidates have no budget for campaigning and cannot spend any money (either their own, that of the Institute, the Union or any other source) on their campaign.

Candidates can utilise social media to publicise their campaigns.

Each candidate is eligible for one post on the Union social media accounts. These are to be emailed to the President at students.union@courtauld.ac.uk

Candidates may offer no incentives in return for votes.

No campaigning is permitted in the library, in pigeon holes or directly to student’s email inboxes or social media accounts.

Any candidate found to not comply with the campaign procedure will be removed from the election.

**What is the job?**

*This is a paid, full time, sabbatical position.*

i) Be the prime representative of the Union and seek to involve as many students in the Union as possible

ii) To be a member on the following committees and report back to the Executive Committee on matters discussed where relevant:

* Academic Board
* Admissions and Widening Participation Committee
* All Staff Meeting
* Alumni Association Committee
* Finance Committee
* Governing Board
* Gallery Committee (when deemed necessary)
* Health and Safety Committee
* Staff Matters
* Student Experience Committee
* Teaching and Learning Committee
* any other relevant bodies established by the Institute

iii) Attend any relevant training/briefing days for Union officers.

iv) Arrange training for the Executive Committee following their elections.

v) Convene an Executive Committee meeting every week and a Union Parliament meeting every month.

vi) Ensure the interests of the students are well represented in the Executive Student Committee and across the Institute.

vii) Chair and participate fully in Executive Committee meetings.

viii) Chair and participate fully in Union Parliament and ensure that the decisions made are implemented.

ix) Compile a report on their activities for consideration at Union Parliament.

x) Ensure that all officers of the Union compile a written report for each meeting of Union Parliament and for wider circulation.

xi) Ensure that a report is presented to the Union Parliament on the activities of the Union over the previous year. After approval this should be submitted to the Governing Board and logged in the Union office.

xii) Be responsible for publicising all Executive Committee and Union Parliament meetings, receiving debates and changes for discussion and circulating agendas and minutes to members of the meeting.

xiii) Be the delegate to the NUS annual conference and report back to Union Parliament.

xiv) Be a cheque signatory to the Union bank account.

xv) Ensure that Union finances are managed effectively and efficiently.

xvi) Be responsible for ensuring that the Union draws up and approves an annual budget.

xvii) Ensure that all financial transactions are legitimate, and the necessary paper work and receipts are kept for all transactions.

xviii) Be responsible for the gathering of information on discounts and promotions and promoting these to students.

xix) Be responsible for petty cash, and keep a record of petty cash transactions.

xx) Be the prime representative of the Union to liaise with the institute over any matters affecting students.

xxi) When necessary, meet with Institute management to ensure the quality of services provided by the Institute to students.

xxii) Liaise with the Institute on fees and funding.

xxiii) Have responsibility for representing students in disciplinary or academic appeals cases.

xxiv) Meet with the Returning Officer and ensure that elections happen in accordance with the Union constitution; notify Union Parliament of the resignation of any Union Officer and ensure the Union Parliament decides appropriate action.

xxv) Maintain all legal documentation relating to the Union, including the constitution, instrument and articles of government, the Union code of practice and all legal advice.

xxvi) Ensure relevant information is circulated to students concerning Union events and activities via the Weekly Blast, Student Union website, social media and noticeboards.

xxvii) Organise and promote entertainment and other social activities to reflect all sections of the student body.

xxviii) Facilitate and encourage the development of a regular Institute publication and encourage student involvement.

xxix) Provide consistent and confidential advice to students helping with their concerns, aspirations and problems in relation to Welfare, Academic issues, and all other aspects of student life.

xxx) Carry out all duties and responsibilities as laid down by the Executive Committee in a professional manner and with due regard to the Institute’s promotion of the principles of equal opportunities.

xxxi) To undertake other duties and responsibilities appropriate to the post.

xxxii) Act reasonably and prudently in all matters, and in the best interests of the Union.

**Students’ Union Code of Conduct**

This Code of Conduct is approved by the Governing Board in accordance with the requirements of clause 22(3) of the Education Act 1994 which requires that the Governing Board shall take such steps as are reasonably practicable to secure that the Union operates in a fair and democratic manner and is accountable for its finances. The Code of Conduct should be read in conjunction with the constitution, schedules and appendices.

3.1 Constitution

i) The Union shall have a written constitution, approved by Governing Board and reviewed by the Governing Board at intervals of not more than five years. Any amendments to the constitution shall be approved by the Governing Board.

3.2 Elections

i) Appointment to major Union offices shall be by election in a vote in which all members of the Union are entitled to vote, in accordance with 1.6 (Voting Procedures) in Schedule 1.0 (Election Regulations) of the constitution.

ii) The Governing Board shall agree the appointment of an independent Returning Officer to conduct the elections and shall satisfy itself that the elections to major Union offices are fairly and properly conducted.

3.3 Sabbatical Officers

i) No person shall hold sabbatical Union office, or paid elected Union office, for more than two years in total.

3.4 Membership

i) All registered students of the Institute shall be members of the Union unless they choose to relinquish their rights of membership in accordance with the opt-out regulations contained in Appendix 1.0 of this constitution. Students shall be informed annually by the Union of the opting-out procedure and of the consequences of so doing. A student opting-out of the Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of their having done so.

ii) The consequences of opting out of membership shall be:

* A student may not participate in any of the democratic processes of the Union
* A student shall not hold office in any club and society of the Union
* A student will not be represented by the Union

3.5 Finances

i) The financial affairs of the Union shall be properly conducted in accordance with Schedule 4.0 (Financial Regulations) of the constitution and include appropriate arrangements for the approval of the Union’s budget and the monitoring of expenditure by Governing Board.

ii) The annual accounts of the Union shall be made available to Governing Board and to all students.

3.6 Allocation of resources to clubs, societies and groups

i) The procedure for allocating resources to clubs, societies and groups shall be fair in accordance with 2.1(Money for Clubs and Societies) in Schedule 2.0 (Clubs and Societies) of the constitution and shall be made available in writing to all students.

3.7 Affiliation to external organisations

i) Any decision to affiliate to an external organisation, such as the National Union of Students, shall be published, stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation and any such notice shall be made available to all students, in accordance with Article 7.0 (Affiliations to External Organisations) and 4.11(Donations) in Schedule 4.0 (Financial Regulations) of this constitution.

ii) The Union shall, on an annual basis, publish a list of the external organisations to which the Union is currently affiliated and details of subscriptions or similar fees paid or donations made to such organisations in the past year, which shall be made available to the Governing Board and to all students.

iii) Union Parliament shall approve annually the list of affiliations. At least 30 members of the Union may, at intervals of not less than one year, by a signed requisition delivered to the President, call for a secret ballot of all members on the continuation of affiliation to a particular organisation in accordance with Article 7.0 (Affiliations to External Organisations).

3.8 Freedom of speech

i) The Union and its members are bound to observe the Institute’s code of practice in relation to freedom of speech as required by section 43 of the Education (No. 2) Act of 1986.

3.9 Complaints

i) The following complaints procedure shall be made available to all students or groups of students who are dissatisfied in their dealings with the Union or claim to be unfairly disadvantaged by reason of their having exercised their right to opt out of membership of the Union.

ii) Any complaint about the Union shall be addressed to the President. In any circumstances where the complaint relates to the President, it shall be addressed to the Vice President.

iii) The President shall make a written reply within ten institute days.

iv) If the complainant is not satisfied with the response they may appeal to the Secretary of the Governing Body. The Secretary shall respond to the complainant within ten institute days.

v) If the complainant remains unsatisfied with the response provided by Secretary of the Governing Body, the Institute shall appoint an independent person to consider and resolve the complaint.

vi) Members who complain will also be referred to the mechanisms in this constitution to remove officers and change the policy of the Union.

**I confirm I have read and understood this document.**

**Name printed:………………………………….…….Signed:……………………………….……..**