

Nomination

Pack

SPR-2010



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NOTE: The returning officer is NUS London Regional Officer Matilda Von Sydow, matilda.vonsydow@nus.org.uk to whom all formal complaints should be addressed in writing, making clear that it is a formal complaint. Informal questions and queries can be handled by the General Manager Peter Baran acting as her deputy: pb14@soas.ac.uk

Election dates 2010

- **Nominations Open**
10am Monday 8th February
- **Nominations Close**
5pm (sharp) Thursday 25th February
- **Candidates Meeting**
Thursday 25th February 5:10 pm (all must attend)
- **Hustings**
Tuesday 2nd March 6pm – JCR

Ballots Open

10am Monday 8nd March

Ballots close / Candidates Debrief

5pm Thursday 11th March

All complaints to be received

6pm Thursday 11th March

The Count

Evening Thursday 11th March

The results

Approx 9pm Thursday 11th March

election guidance

Thinking of running for a student Union position? Good Luck! Volunteering and running not only improves the democratic operation of the Union but can give you a real say in how SOAS Union develops. Please take time to read this Nomination Handbook carefully however, as it will be assumed that you know these rules, and ignorance is no excuse. Here are a few basic bits of guidance before you get to the technical rules.

The success of the elections are dependent upon you the candidates. It is your ability to successfully promote yourself and convince students to vote that will get them to the ballot box.

We would like to create an atmosphere where you can have a contest which is exciting and good natured, leading to a high turnout at the polls. The following rules are designed to help you achieve this.

PRINCIPLES

The rules herein are designed to operate to two fundamental principles:

- The Union wishes to encourage the active involvement and creativity of its members inside the electoral process
- The Union wishes and requires fairness in its elections process and appoints a Returning Officer to achieve this
- The elections rules and associated campaigning and publicity regulations set out the ways in which these two principles are balanced, but are not exhaustive

As a result from time to time the returning officer, during the course of the election, may vary or further define the regulations herein in the form of rulings. You should check your SOAS email account regularly to ensure that you are aware of any rulings that have been made.

THE RULES CONTEXT

During the election campaign you are likely to be involved in a series of activities. It is important to remember that during the election campaign, you are still bound by sets of rules that, whilst not strictly elections rules, still have a bearing on your conduct.

Union Rules: This includes abiding by the union's rules generally, its behavioural code and equal opportunities procedure. If you breach these and the RO does not take action under the auspices of the election rules, you may still be subject to the Union's disciplinary procedure, which in its ability to revoke membership rights may put your candidacy in jeopardy.

University Rules: The University operates a number of rules that relate to your membership of the student community and use of its facilities and property- for example, its bullying and harassment code, damage to university property and buildings etc. If you breach these and the RO does not take action under the auspices of the election rules, you may still be subject to the University's disciplinary procedure, which may also put your candidacy and student status in jeopardy.

The Law: The fact that you are standing in the election does not remove you from the auspices of the law of the land! Again, If you breach these and the RO does not take action under the election rules, the RO reserve the right to refer the matter to the appropriate authorities, which may also put your candidacy in jeopardy.

CAMPAIGN TEAMS

The nature of election campaigns are intensive. For these reasons you may put together a campaign team. However, you will be held responsible for the actions of any member of your team.

ELECTION NOMINATION AND MANIFESTO – CHANGED 2010

This year we are enfranchising our students studying abroad who will be able to run for election, and vote electronically. Thus to maintain a level playing field we would like to get as much information to these students as possible, and make the nomination process equal for all students. As such we would like all nominations to be made electronically. If there are any technical problems, please contact pb14@soas.ac.uk or 020 7898 4996. We will accept paper nominations, but these will be scanned taking up time when people could be reading your manifesto.

The nomination form is attached to this pack as a Word document. The nomination form gives the Union all the information they need to contact you during the election. It is therefore important that all information is clear and correct. Your ID number will be used to check your registration and all e-mail will be sent to your SOAS e-mail address, so it is important that you check this regularly. You need to be nominated by two SOAS Students' and their details must be clear on the form. Joint candidates are allowed for part-time posts, again make all the information clear.

You should also submit an A4 manifesto as a pdf. The election manifesto is the official statement from the candidate which sets out your experience, skills and goals and the reasons why the electorate should vote for you. We recommend the manifesto contains a photo of you on it. If not, you will need to submit a digital photo or a passport photo. This is so the voters who you have been canvassing recognise you and can vote for you if they liked what you said.

- 1) The nomination form, manifesto (and photos) must be submitted by **5pm Thursday 25th February – preferably by e-mail to pb14@soas.ac.uk**. This deadline is strict, a minute late and we **WILL NOT** accept it anything late. Early submission shows commitment, organisational abilities and is less panicky (especially with this new system)! Any problems please contact Peter Baran, who can sort out alternative arrangements if need be.
- 2) Please submit your manifesto and nomination form as PDF's (to maintain your formatting). All SOAS Computers have the ability to print to pdf. There is a quick guide at the end of the handbook as to how to print to pdf.

CANDIDATES MEETING

There will be a candidates meeting at just gone **5PM THURSDAY 25TH FEBRUARY**. Attendance at this meeting shall be compulsory except for extremely extenuating circumstances which should be told to the Returning Officer before the meeting. The Returning Officer will have complete discretion on the status of your nomination. **THERE SHOULD BE NO CAMPAIGNING BEFORE THIS MEETING.**

CAMPAIGN ALLOWANCE

You have an allowance to spend. You cannot exceed this amount for spending.

- Candidates for **Sabbatical posts** are given an allowance of £30 (refunded by SOAS Union)
- Candidates for **all part-time posts** are given an allowance of £15 (refunded by SOAS Union)

You should bear the following in mind:

- 1) You will receive an allowance as determined above. This amount may be spent on your campaign and will be refunded to the candidate on the production of receipts at the end of the election.
- 2) If the returning officer has evidence that amounts being spent are higher then you may be disqualified from the election.
- 3) At the close of balloting all Candidates are required to produce receipts for all of their expenditure on the campaign. Any failure to do so may result in disqualification.
- 4) Campaign expenditure shall be defined as "any expenditure that is carried out with the purpose of promoting a candidate's election campaign". This will include publicity, costume hire, T Shirt production, etc. The Returning Officer's decision on the application of this definition is final, and so you are advised to check beforehand.
- 5) Publicity should not be branded with any Union or School logo, and no candidate should claim to be an "official" candidate of any Union committee or society. Publicity can explain why you are well qualified (ie you have been an SU officer or president of a society).
- 6) Candidates should only do what others have had the opportunity to do. This means that any "sponsorship" or "favours" that have a value but do not involve candidate expenditure must be

available to all candidates in a given election. In this event candidates must report this to the Returning Officer before using any such "sponsorship" or "favours"

PUBLICITY AND CAMPAIGNING

The following are useful guidelines but are not exhaustive. You are advised to bear in mind strongly the University's rules around treatment of property and the Union's rules on equality of opportunity and harassment.

- 1) Posters should be placed on walls and notice boards but should not be placed over any other notice, poster or publication. Posters which are placed on walls of the University will usually get removed by cleaners. You will need to bear this mind when you place them there.
- 2) The content of the materials displayed or circulated is the responsibility of the candidate. Material which breaches the Union constitution, election rules and equal opportunity policy will be removed and action may be taken by the Returning Officer in accordance with the election rules.
- 3) Materials should not reasonably dominate any particular area or noticeboard. Candidates should not have separate posters which touch and no more than 25% of any particular noticeboard should be covered by one candidate's materials. The Returning Officer may instruct excessive publicity in a particular area to be removed, or reduced.
- 4) Material which makes allegations against individuals or which could render the Union open to legal action needs to be checked by the Returning Officer. The Returning Officer can instruct that such material is removed until they have taken professional advice.
- 5) Candidates and their campaign teams should not block doorways and entrances.
- 6) Candidates and their campaign teams should not display campaign material, canvass individual students within the vicinity of the ballot boxes. 'Voting Areas' will be clearly designated. If you have doubts please check with the Ballot Box Assistant.

HUSTINGS

There will be a hustings for all candidates to explain why they will be a good candidate and answer questions from the floor. Sabbatical candidates will get to make a three minutes speech, and part-time candidates two minutes each. The order of speaking will be random, and this order will also be the order of names on the ballot paper. Hustings will take place on Tuesday 2nd March at 6pm.

The questions asked will be of a general type that all of the candidates for each post could answer and addresses to all candidates. There will be thirty seconds on each question.

We expect all candidates, to respect each others views and have regards to others' opinions.

Students' Unions are for all members so all candidates should understand the requirement to reach out to all members, without alienating individuals or groups during this election. Free and fair debate is encouraged; intimidating debate and harassment will not be tolerated whatsoever.

BREACH OF CONDUCT

Candidates found to be in breach of any of these guidelines stated above, or the elections rules, will be issued with a written warning from the Returning Officer, and may be subject to disqualification. If you are unsure about any of these regulations or if any of your acts may break them, please ask either the Returning Officer or the General Manager for advice. If you wish to complain about another candidate you should do this in writing to the Returning Officer. Remember that as sanctions are limited the later the election goes on, complaints will be judged on timeliness.

When the ballot box closes and before the count commences, the Returning Officer will be running an election debrief meeting to get feedback on the process, deal with any complaints and to thank you for all your hard work.

...AND FINALLY

Elections are exciting, and can be fun. We want a fair, clean and enjoyable election as I am sure you do. Be creative, be clever and make sure people have all the right information so they choose you. Negative campaigning sours an election, doesn't work - and could be considered slander :don't do it.

GOOD LUCK!!!

election rules

Excerpt from current SOAS Students' Union Constitution, applicable sections.

Below are Sections F: Elections, Section G: Grievance & Complaints Procedure and Schedule 4, Elections.

SECTION F: UNION ELECTIONS

- 1) All School-wide Union elections shall be supervised by a Returning Officer, chosen by the Union Executive Committee, who shall not be a Union member. This appointment shall be considered and, if deemed satisfactory, approved by the designated senior officer of the School. For the election of Sabbatical Officers, the Returning Officer shall not be selected from any member of the School's staff or student body.
- 2) The Returning Officer shall designate such staff as necessary for the smooth and fair running of an election. The rules of an election shall be as laid down in Schedule 4 and any clarification of points shall be made directly by the Returning Officer. Fairness and accessibility of the process to all members shall be the guiding principles.
- 3) There shall be a designated noticeboard and a dedicated webpage upon which all details of posts up for election, dates of nominations, candidates' meetings and all other information pertaining to elections shall be publicised, and the rules made publicly available. In addition to this, elections shall be publicised as widely as possible using printed and electronic media.
- 4) There shall be a nominations period specified by the Returning Officer of no less than two working days, during which time nominations shall be submitted. Full detail of nominations procedures shall be set out in Schedule 4.
- 5) There shall be a Nomination Pack, containing the nomination form and election handbook, which shall contain all the rules of the election and any additional information as provided by the Returning Officer. Any ordinary member may receive this pack on request.
- 6) Posts are open to all ordinary members of the Union. All nominations shall be on a nomination form and shall be proposed and seconded and shall require the consent of the nominee. Complete nominations shall be submitted to the Returning Officer (or her/his designated representative) who shall give proof of receipt. A nomination may only be withdrawn on the written instruction of the nominee.
- 7) Submission of a nomination form constitutes an acceptance of the election rules as laid down in this Constitution and its Schedules and the Nomination Pack.
- 8) There shall be a candidates' meeting, the date of which shall be set by the Returning Officer before nominations open. Non-attendance - except under exceptional circumstances - shall result in a candidate's nomination being withdrawn.
- 9) There shall be a canvassing period of at least two working days after the candidates' meeting and before ballots open, as designated by the Returning Officer. No campaigning before this period shall be allowed.
- 10) Rules for campaign publicity shall be as laid down in Schedule 4.
- 11) All elections shall last a minimum period of five hours on one working day within the term time of the School. All elections shall be conducted by secret ballot using the Single Transferable Vote system, in accordance with good practice as laid down by the Electoral Reform Society. All posts shall also be contested by a "re-open nominations" option. In the case of "re-open nominations" winning any particular post, another election for this post shall be arranged under normal rules.

- 12) Ordinary members of the Union may vote only once. No ballots may be cast outside the voting period, except if permitted by Schedule 4, and no ballots may be cast by proxy.
- 13) Any complaint shall be directed in the first instance to the Returning Officer, who shall then invoke the Complaints Procedure as laid down in this Constitution and Schedule 4.
- 14) The count for the election shall take place after ballots have closed. No post with a pending complaint shall be counted until the complaint has been resolved. Results shall be confirmed by the Returning Officer and announced, posted on the election noticeboard and on the election webpage as soon as possible.

SECTION G: COMPLAINTS PROCEDURE

1. This procedure is available to any member of the Union or opted-out student wishing to make a complaint or lodge a grievance against the Union, or the Union Executive Committee or any member thereof (including one of the Sabbatical Officers), or against any organisation within the Union (such as a club or society), or against any member of the Union. This shall include any complaint arising from the Union election procedure, subject to Section F above and Schedule 4 below, and any complaint invoking equal opportunities and freedom of speech, as laid down in Section E above and the Union's Equality and Diversity Policy at Schedule 3 below. Complaints brought shall be within the limits of the services and benefits available to each specific category of membership, as listed in Section B above. If a member of the Union wishes to bring a complaint against the General Manager, the member shall invoke the School's Student Grievance Code of Practice, as laid down in the Student Handbook and available on the School's intranet.
2. If any complaint is discovered to be mischievous or vexatious, it will be dealt with summarily, and the Union's Disciplinary Procedure may be invoked.

Informal stage

3. If a member wishes to make a complaint, s/he shall initiate the informal stage by taking all reasonable steps first to resolve the matter informally, amicably and quickly - either in person or in writing – by raising and discussing the matter with the party/parties concerned. If this fails or is impracticable, the complainant may invoke the formal procedure which shall not be invoked more than one month after the complainant initiated the informal stage.

Formal stage

4. The formal stage should normally be concluded within four months (including the informal stage) of the matter giving rise to the informal stage of the complaint. Additional time is permitted for the appeal procedure (see below).
5. When the procedure in paragraph 3 above is deemed by the complainant to have failed or to be impracticable, the complainant shall address the complaint in writing to one of the Sabbatical Officers, except in the case of a complaint against the election procedure when the complaint shall in the first instance be directed to the Returning Officer who shall then follow this Complaints Procedure. If the complaint is against a Sabbatical Officer (or the Returning Officer), the complaint shall be submitted in writing to one of the other Sabbatical Officers or to another member of the Union Executive Committee. The Sabbatical or Returning or Union Executive Committee Officer shall be deemed 'the Investigating Officer' for the purposes of this stage of the procedure.
6. The Investigating Officer shall initially personally investigate the matter, shall endeavour to resolve the matter to the satisfaction of all parties and shall inform all parties in writing of any action proposed. If the action proposed fails to satisfy the complainant, the Investigating Officer shall take the matter further as follows.

7. Where the procedures set out so far fail to satisfy the complainant, or where the matter is in any case deemed sufficiently serious by the Investigating Officer to merit more formal consideration, the written complaint shall be taken forward as follows.
8. The Investigating Officer shall call upon the Honorary Secretary and Treasurer of the Union to convene and chair a panel to investigate the complaint. The Honorary Secretary and Treasurer shall select two other members of the panel (with due regard for diversity in the panel's membership), one of whom shall be a Sabbatical Officer of another college or university, and one of whom shall be an ordinary member of the Union. If the Honorary Secretary and Treasurer is not available or deemed not appropriate, given the matter in hand, by the Union Executive Committee, the latter shall designate a replacement Chair for this panel.
9. The Chair of the panel shall inform in writing all parties about the complaint, shall copy to all parties the written complaint, and any action proposed at earlier stages, shall detail to all parties the composition of the panel and the procedure to be followed for the formal hearing of the case. The formal hearing shall take place within fifteen working days of the Chair being asked to convene a panel. If necessary, more time shall be granted with the written agreement of all parties involved. All parties shall be allowed to represent their case. The complainant can choose to be accompanied by a friend, in support but who should not usually speak, unless invited to do so by the Chair. The Chair may seek expert advice where necessary. The panel shall aim to reach a unanimous decision but in the case of disagreement amongst the members of the panel a two to one majority shall decide. This shall be noted in the report of the meeting which shall be written up and made available to all parties concerned, and copied to relevant Union and School officers and staff, within five working days of the end of this procedure.
10. The panel shall endeavour to complete its proceedings and issue its report within twenty working days of the referral by the Investigating Officer. More time may be granted with the agreement of all parties involved.

Appeal procedure

11. If the complainant remains dissatisfied, after all informal and formal Union procedures have been exhausted, s/he may appeal to the Governing Body through the office of the Clerk to the Governing Body, if s/he considers that s/he has cause for appeal against the above panel's decision. Any appeal must be made in writing within fifteen working days of the Union panel's notification of its decision. The appeal shall be addressed confidentially to the Clerk to the Governing Body. The appeal should detail the procedures followed to date, enclosing the necessary papers, and must give the precise grounds for appeal.
12. The Governing Body shall appoint annually an 'independent person' (as required by the Education Act 1994) to investigate appeals. The independent person shall take all reasonable steps to resolve the dispute, examining all written documentation as appropriate and consulting parties as necessary. The independent person has discretion, within the law and the rules of natural justice, to conduct the procedure as s/he thinks fit. The decision of the independent person shall be reported in writing to all parties within one month, that is twenty working days from the date the matter was referred to him/her, and this shall constitute the final stage of the Union's procedure.

SCHEDULE 4: REFERENDA AND ELECTIONS

1 INTRODUCTION

These election rules shall apply to all Union-wide elections and referenda conducted by secret ballot and shall be read in conjunction with the Constitution Section F. In the

event of a conflict between the rules of this Schedule and the Constitution, the Constitution shall take precedence.

- 1.1 A referendum may be called by a UGM motion when the Chair of the UGM considers that the issue cannot be decided fairly by the UGM. In this case, the question to be put to a referendum shall be stated clearly and the election rules shall be followed with a ballot which states the question, and a for and against option.
- 1.2 All elections shall take place within the rules of this Constitution, its Schedules and the Code of Practice. If an act is not a specific election offence, it may still be an offence under other aspects of these provisions, the application of which may jeopardize an individual's membership of the Union, student status, and therefore candidacy.
- 1.3 There shall be elections for the following:
 - Sabbatical Officers
 - Part-time Officers
 - NUS Conference Delegates
 - Affiliations Ballot
 - Any other election or referendum called by the UGM
- 1.4 There shall be an election to be completed by the end of the second term for the Sabbatical Officers and all Part-Time Officers, except for the Postgraduate Officer and the Vernon Square Officer.
- 1.5 There shall be an election to be completed by the end of October for the Postgraduate Officer, the Vernon Square Officer, NUS Conference Delegates and the Affiliations Ballot. Any posts not filled by this date shall also be up for election.

2 RIGHTS OF ORDINARY MEMBERS

- 2.1 All ordinary members of the Union are eligible to stand for any position.
- 2.2 All ordinary members are eligible to propose another student in the election.
- 2.3 All ordinary members have the right to attend and participate in the hustings for the candidates.
- 2.4 All ordinary members have the right to information about the process of the election, the positions available and the candidates standing in the election.
- 2.5 All ordinary members have the right to vote by secret ballot in the elections.

3 THE APPOINTMENT OF THE RETURNING OFFICER

- 3.1 The Returning Officer shall be chosen by the Union Executive Committee from those not standing for office and shall be considered and, if deemed satisfactory, approved by the School's designated senior officer. For elections involving Sabbatical Officers, the Returning Officer shall not be selected from any member of the School. S/he shall be responsible for the good conduct and administration of the elections and shall have the sole interpretation of the election rules.
- 3.2 There shall be a Deputy Returning Officer chosen by the Union Executive Committee from the staff of the School and the nomination shall be considered and, if deemed satisfactory, approved by the School's designated senior officer.
- 3.3 The Returning Officer shall not be connected to any of the candidates in such a way as to create a conflict of interest whether in appearance or in reality and, if such a connection is identified, s/he shall stand down and a replacement chosen following the procedure in 3.1 above. The Deputy Returning Officer shall cover the role until a new Returning Officer is established. In the case of disagreement, the Honorary Secretary shall rule on the importance of any connection between a candidate and the Returning Officer.

4 THE POWERS OF THE RETURNING OFFICER

- 4.1 The Returning Officer shall appoint election officials to ensure the good administration and promotion of the election. The Deputy Returning Officer and election officials shall be instructed by the Returning Officer on their duties and shall perform these in an impartial manner.
- 4.2 The Returning Officer may remove officials who are not carrying out the Returning Officer's instructions or not acting in an impartial manner.
- 4.3 The Returning Officer may seek legal advice if s/he believes that statements made orally or in the contents of publicity could leave the Union open to legal action.
- 4.4 The Returning Officer can rule out of order any statement made orally or in the contents of any publicity which in her/his view is in breach of the Constitution, Schedules or Equality and Diversity Policy of the Union.
- 4.5 The Returning Officer is the sole official empowered to deal with complaints about the conduct and administration of the election. All complaints shall be identified as such and shall be dealt with through the Complaints Procedure. Complaints shall be brought in a timely manner, as delays in bringing complaints may affect the decision and possible sanctions the Returning Officer can make. It shall be the responsibility of the Returning Officer to publicise on the election noticeboard any election complaint and the response to it, including any action taken within 24 hours of an election complaint being received where possible.
- 4.6 Any sanction taken or interpretation of the Constitution, Schedules and any additional *ad hoc* rules required to be made by the Returning Officer which may affect the running of the election must be communicated to all candidates immediately when taken.

5 DATES

- 5.1 The Union Executive Committee in consultation with the Returning Officer shall produce an election timetable which shall include the dates and times for the notification and completion of the following where appropriate:
 - Nomination period
 - Candidates' meeting
 - Campaign period
 - Hustings
 - Voting
 - The count
 - Communication of results
- 5.2 The election timetable shall be published and adequately circulated with materials promoting the election on all sites. The election timetable shall be of a sufficient length to ensure the highest level of participation in the election.

6 ELECTION NOTICEBOARD

- 6.1 The Returning Officer shall designate a noticeboard within the Union which shall be used for all election publicity and notices. In addition to this, all election publicity and notices should be publicised as widely as possible using electronic and printed media.

7 NOMINATIONS

- 7.1 There shall be a Nomination Pack containing a nomination form, the Constitution and Schedules, the rules of the election (as detailed in this Schedule and Section F in the Constitution) and general guidance from the Returning Officer. The pack shall also include contact details of the Returning Officer and the Deputy Returning Officer and the pack shall be available in the Union's offices for the nomination period.

- 7.2 Each nomination must be proposed and seconded by ordinary members of the Union and signed by the candidate. In completing a nomination form, an ordinary member shall ensure that all the information included is accurate and the form is submitted with an A4 printed manifesto before the deadline in the election timetable. By signing the form, the candidate declares that s/he has read and will abide by the Nomination Pack.
- 7.3 The Returning Officer shall have the responsibility of declaring a submitted nomination form valid. The Returning Officer shall confirm all valid nominations with the candidates and publish them, along with the election manifestos and one photograph of each candidate on the election noticeboard.
- 7.4 Any withdrawal or change of nominations after the closing date of the nomination shall be at the discretion of the Returning Officer and with the agreement of all interested parties. In the case of two candidates requesting to run together, all the candidates for that post shall have 24 hours from the agreement of the Returning Officer to submit new nomination forms and submit a new manifesto.

8 CANDIDATES' MEETING

- 8.1 The Returning Officer shall arrange for training to be provided which all candidates shall be expected to attend. Non-attendance except in exceptional circumstances shall result in the disqualification of a candidate.
- 8.2 The training shall include:
- Campaigning skills
 - Briefing on the election regulations
 - Briefing on the hustings
 - Briefing on publicity
 - Briefing on the role of trustees

No campaigning shall take place until the close of the candidates' meeting and with the express permission of the Returning Officer.

9 CAMPAIGN PUBLICITY

- 9.1 The Union Executive Committee shall determine on an annual basis the allowance for publicity available to candidates. This shall be done on a reimbursement basis on the receipt of expenses after the election.
- 9.2 The Union Executive Committee in consultation with the Returning Officer shall have the power to set and allow all candidates to spend an additional amount on their publicity campaign. All candidates shall keep all receipts for publicity. At the close of balloting and before the count, all candidates shall be required to produce receipts for all of their expenditure on the campaign. Any failure to do so may result in disqualification.
- 9.3 Campaign expenditure shall be defined as any reasonable expenditure properly incurred that is carried out with the purpose of promoting a candidate's election campaign. This shall include publicity, costume hire, T-shirt production, etc. If any candidate is unsure what constitutes legitimate expenditure, s/he shall consult the Returning Officer. The Returning Officer's decision on the application of this definition is final.
- 9.4 Candidates shall only do what others have had the opportunity to do. This means that any sponsorship, favours or materials that have a value but do not involve candidate expenditure shall be available to all candidates in a given election. In the event of being offered sponsorship, etc, any candidate must report this to the Returning Officer before using any such sponsorship, favours or materials. The Returning Officer shall assign a value in writing to this sponsorship, favours or materials, and this value shall be deducted from the candidate's allowance. A candidate shall not be penalised for

inventiveness and trying to reach as many people as possible, as long as this is within the rules of this Schedule.

- 9.5 The Union Executive Committee in consultation with the Returning Officer shall draw up rules for the conduct of candidates' campaigns which shall be in the Nomination Pack and agreed at the candidates' meeting. Any breach of these rules could lead to disqualification.
- 9.6 Candidates have a responsibility to make sure that anyone campaigning on their behalf is aware of and abides by the rules as laid out in the Nomination Pack.

10 HUSTINGS

- 10.1 The Returning Officer shall arrange a hustings when appropriate for the candidates during the campaign period, accessible to as many students as possible. There must be hustings in the case of elections for Sabbatical Officers and all candidates for these posts must speak.
- 10.2 The Returning Officer shall chair or appoint a Chair for the hustings. The hustings shall be conducted according to a process agreed at the candidates' training.
- 10.3 All candidates shall be expected to attend the hustings. Non-attendance except in exceptional circumstances shall result in the disqualification of a candidate.
- 10.4 The Chair of the meeting shall allocate an equal time to speak for all candidates for a post.
- 10.5 Questions from the floor at the hustings must be open to all candidates for the particular post to answer.

11 VOTING

- 11.1 The Returning Officer shall publicise the location and arrangements of the voting stations, together with a list of candidates and manifestos, and shall make arrangements whereby provision is made for ordinary members of the Union to vote. No votes shall be made outside the publicised times.
- 11.2 There shall be such scrutineers as approved by the Returning Officer to staff the ballot boxes and ensure the fairness of the process. Scrutineers shall not be connected to any of the candidates.
- 11.3 All ordinary members of the Union may vote on production of suitable photo ID. A voting paper will be issued to each voter, with instruction on how to vote. Votes shall be cast in secure ballot boxes.
- 11.4 Voters shall be able to express preferences for as few or as many candidates as they wish in an election for a position.
- 11.5 There shall be no campaigning in the vicinity of the ballot box.
- 11.6 Voting papers shall bear the name of each candidate and the office being contested. The order of candidates shall be based on lots drawn at the candidates' training. There shall be a facility for voting for "re-open nominations".
- 11.7 Ballots shall be kept in a secure place until the count.
- 11.8 Complaints about the vote and the campaigning period must be received at the latest within one hour after the voting period has finished.

12 THE COUNT

- 12.1 The Returning Officer must be present for the votes to be counted.
- 12.2 After the voting stations have closed, the Returning Officer shall ensure the delivery of all ballot boxes, stored voting papers, unused voting papers and voting lists to an advertised location for the count.

- 12.3 The candidates or their appointed representatives may, if they so wish, attend the counting of the votes, as observers only.
- 12.4 The Returning Officer may be assisted in the count by a number of individuals appointed by her/him. Count staff shall not be connected to any of the candidates.
- 12.5 The count shall commence only if the Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved. Complaints after the start of the count has commenced may only relate to the conduct of the count. For these purposes, each individual election for a post shall count as a separate election.
- 12.6 The count shall be conducted according to the rules laid down by the Electoral Reform Society for running elections by the Single Transferable Vote.

13 DECLARATION

- 13.1 Results of the elections shall be declared by the Returning Officer when the count for each post has been successfully completed.
- 13.2 A list of successful candidates shall be posted at each site within one working day of the declaration of results, and publicised as widely as possible by electronic and print media. The communication of results shall include the number of votes cast for each candidate and "re-open nominations" unless where a ruling from the Complaints or Disciplinary Procedure, as appropriate, specifies the number of votes cast should remain confidential.

your union

The basic aim of the Union is 'to promote and represent the welfare and interests of all its members'. Beyond this it's what we make of it.

At the moment SOAS Students Union organises campaigns and parties, runs the Bar, SnackBar & Shop, supports societies & sports teams, represents students within and outside SOAS and provides welfare support. You can find more information about the current campaigns and other initiatives on www.soasunion.org

The two layers of the Union structure are the Union General Meeting (UGM) and the elected Executive.

executive

To be elected in this election (period of appointment 1/8/10 – 31/7/11):

Three full-time paid officers :

Co-President Finance & Communications
Co-President Welfare & Education
Co-President Sports & Societies

The Annual Salary is approximately £22,000.

Additionally there are 11 part-time posts whose term of office is the academic year 2010-11 up for election this spring term:

Union Secretary
Anti-racism Officer
Entertainment Officer
Environment Officer
International Students' Officer
Students' with Disabilities Officer
Womens' Officer
Academic Affairs Officer
Black Officer
Lesbian, Gay, Bisexual and Transgender Students' Officer
Mature Students' Officer

There are two posts which get elected in October:

Vernon Sq Officer
Postgraduate Officer

Below is Schedule 2 of the Constitution which gives detailed descriptions for the roles

SCHEDULE 2: UNION OFFICERS

1 General

- 1.1. There will be such Sabbatical Officers and Part-time Officers of the Union as laid down below, voted in by election on a yearly basis. These shall comprise the Union Executive Committee.
- 1.2. No one member shall hold more than one post. Part-time Officer posts may be shared between two people. However, the post shall only have one vote in a meeting of the Union Executive Committee.

- 1.3. In the event of there being no one elected for a post, or a position becoming vacant, the position shall come up at the next available election. A member of the Union may be co-opted to hold a post in the interim but shall have no voting rights on the Union Executive Committee.
- 1.4. All Part-time Officers must be ordinary members of the Union during their period of office. If any Part-time Officer's ordinary membership of the Union lapses, s/he shall no longer be able to hold the position and the post shall become vacant.
- 1.5. The term of office for all Executive Officers is 1 August to 31 July the following year.
- 1.6. The Executive Officers shall, at the start of the academic year, identify their own aims, objectives and priority campaigns for the year. The Union Executive Committee shall then prepare a calendar of events they wish to support or organise and shall delegate responsibility for these events to individual Officers.
- 1.7. If an Executive Officer does not attend or gives apologies for absence for three consecutive Union Executive Committee meetings, this shall be considered to be an automatic resignation. The Officer may appeal to the next UGM to overturn this.
- 1.8. There may be Honorary positions designated by the Union, and the process for the selection of those shall be as detailed in paragraph 20 below. The holders of Honorary positions shall have no official role in the running of the Union except as laid down within this Constitution.

2. Sabbatical Officers

- 2.1. There shall be three Sabbatical Officers who shall be Co-Presidents and known as:
 - Co-President Finance & Communications
 - Co-President Sports & Societies
 - Co-President Welfare & Education
- 2.2. The Sabbatical Officers shall be employees of the Union. Their terms of employment are set out in a separate contract of employment, which is forwarded to each Sabbatical Officer prior to the beginning of their appointment.
- 2.3. There shall be a handover period between the outgoing Sabbatical Officers and the incoming Sabbatical Officers as agreed after the incoming Sabbatical Officers have been elected. This period shall be no shorter than three weeks and all outgoing and incoming Sabbatical Officers must attend.
- 2.4. The Sabbatical Officers shall be accountable to the Union Executive Committee and to the UGM and shall consult with the members of the Union Executive Committee wherever reasonably practicable before taking actions.
- 2.5. The Sabbatical Officers shall represent the students on School committees and shall be trustees of the Union. They shall attend all UGMs and Union Executive Committee meetings and shall attend the regular meetings with the Director and Principal of the School.
- 2.6. The Sabbatical Officers shall represent the Union and shall attend meetings with external bodies such as the University of London Union (ULU) Council and Shaftesbury Student Housing.
- 2.7. The Sabbatical Officers shall report on their activities to a UGM at least once a term.
- 2.8. The Sabbatical Officers shall be signatories of the Union bank accounts and responsible for the finances of the Union, in liaison with the General Manager of the Union.
- 2.9. The Sabbatical Officers shall facilitate the work of the other members of the Union Executive Committee and shall be responsible for carrying out policy as laid down by UGMs.

- 2.10 The Sabbatical Officers shall ensure that the Union abides by the Constitution, its Schedules and the Code of Practice.
- 2.11 The Sabbatical Officers shall be deemed members of the School and in keeping with their status as ordinary members of the Union shall abide by the School's codes, statements and regulations.
- 2.12 The Sabbatical Officers shall be responsible for events and orientation for the Freshers period.
- 2.13 The Sabbatical Officers shall be responsible for fulfilling the tasks relating to vacant Union Executive Committee positions, and in cases of temporary absence, unless another member has been co-opted as an acting Officer.
- 2.14 In the case of a Sabbatical Officer position being vacant for any reason, the Union Executive Committee shall use its discretion in covering the political and administrative aspects of the role. This may include co-option, job-sharing, employment of administrative support and other suitable options.
- 2.15 Sabbatical Officers can be indemnified out of the SU assets for losses or liability which they incur in relation to the discharge of their duties of office, provided that they have not acted negligently or unlawfully.

3. Co-President Finance & Communications

- 3.1. The Co-President Finance & Communications shall be a Sabbatical Officer.
- 3.2. The Co-President Finance & Communications shall be responsible for monitoring the financial affairs of the Union and setting the annual budget in conjunction with the General Manager.
- 3.3. The Co-President Finance & Communications shall be responsible in conjunction with the General Manager for the day-to-day running of the Union.
- 3.4. The Co-President Finance & Communications shall normally be the first signatory of the Union accounts.
- 3.5. The Co-President Finance & Communications shall represent the Union on Governing Body and on the School's Finance and General Purposes Committee and on other committees as agreed by the Union Executive Committee. This shall ideally include membership of the Academic Board, unless that is precluded in any one year by the Academic Board's Standing Order requirement.
- 3.6. The Co-President Finance & Communications shall normally be responsible for organising and publicising UGMs and their minutes. S/he shall also be responsible for archiving the minutes of UGMs and Union Executive Committee meetings and for maintaining the Policy File, supported by the Union Secretary.
- 3.7. The Co-President Finance & Communications shall be responsible for the Union's publicity policy and for publicising Union events on the Union website and via printed publications.
- 3.8. The Co-President Finance & Communications shall normally be the NUS Services Ltd Student Liaison Officer, and shall be the first point of contact for the NUS within the Union.
- 3.9 For staffing issues, the Co-President Finance & Communications shall be considered to be the main line manager of the General Manager.
- 3.10 The Co-President Finance & Communications shall be responsible for developing the Union's website.
- 3.11 The Co-President Finance & Communications shall be responsible for approving and stamping all posters and publicity to be put on official Union noticeboards.

4. Co-President Sports & Societies

- 4.1. The Co-President Sports & Societies shall be a Sabbatical Officer.
- 4.2. The Co-President Sports & Societies shall be responsible for encouraging the formation and success of societies and sports teams within the Union.
- 4.3. The Co-President Sports & Societies shall be responsible for organising the Societies' Fayre and other events relating to societies.
- 4.4. The Co-President Sports & Societies shall be responsible for preparing an up-to-date list of the active societies and publicising this in electronic and print media. S/he shall also be responsible for the Sports and Societies area of the website and promoting its use.
- 4.5. The Co-President Sports & Societies shall be responsible for setting individual societies' budgets to be ratified by the Union Executive Committee, and shall monitor these budgets and report as necessary to the Union Executive Committee or the UGM. The Co-President Sports & Societies shall be responsible for informing the Co-President Finance & Communications and the General Manager of funding decisions relating to individual societies.
- 4.6. The Co-President Sports & Societies shall be responsible for ensuring that societies are aware of the regulations pertaining to the running of societies and that they abide by them.
- 4.7. The Co-President Sports & Societies shall be responsible for ensuring that all sports and societies have adequate training and information about health and safety issues and abide by policies set.
- 4.8. The Co-President Sports & Societies shall ensure that clubs and societies are spending their funds according to the stated aims of the Union and in the interests of each society's members.
- 4.9. The Co-President Sports & Societies shall be responsible for booking rooms for Union and society functions within the School and shall ensure the Union's compliance with the School's 'Booking and Conduct of Meetings' policy and procedures.
- 4.10 The Co-President Sports & Societies shall be responsible for promoting and monitoring equality and diversity within sports and societies.

5. Co-President Welfare & Education

- 5.1. The Co-President Welfare & Education shall be a Sabbatical Officer.
- 5.2. The Co-President Welfare & Education shall be a member of the School's Academic Board as well as a member of other School committees as agreed by the Union Executive Committee.
- 5.3. The Co-President Welfare & Education shall be responsible for monitoring and promoting the Union's Equality and Diversity Policy.
- 5.4. The Co-President Welfare & Education shall be responsible for maintaining a confidential and safe environment within her/his office in which sensitive issues can be discussed. S/he shall ensure that all issues raised shall remain confidential unless otherwise authorised by the individual or required by law and shall respect student wishes in these cases.
- 5.5. The Co-President Welfare & Education shall refer students to appropriate internal or external bodies to help resolve a member's issue. S/he shall not take on casework for which s/he is not qualified.
- 5.6. The Co-President Welfare & Education shall identify areas for attention relating to the education and general welfare of students and run campaigns where relevant.
- 5.7. The Co-President Welfare & Education shall liaise with the School's Student Services on welfare issues and encourage the use of the services within the School. S/he shall also liaise with the School to organise the annual Mind and Body Week event.

- 5.8. The Co-President Welfare & Education shall liaise with the appropriate members of School staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.
- 5.9. The Co-President Welfare & Education shall work to raise awareness amongst students on education and welfare issues and on education and welfare services available to members. S/he shall also provide information on the appropriate channels through which to raise issues with the School via the student representative and School committee structures.
- 5.10. The Co-President Welfare & Education shall undertake casework relating to academic issues and academic appeals within the School.
- 5.11. The Co-President Welfare & Education shall be responsible for the running of the student representation system, in liaison with the Union's employed Representation Assistant, and for supporting the student representatives within the School.

6. Part-time Officers

- 6.1. The Part-time Officers (that is, those posts detailed below in paragraphs 7-19 inclusive) shall represent their particular portfolio on the Union Executive Committee, and shall be expected to attend where possible all Union Executive Committee meetings and UGMs.
- 6.2. The Part-time Officers shall be expected to have regular meetings with the Sabbatical Officers and to report on their activities at least once a term to a UGM.
- 6.3. The Part-time Officers shall attend such School committees as agreed by the Union Executive Committee and within the constitution of those committees.
- 6.4. In the case of a part-time position being vacant for any reason, a member of the Union may be co-opted to hold the post until an election can be run. Co-opted officers shall have no voting rights on the Executive Committee.

7. Union Secretary

- 7.1. The Union Secretary shall be responsible for the minuting of UGMs and Union Executive Committee meetings and shall prepare timely minutes and keep a note of any revisions proposed to be agreed by the following meeting.
- 7.2. The Union Secretary shall liaise with the Co-President Finance & Communications in keeping the Policy File up to date.
- 7.3. The Union Secretary shall liaise with the Co-President Finance & Communications on publicity for meetings and Union Calendar events.
- 7.4. The Union Secretary shall monitor and help maintain good order on the noticeboards of the Union.

8. Entertainments Officer

- 8.1. The Entertainments Officer shall be responsible for planning a calendar of social events after Freshers' Week and for managing the entertainments budget with the Co-President Finance & Communications.
- 8.2. The Entertainments Officer shall account for all costs incurred and income raised at any event s/he has organised.
- 8.3. The Entertainments Officer shall liaise with the General Manager in a timely manner concerning equipment required for events.
- 8.4. The Entertainments Officer shall attend all events and shall ensure that all events are attended in an orderly and safe manner.
- 8.5. The Entertainments Officer shall liaise with the Co-President Finance & Communications on publicity for social events.

9. Black Officer

- 9.1. The Black Officer shall represent the interests of black students to the Union and the School.
- 9.2. The Black Officer shall be the liaison with the NUS Black Students' Campaign.
- 9.3. The Black Officer shall run events for Black History Month in conjunction with the Union and the School.
- 9.4. The Black Officer shall run campaigns and events appropriate to this constituency.

10. Women's Officer

- 10.1. The Women's Officer shall represent the interests of female students to the Union and the School, in particular with regard to issues of sexism.
- 10.2. The Women's Officer shall be the liaison with the NUS Women's Campaign.
- 10.3. The Women's Officer shall run campaigns and events appropriate to this constituency.

11. Students with Disabilities (SWD) Officer

- 11.1. The SWD Officer shall represent the interests of students with disabilities to the Union and the School, especially on issues of exclusion and prejudice.
- 11.2. The SWD Officer shall liaise with the School's Student Disability Advisor to help improve facilities at SOAS for students with disabilities.
- 11.3. The SWD Officer shall liaise with the NUS Students with Disability Campaign nationally to help raise awareness of disability issues.
- 11.4. The SWD Officer shall run campaigns and events appropriate to this constituency.

12. Mature Students' Officer

- 12.1. The Mature Students' Officer shall represent the interests of mature students to the Union and the School.
- 12.2. The Mature Students' Officer shall liaise with the Mature Students' Society to run events and raise awareness of mature students' issues or establish a Mature Students' Society if one does not exist.
- 12.3. The Mature Students' Officer shall run campaigns and events appropriate to this constituency.

13. Environment Officer

- 13.1. The Environment Officer shall be consulted regarding all policy which affects the environment of the Students' Union, with particular reference to issues of sustainable energy, recycling and reducing waste.
- 13.2. The Environment Officer shall liaise with the School's Estates and Services Department to promote Union environmental policy School-wide.
- 13.3. The Environment Officer shall monitor and review the Union's environmental policy and report as necessary to the Union Executive Committee and the UGM.
- 13.4. The Environment Officer shall run campaigns to raise awareness of environment issues outside the School and encourage debate on these issues.

14. Postgraduate Officer

- 14.1. The Postgraduate Officer shall represent the interests of postgraduate students to the Union and the School.

- 14.2. The Postgraduate Officer shall liaise with the Postgraduate Society to run events for postgraduate students or to establish a Postgraduate Students' Society if one does not exist.
- 14.3. The Postgraduate Officer shall run campaigns and events appropriate to this constituency.
- 14.4. The Postgraduate Officer shall be responsible for the organisation of the Postgraduate Common Room in conjunction with the Union Executive Committee and the Union General Manager.
- 14.5. The Postgraduate Officer shall ensure that all Union publicity is displayed prominently in the Postgraduate Common Room and that the Union is promoted to postgraduate students.

15. Vernon Square Officer

- 15.1. The Vernon Square Officer shall ensure that views and issues pertaining to the Vernon Square campus and the halls of residence are represented within the Union and the School.
- 15.2. The Vernon Square Officer shall endeavour to help the Union and the School make greater use of the Vernon Square campus and to promote it as a lively, social and integral part of School.
- 15.3. The Vernon Square Officer shall ensure that all Union publicity is displayed prominently at the Vernon Square campus and at the halls of residence.

16. Academic Affairs Officer

- 16.1. The Academic Affairs Officer shall be responsible for dealing with issues relating to the academic life of students, the Library and IT.
- 16.2. The Academic Affairs Officer shall help organise and run, together with the Co-President Welfare & Education and the Representation Assistant, the student representative system.
- 16.3. The Academic Affairs Officer shall run campaigns and events as necessary regarding the academic life of students.

17. International Students' Officer

- 17.1. The International Students' Officer shall represent the interests of international students to the Union and the School.
- 17.2. The International Students' Officer shall liaise with the NUS International Students Campaign to raise awareness of issues pertaining to international students.
- 17.3. The International Students' Officer shall run campaigns and events appropriate to this constituency.
- 17.4. The International Students' Officer shall play a part in the international students' induction and be available to offer advice on international student issues in association with the Co- President Welfare & Education.

18. Anti-Racism Officer

- 18.1. The Anti-Racism Officer shall run campaigns within the Union and the School highlighting and opposing racism in all its forms.
- 18.2. The Anti-Racism Officer shall normally be a member of the School's Equality Committee.
- 18.3. The Anti-Racism Officer shall liaise with the NUS Anti-Racism Campaign to run events to help combat racism nationally.

18.4. The Anti-Racism Officer shall liaise with the School's Diversity Advisor on race issues within the School.

19. Lesbian, Gay, Bisexual, Transgendered (LGBT) Students' Officer

19.1. The LGBT Officer shall represent the interests of lesbian, gay, bisexual and transgendered students to the Union, in particular with regards to issues of homophobia and prejudice.

19.2. The LGBT Officer shall be the liaison with the NUS LGBT Campaign.

19.3. The LGBT Officer shall liaise with the LGBT Society to run events for lesbian, gay, bisexual and transgendered students or to establish a LGBT Society if one does not exist.

19.4. The LGBT Officer shall run campaigns and events appropriate to these constituencies.

UGM

Union General Meetings are the 'supreme policy making body of the Union'. Thus the most important decisions must be left for a UGM to make.

The quorum for a UGM is 50 students. Items for the agenda must be handed in to Students' Union Administrator at least three days in advance. Emergency items, which cannot wait for the next UGM, can be passed to the Administrator fifteen minutes before the UGM.

You find more information on UGMs, including a sample motion, from the union section on www.soasunion.org

central guidelines

Equal Opportunities policy

The SOAS SU is committed to the struggle against discrimination and ignorance of any kind and has a strict Equal Opportunities Policy.

In all functions at SOAS, or whilst using the name of the SOAS SU in publication of any sort, we must ensure that racism, sexism, homophobia or any prejudice based on disabilities, religion, financial capability or age is not disseminated in any form.

Any allegation against an officer will be investigated by rest of the Executive and the student body at the UGM, and might result in the dismissal of the Officer.

Charitable status

The Students' Union has a charitable status. Charities Guidelines, published by Charity Commission, stipulate that a charity can't have political objectives as its main aim. The essential guidelines are:

- A charity can engage in political activity if it will further the stated purposes of the charity;
- Political activities must not dominate charity's activities;

- Charity may seek to inform and educate the public on particular issues, including information about the solution they advocate. But they must do so on the basis of a reasoned case and their views must be expressed with a proper sense of proportion.

Moreover, the Students' Union only has a right to spend its funds on issues directly relevant to our members. Thus any expenditure on, for example, a campaign against a motorway at Heathrow or Burmese freedom struggle is illegal. All exec members are trustees and therefore should treat this with the responsibility of any charity trustee. Trustees are responsible for all actions of the Union, and therefore this is a serious undertaking.

budget

The Students' Union receives a block grant of the order of £55,000 from SOAS. The Union trading activities also bring annual profits of about £20,000.

A budget for the block grant is prepared by the Finance and Communications Officer and ratified by the Finance Committee (currently consisting of all Officers) during the first 3 weeks of the autumn term. The trading profits are not budgeted.

benefits

Fun and interesting

Being an officer is quite fun and certainly interesting - you get to know other open, active people, gain an access to School meetings and a say over your education and its development.

Skills development & CV

Officers get a certificate signed by Union and School's senior staff members – being an Officer is a good line on your CV. What's more, Officers get a chance to develop their transferable skills crucial on employment markets:

communication
negotiation
liaison & team working
problem solving
listening, confidentiality
stress and/or time management
public speaking

National Union of Students (NUS), University of London Union (ULU), the Council for International Education (UKCOSA), National Postgraduate Committee (NPC) and various other organisations run training courses, conferences, socials etc. Officers are strongly encouraged to take part in any relevant events – and the Union pays the bill. The Union also supplies officers with relevant job references if required.

Facilities

You have all Students' Union facilities at your service. As the allocation of space in the new SOAS buildings at Vernon Square has not yet been finalised it's impossible to know what additional facilities we'll get during the summer.

At Russell Square the Union has four offices, 6 computers, 4 printers, 1 scanner and quite a few phone lines. We've got all music and light equipment needed for gigs, digital camera for

FUN, big thermoses for tea and coffee at meetings and I don't know what else you'd want to know. Well, your photocopies for Union stuff will be paid for.

Staff

The Union also has staff whose job it is, among other things, to assist Officers in their work and act as a source of information on Union past practices.

Union General Manager Peter Baran

- co-ordinates the management and development of the Union's services
- ensures that training is available for Officers
- ensures that the Union operates in a co-operative, cohesive and transparent manner.
- oversees the management of Union financial resources
- undertakes the day to day administration and monitoring of all Union budgets
- reports on finances to the Executive Officers as deemed appropriate but at least termly.
- manages the staffing affairs of the Union
- is a co-licensee for the Union bar.
- Ensures compliance with all other relevant legislation and statutory requirements at all times.
- Assists in development of a strategic plan

Representation Assistant Antonia Bright

- undertakes the Union responsibilities for the student representative system
- assists in the day to day administration of the Union
- develops the communication between the students and the Union and actively encourages the participation of all SOAS students in the running of the Union
- keeps the Union office areas tidy.
- assisting the General Manager in the day to day financial administration of the Union.

further info

Still got questions lingering in your mind? Please pop into Union Offices for a chat with the Union Officers or General Manager. The following guides published by the Union may also be of help:

Union Handbook (for new students)
Union website www.soasunion.org
Union Constitution and Schedules
Rules and Code of Practice
Financial Memorandum between SOAS & the Union
Union Financial Regulations
Guidelines relating to Students' Union Entertainments
Student Representation Guide

GUIDE TO PRINTING A PDF

Your nomination and manifesto should be submitted electronically as a pdf. All SOAS computers have the facility to "Print to PDF", using PDFCreator - here is a quick guide.

- 1: Once the document is completed to your satisfaction, go to Print as you normally would.
- 2: When the print dialogue box comes up, select PDFCreator.
- 3: A pdf Dialogue will come up, select a suitable file name (YOURNAMEManifesto)
- 4: Click on Save (not e-mail, this will start to open Outlook which is no good to you)

Then attach and send the files to pb14@soas.ac.uk. You will get an e-mail receipt for these by the close of nomination (though of course you will also have proof of sending it in your e-mail!)

SOAS STUDENTS' UNION

NOMINATION FORM

Please complete this form in BLOCK CAPITALS / ELECTRONICALLY
(Typed name will count as signatures)

I wish to stand for election to the following position:

I certify that I am a Registered Student of SOAS and an Ordinary Member of the Union.

Full name:

Year of study:

Course:

Term time address:

Mobile telephone:

SOAS ID Number:

All communication will be via your SOAS E-Mail

I attach an single page A4 Manifesto as a pdf which either contains a photograph of myself or a separate digital photo. (For technical help contact pb14@soas.ac.uk)

I have read the SOAS Union Nomination Pack and understand the rules of the election.

Signature:

Date:

NOMINATION

We agree to nominate the above named candidate for the above post and certify that we are registered students of SOAS on a recognised degree course.

1. Full name:

2. Full name:

ID Number:

ID Number:

Course:

Course: