

# SOAS Students' Union Nomination Pack 2019



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# Introduction

**Thank you for your interest in running for a position in the SOAS elections. This document is a guide to the election process and contains hints and tips on running. You must be aware of and abide by the rules in this document; ignorance of election rules will not be an excuse. The final arbiter of the rules is the Returning Officer who will also be in touch if there are any changes or amendments to these regulations. Any updates will be e-mailed to all candidates and put on the election information page of the website.**

Informal questions and queries can be handled by election clerk Hannah Short, [hs61@soas.ac.uk](mailto:hs61@soas.ac.uk). Keep an eye out for e-mails and official election announcements

The Returning Officer will be announced before, or at, the Candidates Meeting. All formal complaints should be addressed to the RO in writing, and sent via the Election Clerk, Hannah Short on [hs61@soas.ac.uk](mailto:hs61@soas.ac.uk) making clear that it is a formal complaint. Hannah will liaise with the RO on a response. If your complaint is about the Election Clerk please contact the Deputy Returning Officer in the first instance (also to be announced at or before the Candidates Meeting), who will rule with the RO.

Thank you once again for thinking about running in the election, and best of luck!

## *Election dates Feb/Mar 2019*

- **Nominations Open**  
10am Monday 11th February
  - **Nominations Close**  
5pm (sharp) Monday 25<sup>th</sup> February
  - **Candidates Meeting**  
5:15pm Monday 25<sup>th</sup> February  
(room MB 116)
  - **Hustings**  
5pm Thursday 28<sup>th</sup> February (JCR)
- **Ballots Open**  
10am Monday 4<sup>th</sup> March
  - **Ballots close**  
5pm Thursday 7<sup>th</sup> March
  - **All complaints to be received**  
6pm Thursday 7<sup>th</sup> March
  - **Results**  
6.30pm Thursday 7<sup>th</sup> March (JCR)  
(Subject to complaints & complications)

# GOOD LUCK!

## election guidance

Thinking of running for a Students' 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, as it will be assumed that you know these rules, and ignorance is no excuse.

**The success of the elections is dependent on 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 throughout the electoral process
- The Union wishes and requires fairness in its elections process, and appoints a Returning Officer to achieve this

This guidance sets out the ways in which these two principles are balanced, but is not exhaustive. The election is governed by the Elections and Referenda Schedule of the Union's Constitution (Appendix 1). The guidance in the Schedule is very broad, and these guidelines are specific guidance for this particular election.

As a result, from time to time the Returning Officer or Elections Clerk may 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.

## 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 is 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 so make sure you brief them and know what they are doing.

## ELECTION NOMINATION AND MANIFESTO

All nominations are to be made electronically on the Union Website. This will check your eligibility and count as your nomination form and a place to upload you manifesto. If there are any technical problems, please contact [hs61@soas.ac.uk](mailto:hs61@soas.ac.uk) or 020 7898 4992.

Joint candidates are allowed for part-time posts; please make it clear if you are running together. You will need to sign up as **one** candidate but put both of your names into the form – otherwise you'll be running separately. Joint candidates are not permitted for full-time posts.

You will also need to supply your address and date of birth, as this information needs to be submitted to the Charities Commission if you win. You also need to confirm you are eligible to be a trustee under charity law (you can check here: <http://www.charity-commission.gov.uk/Publications/cc30.aspx#6> )

You should also upload a one sided, single sheet, 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 clear photo

of you on it. You will also 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 Monday 25<sup>th</sup> February** – [via www.soasunion.org/elections](http://www.soasunion.org/elections). This deadline is strict, a minute late and we **WILL NOT** accept it. The earlier you submit your nomination the better – we cannot accept technical problems as an excuse as you should leave plenty of time to allow for this. Any problems please contact Hannah Short, [hs61@soas.ac.uk](mailto:hs61@soas.ac.uk), 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. Hannah Short will be happy to help you with this, but note, probably won't be able to help you in the hour before the deadline closes.

### CANDIDATES MEETING

There will be a candidates meeting at **5.15PM MONDAY 25TH Feb** (Room MB 116). Attendance at this meeting shall be compulsory except for extremely extenuating circumstances which should be told to Hannah Short before the meeting. The Returning Officer will have complete discretion on the status of your nomination.

**THERE SHOULD BE NO CAMPAIGNING UNTIL THE MEETING IS FINISHED.**

### CAMPAIGN ALLOWANCE

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

- Candidates for **all Part-time posts** are given an allowance of £15 (refunded by SOAS Union)
- Candidates for **Sabbatical Officers** are given an allowance of £30 (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 there is evidence that amounts being spent are higher then you may be disqualified from the election.
- 3) By the close of balloting (5pm Thursday 7<sup>th</sup> March) all Candidates must have submitted their receipts for all of their expenditure on the campaign to Peter Baran. 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, design work, costume hire, T Shirt production, etc. The Election Clerk will make the decision on the application of this definition, which will be checked with the Returning Officer, so you are advised to check beforehand.
- 5) No candidate should claim to be an "official" candidate of any Union committee or society unless that society has had a properly constituted general meeting to decide this. Publicity can explain why you are well qualified (i.e. you have been an SU officer or president of a society). Normal rules of copyright etc. around logos still apply to candidates.
- 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 Elections Clerk 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 and also health and safety.

- 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 Election Clerk, as cleared by Returning Officer in accordance with the election rules.
- 3) Materials should not unreasonably 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 Elections Clerk 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 Elections Clerk. The Elections Clerk can instruct that such material is removed until they have taken professional advice.
- 5) Candidates and their campaign teams should not block or obscure doorways and entrances.
- 6) Candidates and their campaign teams should not display campaign material, canvass individual students within the vicinity of designated voting areas OR computer rooms OR students engaging in app voting.
- 7) It will be helpful for your campaign to become familiar with the Union's Strategic Plan, recent accounts and to talk to current officers to see what the Union has been doing. All of this information is available on the Union website.
- 8) Social media will be treated like all other campaigning e.g. paying to boost adverts etc. will be part of campaign spending, and Union disciplinary rules will apply in the event of online bullying.

### **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 Election Clerk, 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 Election Clerk or the General Manager for advice. If you wish to complain about another candidate you should do this in writing to [hs61@soas.ac.uk](mailto:hs61@soas.ac.uk) in the first instance, who may confer with the Returning Officer. If your complaint is about the Election Clerk, please contact the Deputy Returning Officer in the first instance, who will rule with the Returning Officer. Remember that as sanctions are limited the later the election goes on, complaints will be judged on timeliness.

### **...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.

# 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, 2 Shops, 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](http://www.soasunion.org)

The two layers of the Union's decision-making structure consists of the Union General Meeting (UGM) and the elected Trustees.

## S.U. Executive Committee

The following posts are all up for election to begin their role in July 2019

Three full-time paid sabbatical officer trustees. The Annual Salary is approximately £25,000

- Co-President Welfare & Campaigns
- Co-President Activities & Events
- Co-President Democracy & Education
- Co-President Equality & Liberation

The term of office is 1st of August 2019 – 31st of July 2020 (there is, however, a mandatory handover period from 1<sup>st</sup> July).

Additionally there are 16 part-time posts up for election whose term of office is the academic year 2019-20

- Academic Affairs Officer
- Accommodation Officer
- Anti-racism Officer
- Campaigns' Officer
- Disabled Students and Carers' Officer
- Entertainment Officer
- Environment Officer
- International Students' Officer
- LGBTQIA+ Officer
- Mature Students' Officer
- People of Colour Officer
- Postgraduate Research Students' Officer
- Sports Officer
- Trans\* and Gender Identity Officer
- Womxns' Officer
- Working-Class Students' Officer

**At present, all officer positions elected by cross-campus ballot are also automatically Trustees, unless under Trustee law the candidate is not eligible to be a UK Charity trustee. This structure is currently being reviewed however, and may change before the start of the academic year 2019/20.**

# Appendix 1 :

## Schedule 1: Elections & Referenda

1. This Schedule shall be used to conduct all School-Wide Union Elections and Referenda. Unless otherwise noted the word election in this schedule shall refer to both School-wide Union Elections and Referenda. Other elections such as for society presidents or student reps will not be subject to this schedule unless agreed by the Trustees..
- 2: There shall be annual elections for the following:
  - Sabbatical Officers
  - Part-time Officers
  - NUS Conference Delegates
  - Affiliations BallotIn addition there may be any other election or referendum called by the trustees or a Union General Meeting.
3. Elections shall be supervised by a Returning Officer, chosen by the Union Trustees, who shall not be a member of the School's staff or student body. This appointment shall be considered and, if deemed satisfactory, approved by the designated senior officer of the School. There shall also be a Deputy Returning Officer chosen by the Union Trustee from the staff of the School and the nomination shall be considered and, if deemed satisfactory, approved by the School's designated senior officer. 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, they shall stand down and a replacement chosen. The Deputy Returning Officer shall cover the role until a new Returning Officer is established.
- 4 The Returning Officer shall designate such staff and additional rules to these as necessary for the smooth and fair running of an election. 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. 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. There shall be a designated noticeboard and a dedicated webpage upon which all relevant details of the election shall be publicised. Elections shall be publicised as widely as possible using printed and electronic media.
6. For School-wide Elections 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. This is not relevant for a Referendum.
7. 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. This is not relevant for a Referendum.

8. Posts in School-wide Union Elections are open to all Ordinary Members of the Union. All nominations shall be on a nomination form following the guidelines set out by the Returning Officer in the Nominees Pack. All nominations shall be proposed and seconded by an Ordinary members of the Union and shall require the consent of the nominee. Complete nominations shall be submitted to the Returning Officer, or their designated representative, who shall give proof of receipt. A nomination may only be withdrawn on the written instruction of the nominee. This is not relevant for a Referendum.
9. Submission of a nomination form constitutes an acceptance of the election rules as laid down in this Schedule and the Nomination Pack. All nominations will be checked with SOAS for eligibility.
10. There shall be a candidates' meeting, the date of which shall be set by the Returning Officer before nominations open. This meeting will be for the Returning Officer to clarify any additional rules, to give advice about conduct and for nominees to ask any questions they have about the process. Non-attendance may be grounds for a candidate's disqualification, at the Returning Officers discretion. The Union body will be notified of all of the nominations at the end of this meeting.
11. There shall be a canvassing period of at least two working days after the candidates' meeting/ the setting of the referendum question and before ballots open, as designated by the Returning Officer.
12. 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 election 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. All referenda will have a clear question agreed by the trustees and appropriate response to allow for a meaningful decision.
13. The Returning Officer shall agree such steps for the security of any ballot papers during the voting period, and in storage, and the security of any online election.
14. Ordinary members of the Union may vote for each post and referendum only once. No ballots may be cast outside the voting period and no ballots may be cast by proxy.
15. Any complaint shall be directed in the first instance to the Returning Officer, who shall make a ruling in writing after examining the evidence. All complaints shall be responded to in writing explaining the ruling. There will be a complaints period of one hour after the close of ballots. The only complaints which will be accepted after this point shall be on irregularities brought up by the count or the conduct of the count itself.
16. The count for the election shall take place after ballots have closed and the complaints period has finished. 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.
17. A ruling by the Returning Officer may be appealed by using the Union's Complaints Procedure. For the purposes of that procedure they will be entering at the appeal stage.

# Appendix 2 :

## Officer Role Descriptions

### *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 July to 31 June 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 without good cause, 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 four Sabbatical Officers who shall be Co-Presidents and known as
  - Co-President Democracy and Education
  - Co-President Activities and Events
  - Co-President Welfare and Campaigns
  - Co-President Equality and Liberation
- 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 members of the Union Executive 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 of the School.
- 2.6 The Sabbatical Officers shall represent the Union externally and shall attend meetings with external bodies such as the National Union of Students.
- 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 share equal financial responsibility and all can be the first signatory of the Union accounts.
- 2.10 The Sabbatical Officers shall be responsible for monitoring the financial affairs of the Union and setting the annual budget in conjunction with the General Manager.
- 2.11 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.
- 2.12 The Sabbatical Officers shall ensure that the Union abides by the Constitution, its Schedules and the Code of Practice.
- 2.13 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.
- 2.14 The Sabbatical Officers shall be responsible for events and orientation for the Freshers period.
- 2.15 The Sabbatical Officers shall be responsible in conjunction with the General Manager for the day-to-day running of the Union.
- 2.16 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.
- 2.17 In 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 options.
- 2.18 Sabbatical Officers can be indemnified out of the Students' Union's 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 Democracy & Education**

- 3.1 The Co-President Democracy and Education shall be a Sabbatical Officer.
- 3.2 The Co-President Democracy and Education shall be a member of the School's Academic Board and Learning and Teaching Quality Committee as well as a member of other School committees as deemed relevant.

- 3.3 The Co-President Democracy and Education shall identify areas for attention relating to the education of students and provide information to Co-President Welfare and Campaigns to aid in running campaigns where relevant.
- 3.4 The Co-President Democracy and Education shall work with the part-time Academic Affairs Officer and other part-time officers in furthering the objectives, policies and campaigns of the Union.
- 3.5 The Co-President Democracy and Education, along with the Co-President Welfare and Campaigns, shall sit on the School's Board of Trustees.
- 3.6 The Co-President Democracy and Education shall work closely with and support the Academic Affairs Officer, and other part-time officers as necessary.
- 3.7 The Co-President Democracy and Education shall be responsible for organising and publicising UGMs and their minutes, with the Communications and Governance Co-ordinator. They shall also be responsible for ensuring archiving the minutes of the UGMs and Union Executive Committee meetings and for maintaining the Policy File, supported by the Communications and Governance Co-ordinator.
- 3.8 The Co-President Democracy and Education shall be the NUS Services Ltd Student Liaison Officer, and shall be the first point of contact within the Union.
- 3.9 The Co-President Democracy and 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.
- 3.10 The Co-President Democracy and Education shall be responsible for the running of the student representation system, in liaison with the Union's Research and Representation Assistant, and for supporting the student representatives within the School.
- 3.11 The Co-President Democracy and Education shall provide information on the appropriate channels through which to raise issues with the School via the student representative and School committee structures.
- 3.12 The Co-President Democracy and Education shall be Chair of the Union's Board of Trustees

#### **4 Co-President Activities and Events**

- 4.1 The Co-President Activities and Events shall be a Sabbatical Officer.
- 4.2 The Co-President Activities and Events shall be responsible for encouraging the formation, and success of societies and sports teams within the Union.
- 4.3 The Co-President Activities and Events shall be responsible for organising the Societies Fayre in the first and second term and other events relating to societies.
- 4.4 The Co-President Activities and Events shall also be the main point of contact with the British Universities and Colleges Sport (BUCS) and seek Sport Development opportunities from National Bodies.
- 4.5 The Co-President Activities and Events shall be responsible for preparing an up-to-date list of active societies and publicising this. They shall also be responsible for the Sports and Societies area of the website and promoting its use, with support from the Communications and Governance Co-ordinator.
- 4.6 The Co-President Activities and Events shall oversee the Union's publicity policy and they ensure Union events are appropriately publicised on the union website and via printed publications.
- 4.7 The Co-President Activities and Events alongside a neutral panel of society and sports team Presidents shall be responsible for setting individual societies' budgets to be ratified by the Union Executive Committee. The Co-President Activities and Events shall monitor these budgets and report as necessary to the Union Executive Committee, the UGM or the Trustees. The Co-President

Activities and Events 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.

4.8 The Co-President Activities and Events shall be responsible for ensuring that societies are aware of regulations pertaining to the running of societies and that they abide by them. The Co-President Activities and Events 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.

4.9 The Co-President Activities and Events shall work closely with and support the part-time Sports Officer and Entertainments Officer, and other part-time officers as necessary.

4.10 The Co-President Activities and Events, with the Co-President Equality and Liberation, shall be responsible for promoting and monitoring equality and diversity within sports, societies and extracurricular student activities.

4.11 The Co-President Activities and Events shall be responsible for organising the Union's entertainments both in and outside of the University. They must also work closely with the part time Entertainments Officer to achieve this. Reports on each event's finances should be reported to the Union and made publically available to its members. They must ensure that all Union events are appropriately publicised.

4.12 The Co-President Activities and Events shall be responsible for funds raised for charity and must ensure that any fundraising on campus by societies and by the Students' Union is followed through with an appropriate receipt and report. This is to be included in a report by Trustees.

4.13 For staffing issues, the Co-President Activities and Events shall be considered to be the line manager of the General Manager.

## **5 Co-President Welfare and Campaigns**

5.1 The Co-President Welfare and Campaigns shall be a Sabbatical Officer.

5.2 The Co-President Welfare and Campaigns shall represent the Union on the School's Student Experience Committee, Resources and Planning Committee and on other committees as agreed by the Union's Executive Committee.

5.3 The Co-President Welfare and Campaigns, along with the Co-President Democracy and Education, shall sit on the School's Board of Trustees.

5.4 The Co-President Welfare and Campaigns shall be responsible for maintaining a confidential and safe environment within their office in which sensitive issues can be discussed. They 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 and Campaigns shall refer students to appropriate internal or external bodies to help resolve a member's issues. They shall not take on casework for which they are not qualified.

5.6 The Co-President Welfare and Campaigns shall identify areas for attention relating to general welfare of students and run campaigns where relevant.

5.7 The Co-President Welfare and Campaigns shall liaise with the School's Student Advice and Wellbeing on welfare issues and encourage the use of the services within the School.

5.8 The Co-President Welfare and Campaigns 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 and Campaigns shall liaise with the other Co-Presidents to campaign and raise awareness amongst students on education, equality and welfare issues and on education and welfare services available to members.

5.10 The Co-President Welfare and Campaigns shall work closely with and support the part-time Accommodation Officer and Campaigns Officer, and other part-time officers as necessary.

5.11 The Co-President Welfare and Campaigns shall liaise and meet with Sanctuary Students and other accommodation providers

5.12 The Co-President Welfare and Campaigns shall oversee casework relating to academic issues and academic appeals within the School with the support of the Welfare and Advice Caseworker.

## **6 Co-President Equality and Liberation**

6.1 The Co-President Equality and Liberation shall be a sabbatical officer.

6.2 The Co-President Equality and Liberation shall be responsible for promoting equality and diversity in all of the Union's work, and ensuring that women students, black and minority ethnicity students, LGBTQ students, trans and non-binary students, disabled and carer students, working class students, mature students, international students, students of faith and any other marginalised groups of students are represented within the Union and that their needs met by the School.

6.3 The Co-President Equality and Liberation shall be responsible for monitoring and promoting the Union's Equality and Diversity Policy.

6.4 The Co-President Equality and Liberation shall sit on the School's Equality and Diversity Committee, and any other committees deemed appropriate.

6.5 The Co-President Equality and Liberation shall work closely with the Union's liberation officers and support their work whilst respect the autonomy of each liberation group, as well as the Mature Students Officer, International Students Officer and Interfaith Officer.

6.6 The Co-President Equality and Liberation shall work with the Co-President Activities and Events in promoting and monitoring equality and diversity within sports, societies and extracurricular student activities.

6.7 The Co-President Equality and Liberation shall identify areas for attention relating to equality and liberation and, working with the Co-President Welfare and Campaigns, run campaigns where relevant.

6.10 The Co-President Equality and Liberation shall be responsible for working to prevent and responding to incidents of harassment, abuse and discrimination on campus, with the support of the Union's Advice and Welfare Caseworker and the relevant School staff.

6.11 The Co-President Equality and Liberation shall refer students to appropriate internal or external bodies to help resolve a member's issues. They shall not take on casework for which they are not qualified.

6.12 The Co-President Equality and Liberation shall liaise with the appropriate members of School staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.

## **7 Part-time Officers**

7.1 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, Trustee meetings and UGMs.

7.2 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.

7.3 The Part-time Officers shall attend such School committees as agreed by the Union Executive Committee and within the constitution of those committees.

7.4 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 and will not be Trustees.

## **8 Accommodation Officer**

8.1 The Accommodation Officer will provide information, support and guidance to the student body regarding accommodation issues;

8.2 The Accommodation Officer will actively lead in any SOAS Students Union campaigns regarding homelessness in London and the greater community, as well as any other accommodation and housing related campaigns

8.3 The Accommodation Officer will be the direct point of liaison between SOAS Students' Union and Sanctuary Housing management regarding matters relating to Paul Robeson and Dinwiddy Halls of Residence

## **9 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 Activities & Events.

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 Activities & Events on publicity for social events.

## **9 People of Colour Officer**

9.1 The People of Colour Officer shall represent the interests of black students to the Union and the School.

9.2 The People of Colour Officer shall be the liaison with the NUS Black Students' Campaign.

9.3 The People of Colour Officer shall run events for Black History Month in conjunction with the Union and the School.

9.4 The People of Colour Officer shall run campaigns and events appropriate to this constituency.

**10 Womxn's Officer**

10.1 The Womxn'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 Womxn's Officer shall be the liaison with the NUS Women's Campaign.

10.3 The Womxn's Officer shall run campaigns and events appropriate to this constituency.

**11 Disabled Students and Carers' Officer**

11.1 The Disabled Students and Carers' 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 Disabled Students and Carers' Officer shall liaise with the School's Student Disability Advisor to help improve facilities at SOAS for students with disabilities.

11.3 The Disabled Students and Carers' Officer shall liaise with the NUS Students with Disability Campaign nationally to help raise awareness of disability issues.

11.4 The Disabled Students and Carers' 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 Research Officer**

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

14.2 Postgraduate Research Officer shall liaise with the Research Students Association to run events for research students

14.3 The Postgraduate Research Officer shall run campaigns and events appropriate to this constituency.

14.4 The Postgraduate Officer shall be on the School's Common Room Committee to represent the views of Research Student common room members.

**15 Campaigns Officer**

15.1 The Campaigns Officer shall co-ordinate any campaigns raised by the student body and help encourage non-violent activism by students.

15.2 The Campaigns Officer shall and will be able to allocate Student Union campaigns funds, under the supervision of Sabbatical Officers and the rest of the SU executive to help advertise, promote and undertake the campaigns.

15.3 The Campaigns Officer shall endeavour to work with other Students' Unions, bodies that the SOAS SU is formally affiliated to and other organisations where appropriate to maximise the impact and potential success of their campaigns, promoting strong activist networks.

## **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, Trans, Queer, Intersex, Asexual + (LGBTQIA+) Students' Officer**

19.1 The LGBTQIA+ 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 LGBTQIA+ Officer shall be the liaison with the NUS LGBT Campaign.

19.3 The LGBTQIA+ 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 LGBTQIA+ Officer shall run campaigns and events appropriate to these constituencies

## **20 Sports Officer**

20.1 The Sports Officer shall represent the interests of students engaged in sports and physical activity (both competitive and casual) to the Students' Union Exec and the School.

20.2 The Sports Officer shall work as a liaison between the Sports Union (a union of all SOAS sports teams) and the Co-President of Activities and Events, the Sports and Societies Co-ordinator (Union member of staff) and the SU Executive Body.

20.3 The Sports Officer shall work towards ensuring the further development and increased participation in sports through the Students' Union.

20.4 The Sports Officer shall run campaigns and events linked to SOAS Sports.

### **21 Working-Class Students' Officer**

21.1 The working class officer shall represent the interests of working class and other economically deprived students at SOAS

21.2 The working class officer shall liaise with the school to improve accessibility, admission and student experience, and welfare for working class students.

21.3 The working class officer will run campaigns and events appropriate to the constituency

21.4 The working class officer will work with other liberation officers to ensure their work reflects the intersectional nature of different students' identities.

### **22 Trans\* and Gender Identity Officer**

22.1 The Trans\* and Gender Identity Officer shall represent the interests of Trans & gender variant students to the Union and the School.

22.2 The Trans\* and Gender Identity Officer shall be the liaison with the NUS Trans Campaign.

22.3 The Trans\* and Gender Identity Officer shall run events for LGBT history month in conjunction with the Union, the LGBTQIA+ students' officer, and the School.

22.4 The Trans\* and Gender Identity Officer shall run campaigns and events appropriate to this constituency.