

Executive Committee Elections 2010

Candidates' Pack



Glasgow Caledonian University
Students' Association

Scottish Charity No. SC022887

Executive Committee Elections 2010 – Candidates’ Pack

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You must submit the Nomination Form and the Trustee Declaration Form together by Friday 13th March at 4pm to Kevin Ward, Returning Officer, in the Students’ Association Offices.

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Being on the Executive Committee

Experience

You don't have to have any experience to be on the Executive Committee of the Students' Association as full training is provided to all those who are successfully elected. While there are no required skills, experience has shown that winning candidates are enthusiastic about improving the student experience, highly motivated to make a difference at their university and that they enjoy talking to their fellow students and finding out what they think. It is also very useful to know about the current activities and services of the Students' Association and so if you do not know as much as you think you should through your current involvement then it might be useful to talk to the current Executive Committee or Association staff members to find out more. **The only requirement is that you are a registered GCU student.**

Activities

Executive Committee members in the Students' Association also serve as the Board of Trustees which means that students who are elected have a legal responsibility to act in the best interests of the organisation. As an Executive Committee member, you are part of a nine member team who have the responsibility of running the whole organisation. This includes **developing the strategy and policies** which will take the Association forward for years to come as well as working on short term plans to be implemented over your time on the Executive Committee. All Executive Committee members will, during their term, work in areas beyond their own immediate responsibility, they will be responsible for representing **the student voice** to the university through committees and other channels and, lastly, they must all **oversee and approve the Students' Association's budget.**

Reporting

You will be **accountable** to your colleagues on the Executive Committee, to volunteers/committee members in your work areas, to Caledonian Student Parliament and ultimately to all students. You will also be expected to keep yourself accountable by **producing reports** for meetings and informing students through other mediums (website, student magazine, forums).

Time Commitment

Sabbatical Officers will be given a contract terms and conditions that includes a commitment to working **35 hours a week**. However, the level of work will vary throughout the year with officers becoming busier at peak times such as Freshers' Week. Sabbaticals elected in 2010 will be paid **£15,339 for their year in office**. Non-sabbatical officers (Lay Officers) take on their elected roles as volunteers and continue to be students and are not

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paid. Lay Officers are expected to contribute around four hours a week of their time towards fulfilling their role.

Support

All Sabbatical Officers will **receive an induction programme** organised by the outgoing Sabbatical Officers and relevant staff members in the first week. Lay Officers will also receive a handover from the outgoing Lay Officers and staff members although the timing of this will vary depending on the availability of the incoming and outgoing officers.

All Executive Committee members will receive an **induction pack** and in the first couple of months will attend **Executive Committee Training** that covers the legal and financial responsibilities. All Executive Committee members will be sent on relevant NUS training programmes.

You will receive much of your support **from the Students' Association staff team**. They are employed to run the operational activities of the Students' Association and to help you, as elected officials, to achieve the objectives of the Association.

Future Employability

Being a member of the Executive Committee is great personal development and will give you an opportunity to develop a **wide range of transferable skills** and **improve your CV**. This will include skills that relate to the overall management of an organisation. Specific skills include; financial management, presentation skills, negotiation skills, assertiveness, leadership, lobbying, chairing meetings, dealing with conflict and developing a broad understanding of the issues affecting students in Higher Education. As the public face of the Association you will deal with Senior University Staff and meet a variety of interesting individuals.

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Election Timetable 2010

Monday 8 th February	<p>Election Announced and Nominations Open Nomination open at 10am and nomination forms can be downloaded from www.caledonianstudent.com/elections or hard copies collected from the Students’ Association</p>
Thursday 11 th of February	<p>Executive Committee Drop In 1 The Executive Committee will be available in the open plan area on level 2 of the Students’ Association building from 12.30 – 1.30pm to answer any questions for potential candidates about their roles.</p>
Thursday 18 th February	<p>Executive Committee Drop In 2 The Executive Committee will be available in the open plan area on level 2 of the Students’ Association building from 2.00 – 3.00pm to answer any questions for potential candidates about their roles.</p>
Friday 19 th February	<p>Nomination Close Nominations close at 4pm. Hard copies of completed forms need to be returned to the Students’ Association for the attention of Kevin Ward, Returning Officer by this time. Candidates may now start campaigning.</p>
Monday 22 nd February	<p>Publicity Deadline All publicity must be sent to Kevin Ward, Returning Officer at kevin.ward@gcal.ac.uk by 12 noon. Please refer to the publicity guidelines in the candidate’s pack and on the website.</p>
	<p>Candidates Meeting Candidates and their agents will meet in room NH 208 at 2pm.</p>
Tuesday 23 rd February	<p>Question Time 1 5pm – location to be confirmed.</p>
Friday 26 th February	<p>Publicity Collection Candidates can pick up publicity from room NH 204 after 2pm.</p>
Tuesday 2 nd March	<p>Question Time 2 12 noon – location to be confirmed.</p>
Thursday 4 th March	<p>Polling Begins First station open from 9am</p>
	<p>Polling Closes Last station closes at 6pm</p>

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	<p>Candidates and campaign teams must now remove all publicity from around campus or the results will not be announced until the following morning.</p>
	<p>Counting Begins The count will take place in the Students' Association in room NH 208 from 6.15pm onwards. Only the candidate and their agent may be present.</p>
	<p>Results Announced The results will be announced in Walkabout where the post-elections party will be hosted from 6pm. The announcement will be made as soon as the count has been completed which is likely to fall some time after 9pm.</p>

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Executive Committee Remits

Each student elected on to the Executive Committee has general responsibilities as a member of the committee and specific responsibilities related to their role.

Each Executive Committee position will undertake the following roles in addition to their specific remit.

These roles are not exhaustive and proposals to add to the roles outlined will be taken at the Sixth Statutory Caledonian Student Parliament (CSP) Meeting.

- i) Represent the student members of the Association to the University, to NUS, other external bodies and attend meetings as required.
- ii) Attend induction and training events and to ensure familiarity with rules and regulations
- iii) Prepare written reports for Executive Committee and meetings of CSP
- iv) Carry out duties in accordance with Association policy, procedures and all remits appropriate to their position
- v) Ensure adherence to the Education Act 1994 and current charity law
- vi) Ensure, through the GM, that all reasonable steps have been taken to ensure that Health & Safety procedures are in place
- vii) Ensure the implementation of Equal Opportunities throughout the Association
- viii) Comply with Association Financial Regulations and ensure that Association funds are used for the purpose for which they are intended
- ix) Be aware of the staff student protocol and observe the agreements set out in the document
- x) Attend training events and conferences as appropriate to ensure familiarity with the role of the executive and issues that affect students, with guidance from the Democratic Services Manager
- xi) Provide written information in the Freshers Magazine and other publications as requested
- xii) Ensure that relevant sections on the Students' Associations website is regularly updated and monitored, as well as monitoring the forums

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What does the Student President do?

The Student President is the figurehead of the Association. He/she has the responsibility for making sure that the Executive Committee is carrying out its duties and that agreed policies are acted upon. The Student President is the main link between the Executive Committee and the Association staff. The student president is also the main link between the university and the Association.

Remit:

- i) Responsible for putting forward the democratically decided views and policies of the Association within the University and to outside bodies.
- ii) Has the ultimate responsibility for the implementation of the decisions and policies of the CSP.
- iii) Line manages the General Manager.
- iv) Ensures, with the GM, that training for staff regularly takes place on Association Policy.
- v) Chairs the Executive Committee and the Disciplinary Appeals Committee, is a full member of the CSP, the Executive Committee and other committees as a student representative.
- vi) Within the University sits on all appropriate Committees. Responsible for reporting back from these Committees and all other bodies attended to the CSP.
- vii) Within the Association is an ex-officio member with voting rights of all Standing Committees of the CSP, with exception of Liberation Groups.
- viii) Liaises with the official representatives of Campus Trade Unions.
- ix) Represents the concerns of students to the National Union of Students (NUS) and ensures that information from NUS is distributed as appropriate and that regular contact is maintained.
- x) Ensures that delegates to NUS Conferences are aware of Association policies and is automatically elected as a delegate and made delegation leader for NUS & NUS Scotland events where the NUS constitution makes allowances to appoint ex-officio delegate(s);

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- xi) Speaks on behalf of the Association to the media and other external organisations;
- xii) Ensures that agendas with supporting papers are prepared for each meeting of the Executive Committee and to arrange for minutes to be kept;
- xiii) Liaises with the DSM on the implementation of policy initiatives and staffing matters and to keep the Democratic Services Manager informed of any initiatives that the Executive wish to take;
- xiv) Regularly monitors Association finances and ensures that the Executive Committee and Caledonian Student Parliament are aware of any significant fluctuations.
- xv) Co-ordinates the work of the Executive Committee and makes sure that they carry out their duties and that they are fully consulted about decisions that need to be made;
- xvi) Work with the Vice President Student Development to ensure effective recruitment of all Caledonian Student Parliament Representatives.
- xvii) Organises the induction and training for the incoming President in conjunction with the DSM
- xviii) Works with the Students' Association management to ensure long and short term strategic plans are in place, developed and implemented.
- xix) Has overall responsibility for all Association campaigns.
- xx) This is a full time, sabbatical position and will be remunerated accordingly.

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What does the Vice President Student Development do?

The Vice President Student Development deputises for the Student President when required or requested. In addition to this the Vice President Student Development provides a policy lead for areas embracing student reps in Quality Assurance and Enhancement, the National Student Survey, student media, the Student Leaders Programme and community engagement.

Remit:

- i) Deputises for the Student President in all matters;
- ii) Is a full member of the CSP, Executive Committee, Volunteering Policy Group, Magazine Editorial Team (Observer), Disciplinary Committee (Chair) and Student Radio Station Management Team (Observer).
- iii) Within the University sits on all appropriate Committees. Responsible for reporting back from these Committees and all other bodies attended to the CSP.
- iv) Within the Association is an ex-officio member with voting rights of all Standing Committees of the CSP, with exception of the Liberation Groups.
- v) Work with, promote and oversee the strategic development of Student Media and Volunteering within the Association, the University and the local community.
- vi) Promote, recruit to and develop the Student Leaders Programme to enhance student employability through personal development and knowledge transfer.
- vii) Prepare and oversee an annual training plan for Class Reps, Student Magazine, Community Action, CSP and Student Radio Station with appropriate Association staff.
- viii) Ensures the production and distribution of student media and volunteer programme literature.
- ix) Is the policy lead on engaging students in HE Quality Assurance and Enhancement processes within the University.
- x) Is the Association's policy lead for Learning and Teaching development.
- xi) Co-ordinate the Freshers Magazine with the GM and appropriate Association staff.

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- xii) Develop and increase participation in all student volunteer groups and provide adequate support for these groups.
- xiii) Manage and work within the Student Development budget, including overseeing volunteer group budgets and ensure it is used efficiently and effectively, reporting back to the Executive Committee monthly.
- xiv) Promote, recruit members and develop engagement in CSP.
- xv) Organise the induction and training for the incoming Vice President Student Development in conjunction with the GM and other appropriate Association Staff.
- xvi) Ensures that appropriate training on Association policy is given to all Student Development volunteer groups.
- xvii) Oversee, update, develop and promote the Association's website in conjunction with appropriate Association staff.
- xviii) Organise and co-ordinate the Freebie Fayre in conjunction with appropriate Association staff.
- xix) Organise and Co-ordinate the Student Leaders Award Ceremony.
- xx) Manage and organise Association education campaigns.
- xxi) This is a full time, sabbatical position and will be remunerated accordingly.

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What does the Vice President Support and Advice do?

The Vice President Support and Advice provides a policy lead in all areas concerning student welfare, Nightline, equality & diversity, fundraising, as well as general support and advice.

Remit:

- i) Is a full member of the CSP, Executive Committee, Student Development Policy Group, and Welfare Policy Group;
- ii) Brings issues of concern, which arise in the student population, to the attention of the appropriate University personnel and by representing students' concerns plays a role in their resolution;
- iii) Within the University sits on all appropriate Committees in Responsible for reporting back from these Committees and all other bodies attended to the CSP and the Association.
- iv) Within the Association is an ex-officio member with voting rights of all Standing Committees of the CSP, with exception of the Liberation Groups.
- v) Liaise with, and promote as appropriate, all University advice-giving agencies and external agencies;
- vi) Promotes the various Welfare services of the Association;
- vii) To assist students seeking help with Welfare enquiries, and to ensure adequate service provision in the university and the Association;
- viii) Ensure confidentiality is maintained in the work of the Welfare Office;
- ix) Prioritise campaigns with the Welfare Policy Group and oversee the running of welfare campaigns and the dissemination of welfare and other appropriate literature to the general student body;
- x) Help recruit, organise, train and manage a welfare volunteer team in conjunction with appropriate Association staff.
- xi) Have the policy lead in all matters relating to Nightline and help to recruit, organise, train and manage nightline volunteer team in conjunction with association staff and by liaising with partner organisations where appropriate;

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- xii) Manage and work within the Welfare budget and ensure that it is used efficiently and effectively, reporting back to the Executive Committee monthly on the budgets.
- xiii) Oversee the Hardship Fund and ensure accurate records are kept;
- xiv) Represent the Association on external Welfare Committees;
- xv) Ensure, with appropriate Association staff, that all complaints received about Equal Opportunities are dealt with in an appropriate manner.
- xvi) Organise the induction and training for the incoming VPSA in conjunction with the GM and other appropriate Association staff;
- xvii) Ensure that appropriate training on GCUSA policy is given to all welfare volunteer groups.
- xviii) Organise and co-ordinate the annual Wellbeing Fair
- xix) Have overall responsibility for all fundraising activities by ensuring training is provided for all fundraising volunteers and a total is kept of all funds raised.
- xx) This is a full time, sabbatical position and will be remunerated accordingly.

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What does the Vice President Sports and Societies do?

The Vice President Sports and Societies co-ordinates and provides policy lead for all sporting and non-sporting clubs and societies. This position is open only to those students who are registered members of a sports club or a society when nominations open.

Remit:

- i) Has policy lead of affiliated sporting, non-sporting clubs and societies and for representing their views to the Executive Committee.
- ii) Is a full member of the Caledonian Student Parliament, Executive Committee, Volunteering Policy Group, Sports Policy Group, Societies Policy Group.
- iii) Within the University sits on all appropriate Committees. Responsible for reporting back from these Committees and all other bodies attended to the CSP and the Association.
- iv) Within the Association is an ex-officio member with voting rights of all Standing Committees of the CSP, with exception of the Liberation Groups.
- v) To liaise with appropriate Association staff to ensure the day to day running of the sporting and non-sporting clubs and societies.
- vi) Is an ex officio member with voting rights of all sports clubs and societies affiliated to the Association.
- vii) Represents the Association at all relevant National Student bodies, including sporting and non-sporting.
- viii) Manage and work within the sports clubs and societies budget and ensure the budget is used efficiently and effectively, reporting back to the Executive Committee monthly.
- ix) Promote, recruit to and develop the Give it a Go programme in conjunction with the Executive Committee and Association Staff.
- x) Ensure that adequate health and safety procedures are in place and that an annual inventory of sporting and non-sporting equipment is carried out and that the equipment is maintained at a safe standard and reported back to the Executive Committee.

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- xi) Make sure that Sports Clubs and Societies budgets are strictly adhered to and that regular reports are prepared for Executive Committee and CSP.
- xii) To ensure that the sports policy, societies policy and transport policy are followed and adhered to at all times.
- xiii) Encourage a high level of participation in sporting and non-sporting clubs and societies throughout the University.
- xiv) Ensure that those who are running clubs and societies receive the information, support and training that they need to run effectively, in conjunction with appropriate Association staff.
- xv) Ensure that proper authorisation is given for the payment of all invoices, cash transactions and withdrawals by Sports Clubs and Societies and that records are kept in line with Financial Procedures.
- xvi) To ensure that the Sports Policy Group and the Societies Policy Group operate within the objectives of Association policy.
- xvii) Organise and co-ordinate the Annual Sports Ball.
- xviii) Organise and co-ordinate the Getting Involved Freshers Fayre, in conjunction with appropriate Association staff.
- xix) Organise the induction and training for the incoming Vice President Sports and Societies in conjunction with the GM and other appropriate Association staff.
- xx) Ensure that appropriate training on Association policy is given to all Sports and Societies volunteer groups.
- xxi) This is a full time, sabbatical position and will be remunerated accordingly.

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What does the Campaigns Officer do?

The Campaigns Officer has responsibility for organising and co-ordinating campaigns run by the Association.

Remit:

- i) Is responsible for the management and control of the Campaigns budget and to ensure that it is used efficiently and effectively, reports back to the Executive Committee monthly
- ii) Responsible for organising and co-ordinating campaigns of the Association as agreed by CSP or the Executive Committee;
- iii) Liaises with the Executive Committee to ensure that campaigns do not adversely affect other campaigns run by the Association
- iv) Report and liaise on initiatives for campaigns to the CSP and the Executive Committee;
- v) Supports and liaises with other elected student representatives in the production and dissemination of campaigning materials and publicity;
- vi) Is a full member of the CSP, the Executive Committee and Welfare Policy Group;
- vii) Co-ordinates and organises at least 4 high profile student focused campaigns each year;
- viii) Ensures that NUS campaigns are communicated to the Executive Committee and that the Executive Committee are kept updated.

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What does the Communications Officer do?

The Communications Officer is required to ensure that effective communications are maintained within the Association and to the student body and that all forms of student media and publicity are utilised in an efficient and effective manner.

Remit:

- i) Ensures that arrangements are made for the distribution of all publicity materials and that information is circulated widely;
- ii) Is a full member of the CSP, Executive Committee, Magazine Editorial Team (Observer) and Radio Station Management Team (Observer);
- iii) Ensures that all media and publicity complies with the agreed policies and procedures of the Association;
- iv) Liaises with staff responsible for the design and production of Association publications and website and reports back to Executive Committee.
- v) Responsible for all official Association notice boards.
- vi) Responsible for ensuring the development of the Association website, social networking and its use in communicating with the membership.
- vii) Liaises with the Executive Committee to ensure that the content of the Associations' website is regularly updated and monitored.
- viii) Responsible for co-ordination of the bi-monthly electronic Association newsletters.
- ix) Responsible for the co-ordination of communications from the Exec through the Student Magazine and the Student Radio Station;
- x) Responsible for developing the brand management of the Association, in conjunction with the Executive Committee.
- xi) Works in conjunction with the University to ensure information about Association activities and services are communicated to students.
- xii) Ensure that a Communication and Marketing Strategy is in place and be responsible for ensuring that the Association is promoted effectively.

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What does the International Students' Officer do?

The International Students' Officer is required to ensure that International Students are represented within the Association and externally. The International Students' Officer must be registered by the University as an International Student. The International Students' Officer will be elected by students who are registered with International status.

Remit:

- i) The International Students' Officer is responsible for presenting the views of international students to the CSP, the Executive Committee, the University and appropriate external bodies.
- ii) Is a full member of the CSP, Executive Committee, the Welfare Policy Group and the International Students' Group (Chair).
- iii) Liaises with the Executive Committee and NUS International Students' Campaign with regards to updating and implementing of Association policy.
- iv) Responsible for the dissemination of all information regarding International Students' issues to international students.
- v) Identify and raise issues that affect International Students' and campaign for necessary/appropriate action.
- vi) Ensures that awareness of campaigns and relevant topics affecting International Students' is of a high priority and promoted throughout the Association.
- vii) Organises and supports an International Students' group to discuss issues affecting international students and feedback discussions into the Executive Committee.
- viii) Liaise with the various International Student societies and groups on campus about their activities and events.
- ix) Encourage participation in the Association by International Students and promote a positive image of the Association to International Students.
- x) Ensures that appropriate training on Association policy is given to all International Students' volunteer groups.

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What does the Lesbian Gay Bisexual and Trans (LGBT) Officer do?

The LGBT Officer is required to ensure that LGBT students are represented within the Association and externally. The LGBT Officer must self define as either Lesbian, Gay, Bisexual or Trans. The LGBT Officer will be elected by students who define as LGBT through an open meeting at which the Returning Officer is present.

Remit:

- i) Responsible for presenting the views of lesbian, gay, bisexual and trans students to the CSP, the Executive Committee, the University and appropriate external bodies.
- ii) Is a full member of the CSP, Executive Committee, Welfare Policy Group and LGBT Group (Chair).
- iii) Liaises with the Executive Committee and NUS LGBT Campaign with regards to updating and implementation of Association Policy.
- iv) Responsible for the dissemination of all information on LGBT issues to the LGBT students.
- v) Identify and raise issues that affect LGBT students and campaign for necessary/appropriate action.
- vi) Ensures that awareness of campaigns and relevant topics affecting LGBT students is of a high priority and promoted throughout the Students Association.
- vii) Organises and supports a LGBT group to discuss issues affecting LGBT students and feedback discussions into the Executive Committee.
- viii) Liaise with all LGBT societies and groups on campus about their activities and events.
- ix) Encourage participation in the Association by LGBT students and promote a positive image of the Association to LGBT students.
- x) Ensure that appropriate training on Association policy is given to all LGBT volunteer groups.

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What does the Women's Officer do?

The Women's Officer is required to ensure that women students are represented within the Association and externally. The Women's Officer must be a female student. The Women's Officer will be elected by other female students only.

Remit:

- i) Responsible for presenting the views of women students to the CSP, the Executive Committee, the University and appropriate external bodies ;
- ii) Is a full member of the CSP, Executive Committee, Welfare Policy Group and the Women's Group (Chair)
- iii) Liaises with the Executive Committee and NUS Women's Campaign with regards to updating and implementation of Association Policy
- iv) Responsible for the dissemination of all information on women's issues to the women students;
- v) Identify and raise issues that affect female students and campaign for necessary/appropriate action
- vi) Ensures that awareness of campaigns and relevant topics affecting women students is of a high priority and promoted throughout the Association;
- vii) Organises and supports the women's committee to discuss issues affecting women students and feedback discussions into the Executive Committee;
- viii) Encourage participation in the Association by female students and promote a positive image of the Association to female students;
- ix) Ensure that appropriate training on Association policy is given to all women volunteer groups.

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Rules and Regulations

Campaigning

Candidates must not campaign in any way before the close of nominations (4pm, Friday 19th February 2010). "Campaigning" includes putting up posters, creating social networking pages, speaking to students about the election and any other activity promoting the candidate. Candidates appearing in student media (radio, magazine and website) prior to this point, may only do so if the purpose of this is unrelated to the elections.

Printed publicity

Candidates are not allowed to use any printed publicity materials other than those produced by the Students' Association. More details about this publicity can be found in the Publicity Guidelines section of the Candidates' Guide. Candidates may **make** posters and banners but these may not be printed, screen printed or mass produced in any other way. Under no circumstances may candidates use stickers.

Election spending

Aside from the publicity produced by the Students' Association and homemade posters and banners, candidates may also spend £30 of their own money on their campaign on whatever they wish to promote their campaign. This may include things such as sweets and t-shirts. All candidates must produce receipts for anything they buy for the campaign and they may not have more than 30 t-shirts within their campaign no matter how little they cost. **The use of megaphones/PA systems by candidates is not permitted under any circumstances.**

Distribution of publicity

Candidates are free to distribute publicity on notice boards and other reasonable locations within the Students' Association Building and University Buildings. Posters may not be placed in stairwells. Any publicity deemed to be in an inappropriate place by the Returning Officer shall be removed. **NO CHALKING is allowed.**

Online campaigning

You may set up a social networking page for your campaign on Facebook, Bebo, Myspace or Twitter (other services may be used by agreement with the Returning Officer). You must provide the Returning Officer a link to any pages you set up. During the election campaign, candidates may not use any mailing lists that they have obtained for other purposes (such as a sports club membership list), send messages through Blackboard or in any other way breach data protection rules or University IT regulations. **Candidates failing to comply**

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with IT regulations will be reported to the University who may take disciplinary action.

Students' Association resources

No candidate may use any Students' Association office or meeting room for the purpose of their campaign. This rule applies equally to current Executive Committee members who are standing for election or supporting a candidate in the election. Sabbatical Officers wishing to campaign are required to take annual leave. Students' Association computer, printers and other equipment may not be used by candidates or their supporters for the design or production of campaigning materials or publicity.

Election Day

Candidates and their Agents shall be responsible for ensuring that campaign teams abide by election regulations. There should be no campaigning **within 6 feet** of the ballot station. Additionally, no candidate is allowed more than **four supporters** at any polling station i.e. in the area of polling inside each building. Election Assistants will inform the Returning Officers should campaign teams consistently breach either of these rules.

The consumption of alcohol during the Election Day is not subject to election rules. However, please keep in mind that drunken campaigners are not effective campaigners and will be more likely to put students off than to encourage them to vote for you. Any inappropriate behaviour caused by drunkenness will be reported to the Returning Officer and the Election Assistants will be fully cooperating with University security staff with regards to any incidents including the presence or consumption of alcohol on University premises. It is standard university policy to have any student who is clearly intoxicated removed from campus and such instances usually lead to disciplinary procedures.

All publicity should be taken down immediately after close of ballot stations. If this is not done to the satisfaction of the Returning Officer, the results will not be announced until the following day.

Candidates will be held responsible for the actions of their campaign and as such should do everything to ensure that none of their supporters break any of the election rules.

Candidates Meeting

Meetings of candidates may be called by the Returning Officer to disseminate information from the Returning Officer or the Election Tribunal. These meetings are not open to the general student population and only the members of the election tribunal, candidates and their campaign agent; and members of staff of the Association supporting the election may

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be permitted to attend. There is no right to vote at these meetings. There is a candidates’ meeting which take place on **Monday 22nd February at 2pm in NH208.**

Question Time

Two Question Time events will be held for all candidates standing in the election. Each candidate will be given a chance to make a short speech about why people should elect them. The student audience will then be given the chance to ask questions via the chair. This event will be chaired by the Returning Officer, who will also decide the length of speeches. The first Question time will be held at 5pm on Tuesday 23rd of February and the second will be held at 12 noon on Tuesday 2nd of March. The locations for both events are still to be confirmed but will be communicated to candidates by the Returning Officer.

If you fail to turn up to Question Time without submitting apologies you shall be deemed to have withdrawn your nomination. Apologies must be submitted to the Returning Officer at least one hour before the scheduled start time of the Question Time event.

Polling Stations

Polling stations will be placed at:

- | | |
|------------------------------------------------|---------------|
| • Hamish Wood Refectory (Refectory) | Open 9am-3pm |
| • Foyer, Students’ Association (NHS) | Open 10am-6pm |
| • Saltire Centre (1 st Floor Foyer) | Open 9am-6pm |
| • Govan Mbeki (1 st Floor Foyer) | Open 9am-4pm |

All voting is by secret ballot and will be run by the single transferable vote (STV) system. This means that instead of placing a cross by your choice of candidate, you rank the candidates according to your preference by placing ‘1’ against your favourite’ a ‘2’ against your next choice and so on. You can express as many or as little preference as you like.

There will be the option of NOTA (none of the above) in all the Executive Committee elections. If NOTA receives the most votes in any given election then none of the candidates for that position are elected and nominations and re-opened.

Only women may vote for the Women’s Officer. The position of LGBT officer is elected by an open meeting which all self defined LGBT students are invited to attend.

Election Count

The election count will take place on the 2nd floor of the Students’ Association outside NH208. The election count will start at 6.15pm after the polling stations have closed on Thursday 4th February and will be undertaken by officials selected by the Returning

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Officer. The Candidate and/or the Agent may be present at the count and may only speak to the Returning Officer to ask questions.

The results of the elections will be announced as soon possible by the Returning Officer.

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Publicity Guidelines

Candidates must read and abide by the following guidelines carefully. Failure to do so may result in their publicity not appearing in the format they would like to or not being printed at all. If you are unsure about anything please contact the Returning Officer. Examples of publicity are available on the Students' Association elections website.

When submitting publicity candidates should remember that their designs will be scaled down to A5 for leaflets and scaled up to A3 for posters and make sure their design will still look the way they intend **before** submitting them to the Returning Officer. **Candidates will not be allowed to alter or resubmit designs once the deadline for publicity has passed.**

The deadline for all publicity is 12 noon on Monday 22nd of February. All publicity must be emailed to kevin.ward@gcal.ac.uk. Late publicity will not be accepted.

Manifesto Guidelines

Each candidate should provide a manifesto setting out their main objectives for the year. The manifesto is a document which says who the candidate is, why they are standing for election and what they intend to do, should they get elected. **Manifestos are strictly limited to 600 words** in length. Images and pictures may also be included in your manifesto – text included in images will count towards the word limit. Manifestos should be sent as a **one page A4 Microsoft Word file**.

Campaigning Posters and Flyers

Candidates in contested elections will be allowed 30 Colour A3 posters printed on white paper and 600 A5 black and white double sided leaflets printed on coloured paper. Candidates will be given the opportunity to choose the paper colour for their flyers at the candidates' meeting. **If you do not select a colour at the candidates' meeting then your leaflets will be printed on white paper.**

Candidates in uncontested elections will be allowed 10 Colour A3 posters and 200 A5 black and white double sided leaflets (full allocation available upon request).

Designs should be submitted as a **one page A4 Microsoft Word file**. There are no design limits on what a candidate can choose to submit but it is advisable that they **prominently feature their name and the position they are running for** on their poster.

Candidates may submit different artwork for the front and back of their leaflet if they wish to or opt to have their poster design printed on one side and their manifesto printed on the other.

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Videos

Candidates are invited to submit a video of up to **two minutes in length** promoting their campaign which will be displayed on the Students' Association website and linked into social networking site pages run by the Association. Candidates may either submit their own video or have one filmed in the Students' Association. Candidates submitting a video must do so in one of the following formats – **avi, 3pg, wmv, mov, mp4, mpeg, slv or mkv** – and must submit it to the Returning Officer in room NH 113 by **12 noon on Wednesday 24th February**. Videos should be **submitted on a USB stick**. Candidates wishing to have their video filmed can have this done by booking a time with the Returning Officer between **9am on Monday 22nd of February and 12 noon on Wednesday 24th of February**. Videos longer than two minutes will either be cut or rejected and no video will be accepted after 12 noon on Wednesday 24th of February.

Please Note:

- No Students' Association offices or printing facilities can be used for the design or formulation of any candidate's publicity. Students' Association staff will not assist in the design of any material. No election campaign material may be produced except through the Students' Association. Candidates may use the computers in the open plan area on the 2nd floor of the Students' Association.
- The Returning Officer reserves the right to refuse to publish any material which he deems offensive.
- For publicity printed in black ink we suggest that you limit the use of greys as they do not copy well. You should leave a minimum of 7mm border around the document.
- Each candidate is responsible for ensuring that all publicity is removed after polls close.
- No students will be able to access NH204 (Communications and Media Co-ordinator's office) or NH206 (Print Room) from Monday 22nd of February until Friday 5th of March.

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The role of the Returning Officer

THE RETURNING OFFICER

(Kevin Ward, Student Representative Co-ordinator)

The Returning Officer shall be a full-time member of Students' Association staff, and shall be responsible for ensuring the efficient organisation and conduct of such internal elections as are required by the Constitution in accordance with **Schedule 4** and such Rules and Regulations that have been agreed by Caledonian Student Parliament and has sole responsibility for the interpretation of the election regulations.

- a) preparation and display of the Notice of Elections;
- b) preparation, issue and receipt of Nomination Forms;
- c) display of details of nominations received;
- d) arrangements for Polling Stations;
- e) liaison with University Administration;
- f) announcement of Election Results;
- g) other duties as may be allocated by Caledonian Student Parliament;
- h) be responsible for reporting the results of each election to the following meeting of Caledonian Student Parliament for notification
- i) make sure that all elections are run in accordance with the Election Rules and Regulations as outlined in Schedule 4.
- j) ensure that proper notification is given of all elections and that publicity encouraging people to stand and to vote has been distributed widely;
- k) prepare and check all Nomination Forms as they are submitted;
- l) ensure that polling clerks and tellers have been recruited and that ballot boxes have been placed in suitable locations;
- m) approve all publicity produced by candidates and arrange to have it printed;
- n) proof read all ballot slips before they go to print;
- o) ensure a manifesto booklet is produced and distributed widely around the campus to promote the elections;
- p) arbitrate on disputes involving election procedure and deal with any complaints;
- q) convene and chair "Question Time" meetings for candidates;
- r) supervise the opening of ballot boxes and the counting of the votes;
- s) ensure that the election tribunal are available to investigate all complaints;
- t) declare the results of the ballot and make sure that the results are available before submitting a report to the next appropriate meeting of Caledonian Student Parliament.

The Returning Officer shall have the power to declare a ballot paper spoiled or invalid.

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THE DEPUTY RETURNING OFFICER

(Josie McKay, Communications & Media Co-ordinator)

The Deputy Returning Officer shall be a full-time member of Students' Association staff, and shall be responsible for supporting the Returning Officer in all aspects of their role. The Deputy Returning Officer will deputise for the Returning Officer in their absence.

Complaints

The following procedure will be followed regarding any complaints surrounding the elections:

- a Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours of such a complaint being lodged by any ordinary member or candidate or their nominee. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count. Any challenge or complaint, during or following the count must relate to the conduct of the count and be lodged with the Returning Officer who shall take action to resolve the complaint within 48 hours of its being lodged.
- b In determining the resolution of the complaint the Returning Officer, after hearing all the appropriate evidence may:
 - 1. not uphold the complaint;
 - 2. or, may halt the elections for specified post(s);
 - 3. or, disqualify specified candidate(s) if, in their view, they have breached election regulations.
- c The ruling of the Returning Officer shall be final subject only to adjudication made by an election tribunal at a later date.

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Equal & Diversity Policy

Equal & Diversity Statement

GCUSA values the diversity of all our members and takes pride in the diversity of its membership. We are dedicated to maintaining equal opportunities for all our members regardless of age, disability, gender, race, religion or sexuality. No member is to be harassed or discriminated against on the basis of age, disability, gender, race, religion, or sexuality.

This will be a statement of intention that an equality & diversity policy will be implemented in all areas of GCUSA.

A full copy of the Glasgow Caledonian University Students' Association' Equality & Diversity Policy can be obtained from the Students' Association offices or from <http://www.caledonianstudent.com/equalopps>.

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Campus Map



1. Britannia Building
2. William Harley Building and CPD Centre
3. Arc
4. Students' Association
5. Govan Mbeki Health Building
6. George Moore Building
7. Hamish Wood Building
8. Refectory Extension
9. Buchanan House
10. Occupational Health Unit
11. The Saltire Centre
12. Charles Oakley Laboratories
13. Nursery
14. Teaching Block
15. Milton Street Building
16. Caledonian Court Accommodation

- A. Vehicle entrance from Cowcaddens Road
- B. Pedestrian entrance from Cowcaddens Road
- C. Vehicle entrance from North Hanover Street