

Use your voice



#icuElections

Candidates' Pack

imperialcollegeunion.org/elections

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Introduction

Imperial College Union is a democracy, powered by the dedication, energy and skills of our thousands of volunteers. Every year, 10,000 new students arrive at Imperial College London, and their ideas and talent combine to make the Imperial student experience one of the best in the world.

Through Imperial College Union, thousands of active students take leadership roles each year. Many of these are voluntary positions, taken up alongside their studies, as they become Academic & Wellbeing Representatives, Constituent Union leaders, Liberation & Community Officers, or committee members of Clubs, Societies & Projects. Some students participate in our democracy and governance directly, as Student Trustees or Council Chair, speaking for their fellow students at the highest level of decision-making.

And each year, seven students are elected to take a year out of their studies to take one of our paid, full-time roles at the heart of Imperial student life.

Taking up one of our volunteer or paid roles won't just put you at the heart of the Imperial student community - it will also give you skills and experiences that will boost your career and personal development before you have even left university.

We're proud of the difference we make to the skills and confidence of our volunteers. When you volunteer with us, you can access a wide range of skills development opportunities that will give you invaluable insights and experience, desired by employers across all sectors.

Anna Dodridge

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Deputy Returning Officer

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All of these opportunities are available to you now. By becoming a candidate, you are in the running to be Imperial's next cohort of student leaders.

We wish you all the best of luck, and thank you for taking part in the Leadership Elections 2020!

A version of this document is available online, alongside all other candidates' resources at:

imperialcollegeunion.org/elections

Full-time positions

Every year, seven students are elected to our paid, full-time positions, taking a year out of their studies to work on behalf of Imperial students. The full-time positions are:

- ▲ Union President
- ▲ Deputy President (Education)
- ▲ Deputy President (Welfare)
- ▲ Deputy President (Clubs & Societies)
- ▲ Deputy President (Finance & Services)
- ▲ ICSMSU President
- ▲ Felix Editor

Successful candidates take up their position from 1 August 2020 through to 31 July 2021 with the exception of the Felix Editor whose role begins on 1 September.

All seven full-time officers are required to attend a two-week handover period from mid-July. If successfully elected as Union President, Deputy President, Student Trustee, or Council Chair role, you will be required to attend the Board of Trustees Residential scheduled for 1-2 April 2020 as well as a three-day teambuilding residential in early August.

Full-time officers are paid an annual salary, exceeding £30,000 annually. Descriptions of what each role entails are available in this Candidates' Pack. You can also read about the goals and achievements of the current Officer Trustees, and get in touch with them, at

imperialcollegeunion.org/president

imperialcollegeunion.org/dpe

imperialcollegeunion.org/dpw

▲ imperialcollegeunion.org/dpcs

▲ imperialcollegeunion.org/dpfs



Here's what you can expect to be doing next year should you win.

What is an Officer Trustee?

The President and Deputy Presidents of Imperial College Union are called Officer Trustees, as they are full-time officers who are also members of the Union's Board of Trustees. Officer Trustees are there to deliver and adhere to the Union's 'Charitable Objects', which are:

- The advancement of education of Students at Imperial College London for the public benefit by promoting the interests and welfare of Students at Imperial College London during their course of study and representing, supporting and advising Students;
- Being the recognised representative channel between Students and Imperial College London and any other external bodies; and
- Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

Trustees of an organisation accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. If you decide to stand for one of these roles, you will be expected to sign a Trustee Declaration (see the appendix after the Rules).

Shared role description

All Officer Trustees shall:

- Act as a Trustee ex-officio
- Fulfill all Presidential and constitutional responsibilities
- Execute and develop policy and further the aims and objectives of the Union
- Ensure that all members of the Union are equally represented
- Chair relevant Union committees
- Liaise with Union and College staff as appropriate
- Represent the Union on external committees as appropriate
- Report to Union committees as appropriate
- Establish extra duties with the President where appropriate
- Coordinate the work of the non-Trustee officers of the Union
- Deliver the Union's strategic aims and uphold the Union's values
- Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members
- Campaign where appropriate on issues relevant to the membership

Union President

The Union President is the voice of students. The President holds relationships across College, including with the President and Provost, influencing decisions that students care about and working to improve the student experience at Imperial. By facilitating the work of, and working with, the other Officer Trustees the President drives forward projects within the Union. The President also works closely with the Union's Managing Director on delivering the Union's strategic aims.

Union President is a high-profile and varied role; perfect for someone who enjoys balancing many commitments at once, works hard and can relate to students, College and Union staff, as well as members of the public alike. Candidates should be pro-active members of the community, who show initiative and uphold Imperial College Union's values of Leadership, Partnership, Democracy and Inclusivity in all they do. Candidates should enjoy strategically approaching and solving all kinds of problem. The role can be demanding, but not without its recognition and reward.

For more information,

- Visit imperialcollegeunion.org/runforpresident

Deputy President (Education)

The Deputy President (Education) is a primary advocate and champion in improving and maximising the academic experience received by Imperial College students. They lead and manage the Academic Representation Network, engaging with Reps to illuminate the most significant educational issues experienced by students. Having identified problems, the Deputy President (Education) then engages various channels to arrive at solutions and drive change, whether this be through relationships with College members, collaboration with Departmental Representatives and Faculty Representatives or by working together with Union staff and the other Officer Trustees. The role holder must therefore be approachable and student-focussed to maintain a crucial role as the leader of the Academic Rep Network and to empower students to be critical change agents in their own education.

For more information,

- Visit imperialcollegeunion.org/runfordpe

Constitutional role description

The Union President shall:

- Be the chief executive officer of the Union
- Be the ultimate representative of the Union
- Be ultimately responsible for the whole Union, its Constituent parts, and its activities and governance
- Be ultimately responsible for the finances of the Union
- Be ultimately responsible for staffing and discipline issues
- Be responsible for the Union's marketing and communications to the membership, College and external organisations
- Be responsible for constitutional development and preliminary interpretation
- Ensure the adherence to the Complaints and Discipline procedures set out in section G of the bye-laws
- Be responsible for the Managing Director
- Be the manager of the other Officer Trustees in their role as employees and coordinate their work and that of the non-sabbatical Officers of the Union
- Delegate the duties and responsibilities of Officers in the case of vacancies or if any Officer is unable to carry out their duties

Constitutional role description

The Deputy President (Education) shall:

- Take on Presidential duties as appropriate
- Be responsible for reporting student opinion on academic affairs to the College, suggesting areas for development and enhancing the student experience and provision for students, in conjunction with the relevant Union committees
- Be responsible for the training, support and recognition of a Representation Network for the Academic Representatives of the Constituent Unions, in conjunction with the relevant Union committees and staff
- Liaise with the Constituent Unions on all academic matters concerning students
- Support student and staff-led educational innovation within the College

Deputy President (Welfare)

The Deputy President (Welfare) coordinates campaigns and information concerning student wellbeing and welfare, working closely with the Liberation & Community Officers, Wellbeing Representatives, and College services. They support students in running campaigns on almost any issue that affects students, represent students' welfare needs to College and external organisations, and provide the student voice on a number of College committees – such as accommodation, disability support and equal opportunities.

For more information:

- Visit imperialcollegeunion.org/runfordpw

Deputy President (Clubs & Societies)

The Deputy President (Clubs & Societies) exists to support and represent our ~370+ Clubs, Societies & Projects at Imperial College Union. The role supports individual clubs with issues they face, and also represents clubs views within the Union, College and on a national scale. The role involves developing new processes, the creation and follow through of new strategies, managing the budget affecting all of our Clubs, Societies & Projects, and the development of space at the Union and on occasion, in College too. You will learn how to problem-solve at every level, interact with College on multiple boards and have the opportunity to effect real change in the direction of student experience at Imperial. Your decisions have the potential to directly improve the experience of thousands of Imperial students, both in Clubs, Societies & Projects, and the broader student body.

For more information:

- Visit imperialcollegeunion.org/runfordpcs

Constitutional role description

The Deputy President (Welfare) shall:

- Take on Presidential duties as appropriate
- Be responsible for reporting student opinion on liberation and welfare issues to the College and external bodies, suggesting areas for development and enhancing the support provision for students, in conjunction with the relevant Union committees
- Be responsible for representing the welfare needs of all students, especially minority or underrepresented groups to the College
- Be responsible for the training, support and recognition of a Representation Network for the Wellbeing Representatives of the Constituent Unions, in conjunction with the relevant Union committees and staff
- Be responsible for overseeing the support to student led campaigns

Constitutional role description

The Deputy President (Clubs & Societies) shall:

- Take on Presidential duties as appropriate
- Be jointly responsible with the Deputy President (Finance & Services) for the training, support and recognition of Clubs, Societies & Projects (CSP) volunteers, in conjunction with the relevant Union committees
- Liaise with Union staff to ensure that appropriate support is being given to all Clubs, Societies & Projects
- Be responsible for reporting student opinion on and needs of CSPs to the College and external bodies, suggesting areas for development and enhancing the student experience and provision for students, in conjunction with the relevant Union committees and staff
- Be jointly responsible with Deputy President (Finance & Services) for overseeing support on financial matters to Clubs, Societies & Projects
- Be responsible for the development of space throughout the Union
- Be responsible for the development of Union processes to facilitate Union activities
- Be responsible for overseeing the effective organisation of Freshers' Fair

Deputy President (Finance & Services)

The Deputy President (Finance & Services) oversees the Union's finances and commercial services, whilst also working with College to improve their services and challenge College's approach to finances. You will learn how to solve immediate and long-term problems on behalf of all Imperial students.

Working with Union finances involves advising and approving CSPs event budgets and financial transactions, whilst also being at the centre of the panel deciding the Union's annual budget for the next year and the financial strategy. Meanwhile, you will also be responsible for ensuring day-to-day student oversight is maintained for all services offered.

Part of the role also involves working closely with College and challenging any shortcomings in commercial services or finance. This involves working with Campus Services to feedback student views and improve their offerings, such as in the catering sector, or working with College on sustainability initiatives. Further to this, you will be involved in lobbying college on financial decisions and pushing for increased transparency.

For more information:

- Visit imperialcollegeunion.org/runfordpfs

Felix Editor

Felix is the weekly student publication of Imperial College London, and was founded in 1949. The Editor oversees the production of the paper throughout the year and ensures that it goes to print every week; tasks include design, writing and photography. The Editor seeks out contributors and editors for other sections, not to mention encouraging students to write!

For more information:

- Visit imperialcollegeunion.org/runforfelix

ICSMSU President

Taking on the role of Imperial College School of Medicine Students' Union (ICSMSU) President is no mean feat, but it's one of the most life-enriching experiences you may ever be offered during your time at Imperial School of Medicine. You are ultimately responsible for all ICSMSU activities and oversee the actions of all the ICSMSU Exec Officers.

Constitutional role description

The Deputy President (Finance & Services) shall:

- Take on Presidential duties as appropriate
- Be responsible for reporting student opinion on health and safety to the College and external bodies, suggesting areas for development, in conjunction with the relevant Union committees
- Be jointly responsible with the Deputy President (Clubs & Societies) for the training, support and recognition of Clubs, Societies & Projects (CSP) volunteers, in conjunction with the relevant Union committees and staff
- Be jointly responsible with Deputy President (Clubs & Societies) for overseeing support on financial matters to Clubs, Societies & Projects
- Be responsible for the Union's Financial Procedures
- Be responsible for the Union's Health and Safety Procedures
- Be responsible for the commercial services the Union provides, including, but not limited to: conferencing, retail and licensed trade services
- Be responsible for the sponsorship of the Union
- Lobby and develop College's campus services
- Lobby and develop College's strategic approach to finance

As President, you represent all 2,300+ students on all Faculty of Medicine committees. Each term, you are given the amazing opportunity to chair the four separate Staff-Student Liaison Groups (Early/Clinical/BSc/BMB).

You represent all School of Medicine students on various Imperial College Union committees (including Union Council) as well as many various external meetings. It is one of the most varied and fun positions available; ICSMSU President is definitely a role to be considered.

For more information:

- Visit imperialcollegeunion.org/runforicsmsu

Liberation & Community Officers

Our Liberation & Community Officers work to build an inclusive, welcoming and sustainable culture at Imperial, ensuring that underrepresented voices are heard and empowering students to lead campaigns on the issues that matter most to them. All Liberation & Community Officers shall:

- Be the welfare representative to the Union and the College for the students that affiliate with their remit
- Co-ordinate the campaigns within their remit, working with Imperial College Union and Imperial College staff, students identifying in their remit, allies and elected student volunteers taking into account the involvement of students based at non-South Kensington campuses and adjusting plans accordingly
- Carry out such duties as may, from time to time, be laid down by the Union Council or the Community & Welfare Board

Black & Minority Ethnic Officer

The Black & Minority Ethnic (BME) Officer facilitates the engagement of all BME students in Union activity and represents the views of students on BME issues. They work with student cultural groups and College's Imperial As One staff network to work towards an Imperial community that is inclusive, welcoming, and free from racism and discrimination.

To find out more about the role, you can contact the current Black & Minority Ethnic Officer at icu-bme@imperial.ac.uk.

Disabilities Officer

The Disabilities Officer represents the needs of all students with disabilities at Imperial, whether diagnosed or not, and works to improve the experience for these students during their time at Imperial. They work with disabled members, the Disability Advisory Service, and Able@Imperial to promote a positive culture around disability and inclusivity across the Imperial community.

To find out more about the role, you can contact the current Disabilities Officer at icu-disabilities@imperial.ac.uk.

Ethics & Environment Officer

The Ethics & Environment Officer promotes green and ethical initiatives to students at Imperial and proposes ideas for policy to make Imperial as sustainable as possible. They work with student groups on campaigns including ethical investment, ending reliance on fossil fuels, and environmentally-friendly food options.

To find out more about the role, you can contact the current Ethics & Environment officer at icu-environmental@imperial.ac.uk.

Gender Equality Officer

The Gender Equality Officer represents students with any gender-related equality issues at Imperial and works to improve the experience for those students at Imperial. They work with student groups such as FemSoc and Women in Science, as well as the Women at Imperial programme, to tackle barriers faced by women across the Imperial community.

To find out more about the role, you can contact the current Gender Equality Officer at icu-gender-equality@imperial.ac.uk.

Interfaith Officer

The Interfaith Officer represents the faith needs of students at Imperial, promoting a culture of tolerance and understanding at Imperial. They work closely with faith groups and societies, as well as the College Chaplaincy.

To find out more about the role, you can contact the current Interfaith Office at icu-interfaith@imperial.ac.uk.

International Officer

The International Officer represents the needs of international students at Imperial and promotes equality amongst diverse groups of students. They work closely with cultural and national societies, as well as College's International Student Support team.

To find out more about the role, you can contact the current International Officer at international.students@imperial.ac.uk.

LGBT+ Officer

The LGBT+ Officer represents any sexuality-related or gender identity needs of students at Imperial and works to stop any discrimination against the LGBT+ community at Imperial. They work with IQ, the LGBT society, and Imperial 600, College's LGBT staff network.

To find out more about the role, you can contact the current LGBT+ Officer at icu-lgbt@imperial.ac.uk.

Mental Health Officer

The Mental Health Officer represents students with mental health issues and works to improve the experience and wellbeing provisions in place for student mental health at Imperial. A new role introduced in 2017, the Mental Health Officer has worked closely with student groups and campaigns such as Mentality and Sleep Imperial.

To find out more about the role, you can contact the current Mental Health Officer at icu-mentalhealth@imperial.ac.uk.
Working Class Officer

Working Class Officer

The Working Class Officer will represent students from disadvantaged backgrounds who are under-represented at Imperial and face unique challenges. This is a new position and you can read more about why it was created and what your responsibilities will be at imperialcollegeunion.org/working-class-officer.

To find out more about the role, contact the Deputy President (Welfare) at dpw@imperial.ac.uk.

Council Chair & Student Trustees

If you want to stand for a part-time position, located below are brief descriptions of what each role entails. For more information, you can read what the current Officers have to say about their roles by heading to the Union website: imperialcollegeunion.org/elections. Alternatively, you can get in touch with the current Officers by sending them an email to the address located at the end of each section.

Student Trustees

Every year, four students are appointed to the Board of Trustees, the most senior governing body of Imperial College Union; two through a rigorous appointment and interview process, and two through democratic election by the entire student body.

Board provides the strategic direction and vision of the organisation by ensuring that we are working towards *Our Strategy* and verifies that our staff and student leaders are conducting their activities safely and legally. The Board of Trustees also approves Imperial College Union's annual budget and examines its financial performance, issuing our Annual Reports.

The membership of the Board of Trustees is a mix of elected students (including the Officer Trustees), appointed students, and trustees drawn from outside of our student body. These 'lay trustees' are selected from industry and academia for their expertise and experience and their external perspective.

The Board of Trustees meets six times a year, and has four subcommittees: Finance & Risk, Communications, Governance, and Appointments & Remuneration.

If you are considering a career in social enterprise or the charity sector, or in management & strategy consulting, becoming a Student Trustee is a rare opportunity to gather real-life experience in a high-performing and complex organisation.

Council Chair

The Council Chair is a vital role within Imperial College Union - ensuring that Union Council is an effective and representative body that speaks up for Imperial's students on the pressing matters of the day. Additionally, the Council Chair is a member of the Board of Trustees of Imperial College Union .

Union Council represents the voice of students to set the policy of Imperial College Union through bringing together student leaders from across all of our activities. In Union Council, our Officer Trustees come together with the leaders of our Constituent Unions, Academic & Wellbeing Representation Networks, Management Group Chairs and Liberation Teams, as well as elected Undergraduate and Postgraduate representatives of students from every faculty of Imperial College London.

Union Council's role is to provide political leadership and to support and scrutinise the Officer Trustees. It does this by passing policies, mandating student leaders to carry out certain actions or campaigns, and by holding student leaders accountable. Union Council has three subcommittees to support specific discussion and decision-making - Clubs, Societies & Projects Board, Education & Representation Board, and Community & Welfare Board.

Union Council meets monthly during term-time, and any student of Imperial College London can attend and propose a topic for discussion.

If you are elected as a Student Trustee or Council Chair, you will be required to attend the Board of Trustees Residential in April.

The Leadership Elections 2020 include positions within our Representation Networks and our Clubs, Societies & Projects (CSPs). Every CSP with over 140 members is automatically included to ensure that all members have an equal chance to participate democratically. In the Rep Networks, the Wellbeing Departmental Representative and Academic Departmental Representative roles are available, as are Faculty Representatives who sit on Constituent Union committees.

Wellbeing Representation Network

Launched in October 2017, the Wellbeing Representation Network is a body of approximately 90 student representatives responsible for identifying issues and raising awareness on areas affecting students such as health, financial concerns, relationships, equality & diversity and personal safety.

Wellbeing Dep Reps work with high-level staff in their departments such as Senior Tutors and the Director of Undergraduate Studies so that student wellbeing is considered at the same level of importance as academic excellence. Reps organise community building events in their departments, lobby for changes and act as the voice of students in staff-student committees.

To learn more about the Wellbeing Representation Network, visit imperialcollegeunion.org/wbrn.

Academic Representation Network

Academic Dep Reps are key figures in the Union's Academic Representation Network, a system of 400+ student volunteers that spans all of College. Academic Dep Reps manage the Academic Year Representatives in their department, and have close working relationships with high-level academic staff such as the Head of Department and the Director of Undergraduate Studies. They also work with Faculty Reps, the Deputy President (Education) and Dep Reps from other departments on College-Wide issues. The role's main responsibilities include acting as the voice of students in staff-student committees, lobbying members of staff for changes to learning & teaching, and keeping an ear to the ground for any problems that students might be facing.

To learn more about the Academic Representation Network, visit imperialcollegeunion.org/arn.

Clubs, Societies & Projects

The following Clubs, Societies & Projects have over 140 members and so will be taking part in the Leadership Elections 2020:

TedX
Snowsports
Friends of Médecins Sans Frontières
BioMedical
Women in SET
Robotics
Hindu Society
Malaysian
FinTech
Chinese Students & Scholars Assoc*
ABACUS
Surgical*
Dance Club
Neuroscience
Indian*
Tennis
Blockchain and Crypto-Technologies
Italian
Cross Country & Athletics
Badminton
Clinical Genetics
Singapore
Football - Mens
Women in Business
Live Music
Yoga
Management
Photosoc
Erasmus
Kinky Klub
Spanish
Oenology
Artsoc
Engineering Change
Geophysics
Energy
Surf*
Hockey

*Exemption to hold AGM

CGCU President

Engineering is the biggest faculty at Imperial and as President you are representing over 3000 Undergraduate students. The City and Guilds College Union (CGCU) President must ensure the large Executive Committee is run smoothly through regular meetings and is also responsible for overseeing the Departmental Societies and other clubs within the Guilds in their role as Management Group Chair.

As President you oversee all of the different subsections of the CGCU's work including events, industrial relations, alumni relations, finance and sport. You're also responsible for representing engineers to both College and ICU, where you'll hold positions on Union Council and other boards. This means that the President will be heavily involved with all aspects of the Constituent Union from securing and managing relationships with sponsors and companies, budgeting and maintaining a strong relationship with the College, Union and Alumni.

The CGCU President is also a paid position and the successful candidate needs to be prepared to work on CGCU matters for 8 weeks in the summer holidays. It is suggested that these are taken towards the end of summer leading in to the new term. During this time, you will also receive a John Elliot bursary (for the amount this will be, please contact the CGCU President on the email address below), have access to an office in College and get invited to represent the Guilds at various delightfully catered functions.

The role requires a natural leader who is very good at building strong relationships and managing their time effectively (oh and you will be required to lead a BOOMALAKA from time to time). It is a demanding role however also extremely rewarding and one which will open doors for you!

For more information contact engineering.president@imperial.ac.uk.

GSU President

The Graduate Students' Union (GSU) President's role is to ensure the smooth running of the GSU Executive Committee and co-ordinating the work of the committee members with the GSU Deputy Presidents. The President will typically be in close contact with key staff within the College's administration, the Graduate School and Imperial College Union, in order to further student-related policy and influence decisions for the benefit of Imperial College's Postgraduate students. As head of the GSU, the President is financially and politically responsible for the activities of the GSU to the Union President and Deputy Presidents.

Along with the representation branch of the GSU, the President represents the interests of the Postgraduate students on decision-making committees within the faculties, the College and Imperial College Union. Furthermore, the President will collaborate with the operations branch of the GSU in order to bring exciting social events to the Postgraduate student population and ensure that decisions and achievements of the GSU are clearly communicated to the College. This is a **paid part-time** position.

For more information contact gsu.president@imperial.ac.uk.

RCSU President

The Royal College of Science Union (RCSU) President manages a budget of over £50,000, organising a range of academic, social, careers and pastoral events representing the interests of over 3000 Undergraduate students. You directly liaise with senior members of staff and sit on various College and Union committees. These include the Faculty of Natural Sciences Teaching Committee, Community & Welfare Board, Union Council, as well as others.

You are also directly responsible for managing a committee that ensures the RCSU works to its best capabilities in representing students and working closely with the Faculty of Natural Sciences. Joint with the Honorary Treasurer, you will also manage the five departmental societies in the Faculty of Natural Sciences and ideally ensure inter-departmental relations are maintained. The President is also responsible for securing sponsorship with the VPO and developing strong bonds with sponsors, maintaining ties with the RCSA and ultimately oversees the work of the Executive Committee.

This position is ideal for a confident team member and natural leader. It is imperative that you work professionally and with integrity, and are clear of what is required of each team member. You will also need excellent time management, especially if you wish to balance the presidency alongside your degree. This role requires a significant amount of work; however it is an exceptional learning experience and can be highly rewarding.

For more information contact rctu.president@imperial.ac.uk.

RSMU President

The President is the person who oversees all Royals School of Mines Union (RSMU) activities, and is in charge of making sure the RSMU runs like a well-oiled machine.

This is done by keeping track of everything that is going on, prompting other committee members on actions that need to be performed and helping them along the way if any problems arise. It is a busy committee position, and is of the utmost importance to the RSMU.

The President deals with Imperial College Union, the Royal School of Mines Association, and multiple other Boards at the Union; alongside the meetings set by the above, the President chairs the RSMU General Committee and Exec meetings.

For more information contact rsm.chair@imperial.ac.uk.

Open roles for Constituent Union Committees are available at:

imperialcollegeunion.org/elections

Top ten campaign tips

Campaigning around campus is only allowed during the campaigning and voting period, and is not permitted in the Leadership Elections before 13:00, Wednesday 4 March 2020. Of course, you are free to tell your friends you are running but you are not allowed to put up posters around campus, hand out flyers, etc.

- Design some eye-catching posters: posters are a great way to campaign. There's going to be plenty of them, so make sure yours stand out.
- Create strong, original policies: this one definitely goes without saying. It's easy to say you're going to completely overhaul the Union, but that's not necessarily possible or even realistic. Think where you can improve something, how you can do it and whether the electorate is going to take the policy seriously.
- Demonstrate your experience: If you've been a club captain or sat on one of the Union's Management Groups or Constituent Union committees, promote this to your advantage.
- Use social networking and construct a website or blog: Social media is a great way to get out your campaign message.
- Come up with an imaginative slogan: A witty slogan captures people's imagination and sticks in their mind.
- Get creative. People might not remember your policies, but they'll remember your face if you deliver the message in a creative way - put your thinking caps on!
- Get friends to campaign for you: Get your buddies on the campaign trail to speak to as many members of the electorate as possible.
- Talk to people: Take the time to explain your policies to people and why you're the right person for the role. Answer their questions successfully and there's a good chance they'll head off to tell their friends to vote for you as well.
- Be inventive: Aside from new students, many people will have heard all the usual campaign spiels before. Come up with a unique, original campaign to capture those jaded minds.

You'll find information
about running **Inclusive Campaigns**
at

eactivities.union.ic.ac.uk/training

The campaign process

Putting yourself forward for nomination

To enter the election process, you first need to put yourself up for nomination. This is a simple online procedure that involves you logging into the Elections voting website using your College login and then choosing which position you would like to stand for. The link for this is imperialcollegeunion.org/vote.

Once you have put yourself forward as a candidate, you will be asked for the username of a fellow student to 'second' or support your nomination. Your 'second' will receive an email notification and won't need to take any further action if they're happy to support your nomination. Nominations open at noon, Monday 3 February and close at noon, Friday 28 February. **Once the nomination period closes, there will be a period in which campaigning is not permitted - Candidates are encouraged to review this Candidate Pack and other training material.**

Campaigning

Campaigning begins at 13:00, Wednesday 4 March. **No campaigning is permitted before this time.** To win an election, you need to run a successful campaign to convince the rest of the student body that you're up to the task.

You need to outline what you think needs changing or improving in the Union and then come up with a campaign strategy that is going to get you and your ideas noticed and taken seriously by the electorate.

One of the most contentious points between candidates during an election can be campaign material. In order for this election to be successful, we have to lay down some ground rules that everyone must follow:

- The election publicity rules are formed from the standard Imperial College Union publicity rules plus additional rules imposed by the Returning Officer.
- All campaign material must be in English only or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
- All campaign material must include the pre-designed Leadership Elections banners available at imperialcollegeunion.org/elections. Other use of the Union or College logo on campaign material is prohibited.
- Spamming is forbidden. No use of email lists (either College or Union) or any mass emailing of any form is allowed. If a candidate, or a member of their campaign team, sends an email and the receiver does not know the sender then lodges a complaint, the candidate may be penalised and/or disqualified.
- Campaign material must not contain offensive language, contain implied offensive language, or be libelous in nature.
- Campaign material must not be placed over other candidates' material; nor should other candidates' material be removed.
- Posters must be no bigger than A2 in size.
- Posters must not be placed on open brickwork and non-designated poster boards.
- Your posters must be at least five metres apart from one another.
- Posters must be put up using blu-tack or drawing pins (as appropriate) – do not use sticky tape.
- There must be no publicity in halls of residence unless express permission has been given by the Wardens or Sub-wardens for the posters to be placed in any designated areas.
- You are not allowed to use adhesive stickers as campaign materials.

Please note that these rules are enforceable by the Returning Officer and Deputy Returning Officers.

Social media rules

- Candidates may create social media groups or channels, such as Facebook groups or Whatsapp groups. However candidates are **not** permitted to use for the purpose of campaigning any social media group created for any purpose other than the current election.
- All social media messages are governed by the same rules as email. Unsolicited messages and excessive sending of invitations are not permitted and will be considered spamming by the Returning Officer and Deputy Returning Officers.
- Any candidate using Twitter must enter their Twitter handle at imperialcollegeunion.org/vote when entering their manifesto.
- All social media posts by candidates and their campaign team must include the hashtag #icuElections.
- Please note that these rules are enforceable by the Returning Officer and Deputy Returning Officers.

Manifestos

Manifestos give you the chance to show and convince the electorate why you are the best candidate for the role. Written versions will be displayed on the Union elections website during voting and manifestos of major positions will be published in Felix . Manifestos often say more about a candidate if they are not submitted in time. Any manifestos submitted after the deadline below will not be published at all. Other student media may also use the submitted manifesto text or contact you to submit a further manifesto.

Manifesto specs are as follows:

Medium	Submit to	Maximum Word Count	Photo Needed	Deadline
Manifesto & Picture	Voting Website	250 words	Yes, .jpg	14:00, 3 March 2020

You are able to enter the following alongside your manifesto:

- Link to a social media page for your campaign
- Link to a website for your campaign
- YouTube video for your campaign
- A4 PDF - could be a long form manifesto or campaign poster

These will all be published on imperialcollegeunion.org/vote as students vote in the Leadership Elections 2020, and on imperialcollegeunion.org/elections.

All campaign material is bound by the Student Staff Protocol (SSP). These regulations are contained within the SSP Policy online at imperialcollegeunion.org/your-union/policies/47. In a nutshell, the SSP states that you cannot comment on the performance of a Union Staff member or their department if they are the sole member of that department.

Spreading your message in student media

All student media is open to candidates to advertise in and spread their campaign message. This will inevitably require you to spend some of your campaign budget to use them (see next section).

If you wish to advertise in any of the different student media, then you should contact them directly at one of the following addresses:

- Felix: unioncoms@imperial.ac.uk
- IC Radio: info@icradio.com
- ICTV: ictv@imperial.ac.uk

Campaign budgets

Candidates for full-time Officer and Constituent Union President roles may spend up to £100 inc VAT on whatever you require for your campaign. This covers anything that can be construed as campaigning, except for travel costs incurred when travelling to other campuses. For all elements of your campaign, you must ensure that that you get a VAT receipt. It is a requirement that you declare your spending by 19:00 on Thursday 12 March 2020 to elections@imperial.ac.uk, including receipts, for 100% reimbursement.

Please ensure that you collect VAT receipts so the Union can reclaim tax.

You may solicit sponsorship and receive good-in-kind for your campaign; however this does not increase the amount of money you can spend on your campaign, which will remain £100 no matter how much money is donated to you. Any sponsorship income or goods-in-kind must be accounted for within your overall budget. The Deputy Returning Officers will determine a fair market value for any goods or services that are donated to you and subtract them from your budget.

You must submit a Sponsorship Agreement/Contract to the DRO in advance of placing any company logos on campaign materials.

	A2	A3	A4
Monochrome	12p	6p	3p
Colour	£1	24p	12p

Candidates running for Council Chair, Student Trustee, Liberation & Community Officer, Constituent Union committees, Academic or Wellbeing Departmental Representatives, Club, Society or Project positions may spend up to £50 on their campaign. No reimbursement from the Union will be given, but you will still need to declare your spend to elections@imperial.ac.uk.

Candidates are not required to pay a deposit although they can be sanctioned for a breach of rules.

Candidate debate

For the Officer Trustee roles and other main candidates*, a debate event with a live audience and online streaming is likely to be arranged by Imperial College Union and student media. The date and venue will be confirmed to candidates.

*Exact line-up to be confirmed

Voting

Voting system

The voting system that the Union uses is Alternative Vote (AV) for one position, and Single Transferable Vote (STV) with Quota for multiple positions. This enables students to list their preferences for a position, using numbers, with 1 for the first choice, 2 for the second and so on. This means that students whose first choice is not elected still get a chance to state who they prefer to be in the position. It makes it possible that, while a student may not have much immediate support, they may have a larger base of support among the wider student body and still be elected. AV and STV ensures that the person with the largest base of support among the student body gets elected.

Imperial College Union's online and mobile-friendly voting system, eVoting, will be used as in previous elections.

Re-open nominations (RON)

Re-Open Nominations is an option available for every position. The purpose of this option is to give the electorate a chance to say that they believe no candidate is suitable for the post. There will be no formal campaign to Re-Open Nominations.

Close of voting

After the close of voting on Thursday 12 March, complaints will be received and heard by the Returning Officer until Friday 13 March at 10:00. No complaints will be heard by the Returning Officer after this deadline; Cases will be resolved before the results are released - however in the rare case that a candidate is disqualified on the last day of voting, they will still be able to exhaust their appeal and results for that position will be delayed pending the outcome.

The results of The Leadership Elections 2020 will be announced at a Results Party at Metric on Friday 13 March starting at 19:00. All campaigners and their teams are invited to celebrate the end of elections - and to hear the results! Official results will be posted online on Friday 13 March.

CSP voting eligibility requirements

If you purchase membership in a CSP after nominations close, you will not be eligible to vote in the current elections.

If you win a full-time position

What is expected of you

If you win, you will be expected to abide by the following:

- To be present during handover from mid-July 2020 for two weeks - exact dates to be confirmed.
- To serve your term in office from 1 August 2020 to 31 July 2021 (Felix Editor office term: 1 September 2020 to 31 July 2021).
- If successfully elected as President, Deputy President, Student Trustee or Council Chair for Imperial College Union, you will be required to attend the Board of Trustees Away Residential scheduled for 1-2 April 2020.
- To work no less than 40 hours per week.
- Some out of hours commitments are expected, including work at weekends.
- No holiday can be taken in the last two weeks of September due to the start of the new academic year. Similarly, no holiday can be taken in July or the start of August during handover.
- No external employment unless approved in advance by the Board of Trustees.
- Must obey Imperial College Union's Constitution and Bye-laws.

What you will get from working with us

Working with us has a number of benefits. As one of our full-time Officers, you will get:

- The chance to develop real life skills, earn valuable experience and build your confidence
- An annual salary in the region of £31K.
- 25 days holiday per year, plus College holidays.
- Full Officer training from the start of your handover, right through to the end of the year.
- Staff support from all teams and departments.
- Mentoring and coaching from senior Imperial College Union staff to aid with your personal development.
- A lively, vibrant working environment where no day is the same.
- Ability to join the College's Pension Scheme
- Interest free travel card loan



Imperial College Union has joined an elite group of organisations that hold the Investors in People Gold award. The Investors in People standard accredits organisations that excel at leading, supporting and managing their staff and is recognised world-wide.

Rules (From Section F of the Bye-Laws)

F. Major Elections

Application

1. These Bye-Laws shall apply for all elections conducted by cross-campus ballot, and for all elections of members referred to in the Constitution other than Management Group Chairs and Treasurers.

The Returning Officer

2. The Governance Committee will, at least once per academic year, appoint an appropriately qualified person to act as the Returning Officer, who may not be a current Member of the Union and whose appointment must be ratified by the Board of Trustees.
3. The Returning Officer shall:
 - 3.1. Be the final interpreter of the Major Elections Bye-Laws.
 - 3.2. Appoint (and dismiss if necessary) deputy returning officers and other officials to ensure the good conduct and administration of the elections.
 - 3.3. Oversee the count and declare the results of the elections.
 - 3.4. Set rules, regulations and guidelines other than these election Bye-Laws to govern the conduct of the election.
 - 3.5. Seek legal advice if he/she believes that statements made or the contents of publicity could leave the Union open to legal action.
 - 3.6. Rule out of order any statement or the content of any publicity which in the Returning Officer's view is in breach of the constitution, the law or any other appropriate rules and guidelines.
 - 3.7. Be empowered to issue warnings to candidates in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
 - 3.8. Be empowered to issue fines to candidates up to a maximum set by the President, in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
 - 3.9. Deliver, or ensure the delivery of, appropriate training to all election candidates.
 - 3.10. Make available an information pack to potential candidates for each election outlining relevant rules and procedures.
4. The following powers shall be reserved by the Governance Committee having taken advice from the Returning Officer:

- 4.1. Disqualifying a candidate,
- 4.2. Ordering a re-run, and
- 4.3. Setting aside ballot papers.

Complaints

5. The Returning Officer shall deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.
6. Complaints regarding the conduct of the Returning Officer shall be referred to the Board of Trustees. The onus is on the complainant to set out such complaints in writing for the Board of Trustees' consideration.

The Process of Elections

7. The Returning Officer shall produce an election timetable, not less than five (5) clear College days in advance of nominations opening which shall outline:
 - 7.1. The process for nomination, with nominations open for at least three (3) College days.
 - 7.2. Details of candidates' meetings
 - 7.3. Details for the submission of manifestos
 - 7.4. Details of any hustings
 - 7.5. Arrangements for the ballot, with voting open for at least two (2) College days.
 - 7.6. Arrangements for the count
8. The Returning Officer shall produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all Members eligible to stand, and or vote.
9. The election will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Single Transferable Vote system for elections with more than one position available, and the Alternative Vote system for elections with one position available.
10. The Returning Officer shall ensure that any additional details, or amendments to the arrangements, are publicised to all students in a timely fashion.
11. The Returning Officer shall ensure that all candidates sign a statement of intent that they will take up the position, and that they are satisfied the election has been run fairly before the count.
12. No candidate may challenge the result of the election once the count has been held.

Nominations

13. Nomination forms will be available to all Members eligible to stand.
14. It shall be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.
15. Nomination forms shall require one (1) seconder.
16. Any Member of the Union eligible to vote in the election may second a candidate.
17. The Returning Officer shall have the sole responsibility for declaring a submitted nomination form valid.
18. When the Returning Officer is satisfied, all valid nominations shall be confirmed with the candidates and published.

Manifestos

19. Manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the Returning Officer.
20. The Returning Officer will ensure that manifestos are available to voters at the point of ballot.

Campaign Publicity

21. The Returning Officer will determine the allowance for publicity available to each candidate for each election.
22. The Returning Officer shall stipulate a maximum amount that candidates may spend on their own election campaigns.
23. All candidates in each election shall have an equal publicity allowance.
24. The Returning Officer shall draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election.

Hustings

25. The Returning Officer may arrange a hustings for the candidates in an election.
26. Candidates will be informed of the format of any hustings at the initial candidates' meeting.

Withdrawal

27. Any candidate may withdraw from the election at any point by informing the Returning Officer.

28. If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the Returning Officer will ensure that the voters' next preferences are counted in accordance with the principles of the Electoral Reform Society.

Voting

29. The Returning Officer will ensure that all eligible members of the Union can vote.
30. The Returning Officer shall decide the method of voting and publicise it appropriately.
31. The Voters shall be able to express preferences for as few or as many candidates as they wish subject to the instructions on ballot papers.
32. Ballots shall bear the chosen name of each candidate, and of the position being contested.
33. The order of names on the ballot shall be decided by the drawing of lots or by using an electronic system which ensures the order of names on the ballot is chosen at random.
34. There will be a facility for voting for "Re-Open Nominations".
35. Voting shall be by secret ballot.

Declaration

36. Results of the election shall be declared by the Returning Officer when the count for each post has been successfully completed.
37. A list of successful candidates will be published within one (1) clear day of the declaration of the results.

By-Elections and Co-Options

38. If any Union Office falls vacant, Union Council shall determine if and when a by-election should be called, except the Officer Trustees and elected Student Trustees, in which case the vacancy will be resolved in accordance with the Constitution.

Key information for The Leadership Elections 2020

A. General

1. All rules listed are in addition to the rules set out in Union Bye-Laws: Section H. Major Elections.
2. The Elections timeline outlines all deadlines for these Leadership Elections and it is the candidate's responsibility to know these. All deadlines are final.
3. General feedback on the Election process can be made using the online form at imperialcollegeunion.org/elections/feedback

B. The Returning Officer

1. The Returning Officer's duties are set out in Union Bye-laws: Section H. 3-4
2. The rules of the elections will be interpreted and enforced by the Returning Officer (RO) and Deputy Returning Officers (DROs).
3. Rulings made by the RO or DROs will be communicated to all candidates and as such become rules for that election. It is up to candidates to ensure that they are aware of the latest rules and rulings.

4. All candidates must attend meetings as requested by the RO and DROs

C. Nominations

1. Nominations open at 12:00 on 03 October 2019 and close at 12:00 on 14 October, 2019.
2. Nominations must be made online at imperialcollegeunion.org/vote
3. Nominations require one seconder

D. Expenditure

1. Campaign expenditure is defined as expenditure in pursuit of promoting a candidature as further determined by the Returning Officer.
2. Any expenditure must be both that which all candidates have had the opportunity to carry out, and must be replicable by all other candidates in a given election.
3. Where there is a question as to the extent to which it is reasonable to believe that the use of a tactic or resource is open to all, the Returning Officer's decision is final and so advice should be sought first.
4. Candidates in all elections have a maximum amount they can spend on their campaigns once the nomination has been confirmed. All campaign material must be covered by a suitable receipt.
5. All campaign material for all other volunteer positions

(unpaid) must cost no more than £50 of which the Union will not refund and must be covered by the candidate.

6. Receipts for monies spent on all campaign material must be submitted by email to elections@imperial.ac.uk before the deadline stated at imperialcollegeunion.org/elections

E. Campaigning

1. Candidates are responsible for all those acting in support of them, on behalf of them, as part of their campaign team or distributing their campaign material where the candidate may be deemed by the RO or DROs to have been in a position to control that individual's actions.
2. Candidates running a joint campaign are liable for any breaches to rules on either campaign and will be sanctioned accordingly.
3. If a candidate is in any doubt as to any campaigning activity that they intend to undertake, they are advised to speak to the RO or DROs before undertaking the activity in order to obtain a formal ruling. This may be done via elections@imperial.ac.uk.
4. Candidates' manifestos and photos must be submitted online at imperialcollegeunion.org/vote by the deadline stated in the Elections timeline. Manifestos may be no more than 250 words long. Any words over 250 will be removed before the manifestos are published.

F. Complaints

1. Any complaint must be submitted using the online Elections Complaint Form available at imperialcollegeunion.org/elections/complaint
2. Only completed Elections Complaint Forms will be considered by the RO or DROs
3. Complaints should be submitted within 24 hours of the incident in question or at the earliest possible moment
4. Complaints cannot be anonymous and the ruling by the RO or DROs regarding any complaint may be communicated to all candidates within the election
5. Complaints involving severe breaches of the rules will be dealt with by the RO. The RO may choose to allow the DROs to rule on all other complaints
6. The RO will define to the DROs their interpretation of severe and non-severe breaches of the rules
7. The RO or DROs may make a ruling including, but not

limited to, the following sanctions. Depending on the severity of the breach, any or all of these steps may be by-passed when making a ruling.

- i. Warning
 - ii. Suspension of campaigning
 - iv. Indefinite suspension of campaign pending disqualification
8. All complaints must be received by the complaints deadline stated in the Elections timeline.
 9. The RO's decision on all complaints is final, except for disqualifications which are decided by the Governance Committee on the RO's recommendation.
 10. If the RO recommends the disqualification of a candidate to the Governance Committee, the candidate will have the chance to state their case to the Governance Committee within the time frame specified.

H. The Count

1. Results of the election shall be announced once the count has been made within one (1) College day and the results published.

Rules for Leadership Elections

1. Any activity that is illegal, breaches College rules, policies and codes or Union bye-laws, regulations, policies or constitution or GDPR is deemed to be in breach of the election rules.
2. The College is still a place of work for students and staff alike during the election period. Candidates must not do anything to disrupt the normal operations of College or the Union during campaigning.
3. Any expenditure must be both that which all candidates have had the opportunity to carry out, and must be replicable by all other candidates in a given election.
4. No candidates' publicity may appear before the beginning of campaigning as stated in the Elections timeline.
5. All campaign material must comply with the Union's Publicity Policy at imperialcollegeunion.org/db/le/pbf/17
6. Any print or digital campaign material must include the Leadership Elections banner available at imperialcollegeunion.org/elections. Other use of the Union or College logo on campaign material is prohibited.
7. Candidates and their campaign team may not harass, coerce, bribe or use intimidation to persuade someone to vote or whom to vote for.
8. Candidates must not obscure, tamper with or remove the publicity of any other candidates
9. Permission must be sought when posters are placed on non-designated poster boards as set out in the Union's Publicity Policy.
10. Campaign material and activities must not cause damage to College or Union property.
11. All candidate websites and social media pages must contain a link to the elections website imperialcollegeunion.org/elections
12. Candidates are allowed to use Facebook groups, WhatsApp group chats, mailing lists and other forms of group communication only if they have collected consent to be contacted from those individuals during the campaign period and the group was formed for the sole purpose of campaigning in this election.
13. All campaigning done through social media platforms must contain the hashtag '#icuElections'

Trustee declaration

All prospective Trustees must read and sign a declaration like the one below if they win one of the Officer Trustee positions.

I declare that:

- I am over 18 years of age
- I have never been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
- I am not an undischarged bankrupt
- I have never been removed from office as a charity trustee by a Court or by the Charity Commission
- I have not been disqualified under the Company Directors Disqualification Act 1986
- I have not made compositions with my creditors from which I have not been discharged
- I am, in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee
- I understand that, as a trustee of Imperial College Union, I will be excluded from employment by Imperial College Union; therefore, if I am currently a staff member of Imperial College Union, I will have to resign my position upon taking office as a trustee.
- In order to ensure compliance with Charity Law and best practice, and to protect the Union and the individual from real or perceived conflicts of interest, I understand that the Union will not employ former Trustees on a permanent basis until after the completion of one year from the end of the individuals term of office.



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