



STAND.VOTE LEAD

CANDIDATES' INFORMATION PACK

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Returning Officers

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Welcome

Imperial College Union is a democracy, powered by the dedication, energy and skills of our thousands of volunteers. Every year, Imperial students combine their ideas and talent to support the delivery of a world class Imperial student experience.

Through Imperial College Union, thousands of active students take leadership roles each year. Many students take up volunteer roles alongside their studies, becoming Academic & Wellbeing Representatives, Constituent Union leaders, Liberation & Community Officers, or committee members of our 380+ 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.

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

We wish you all the best of luck, and thank you for taking part in the Leadership Elections 2021!

Timetable

Nominations Open

Noon Monday 8 February 2021

Nominations Close

Noon Friday 5 March 2021

Manifestos Due

14:00 Tuesday 9 March 2021

Candidate Briefing

Noon Wednesday 10 March 2021

Candidates Revealed / Start of campaigning

14:00 Wednesday 10 March 2021

Voting Open

09:00 Monday 15 March 2021

Voting Close

14:00 Thursday 18 March 2021

Complaints deadline

17:00 Thursday 18 March 2021

Authorisation to run results

10:00 Friday 19 March 2021

Results announced

Friday 19 March 2021

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

Successful candidates take up their position from 1 August 2021 through to 31 July 2022.

All full-time officers are required to attend a two-week handover period from 19 July 2021. If successfully elected as Union President or to a Deputy President role, you will be required to attend some team building activities prior to your start date and during your induction period, specific dates and activities will be confirmed. Coaching and career guidance will be provided throughout your term by the College and senior Union staff.

Full-time officers are paid an annual salary, which is currently £33,376.

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

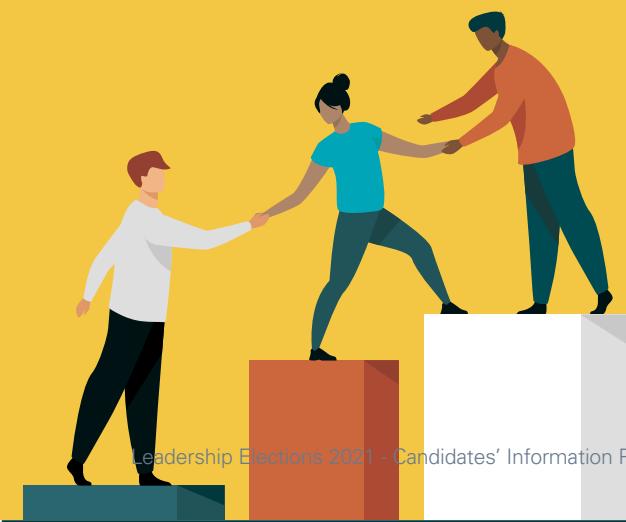
- imperialcollegeunion.org/president
- imperialcollegeunion.org/dpe
- imperialcollegeunion.org/dpw
- imperialcollegeunion.org/dpcs
- imperialcollegeunion.org/dpfs

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:

1. 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;
2. Being the recognised representative channel between Students and Imperial College London and any other external bodies; and
3. 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).



Officer Trustees Roles

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 ultimately responsible for everything the Union does. From day one you will be CEO and trustee of a charity with £9 million turnover and 18,000+ members. The President holds relationships across college including President and Provost to work with and influence College on issues that students care about and work 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 directing the Union staff and delivering the Union's strategic aims.

Union President is a high-profile and varied role that you can take in many directions; perfect for someone who enjoys balancing many commitments at once, works hard and can adapt to relate to students, College and Union staff and 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.

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

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.

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 (Clubs & Societies)

The Deputy President (Clubs & Societies) exists to support and represent our ~380+ 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.

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 (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.

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

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.

Constitutional role description

The Deputy President (Finance & Services) shall:

- Take on Presidential duties as appropriate
- Be responsible for reporting students' interests on health and safety to the College and external bodies, suggesting areas for development, in conjunction with the relevant Union committees and staff
- Be jointly responsible with Deputy President (Clubs & Societies) for the training, support and recognition of Clubs, Societies & Projects (CSPs) 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 reporting students' interests on financial procedures that impact students, suggesting areas for development, in conjunction with the Finance & Risk sub-committee of the Board of Trustees, where the Deputy President (Finance & Services) will be a member
- Be responsible for ensuring students' interests are accounted for in the delivery of the Union services provided at all campuses, including but not limited to conferencing, retail and licensed trade services
- Be responsible for the sponsorship of the Union
- Be responsible for ensuring students' interests are considered in the training, support and recognition of all student staff, in conjunction with the relevant Union committees and staff
- Be responsible for ensuring students' interests are the key driving factor behind Union events, in conjunction with the relevant Union committees, volunteers and staff
- Be responsible for reporting students' interests on matters of sustainability – environmental, financial, and social - to both the College and the Union, suggesting areas for development, in conjunction with the relevant Union committees, volunteers and staff.

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.

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.

Liberation & Community Officers

Shared role description

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.

Liberation & Community Officers

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 Officer 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 on 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

The Working Class Officer represents students from disadvantaged backgrounds who are under-represented at Imperial and face unique challenges. This role will work collaboratively to help address these challenges faced by students including issues related to access, attainment and retention.

To find out more about the role, contact the current ICU Working Class Officer icu-working-class@imperial.ac.uk.

Council Chair & Student Trustees

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.

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 2017-20, 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.

Representation Networks

The Leadership Elections 2021 include positions within our Representation Networks. 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 Rep 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 Rep 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. Postgraduate Representatives will be elected in the Autumn Elections 2021 to enable Master's students to participate.

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

Clubs, Societies & Projects Committee Roles

All our Clubs, Societies & Projects are participating in this year's Leadership Elections. There are thousands of positions available as committee members for each club, society or project. As a committee member for one of our CSPs you will:

- Manage the activities and finances of Clubs & Societies
- Help plan events, activities and projects
- Seek funding and grants from Imperial College Union
- Manage relationship with Imperial College Union on behalf of your members

Constituent Union Leaders

CGCU President

Engineering is the biggest faculty at Imperial and as President you are representing approximately 3,700 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!

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. Consulting, becoming a Student Trustee is a rare opportunity to gather real-life experience in a high-performing and complex organisation.



Constituent Union Leaders

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 3200 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 of 19 people to ensure 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.

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.



Top Campaign Tips

Due to Covid-19 it will not be possible for all candidates to campaign in person and therefore this election will happen online.

It will not be possible to put up posters around campus, hand out flyers, etc. All campaigning must adhere to current social distancing government guidelines. Campaigning is only allowed during the campaigning and voting period, and is not permitted until 14:00 Wednesday 10 March 2021.

Of course, you are free to tell your friends you are running but you are not allowed to launch any campaign content until the campaign period starts.

Here are our top tips for campaign success:

1. Design some eye-catching campaign visuals & logo

Online posts are an essential part of a campaign. There's going to be plenty of them, so make sure yours stand out.

3. Demonstrate your experience

If you've been a club captain or sat on one of the Union's Committees, promote this to your advantage.

5. Come up with an imaginative slogan

A witty slogan captures people's imagination and sticks in their minds.

7. Making speeches in lecture theatres

unfortunately isn't going to be an option, instead how about filming a video of your speech and uploading to social media.

9. Be inventive

Aside from the first years, many students will have heard all the usual campaign spires before. Come up with a unique, original campaign to capture those jaded minds!

2. 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.

4. Use social media to your advantage

Facebook, Twitter, Instagram or TikTok are great ways of extending your campaign message. Remember to follow the social media rules.

6. Get friends to campaign with you, for you

Get your buddies on the campaign trail to speak to as many members of the electorate as possible.

8. Talk to people

Take the time to explain your policies to people and why you're the right person for the role. You could replace in person conversations with social media Q&A sessions. Answer their questions thoughtfully and there's a good chance they'll head off to tell their friends to vote for you as well.

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 'seconder' 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, 08.02.2021 and close at noon 05.03.2021.

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 10/03/2021 14:00

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.
- As not all students will have the same access to campus and physical assets carry a sufficient viral transmission risk it has been decided that no printed campaign materials will be permitted. Students are prohibited from campaigning on campus. If posters are printed for use in video or social media content, posters must be no bigger than A2 in size.
- 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.
- Spaming 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 libellous in nature.
- There must be no publicity in halls of residence.
- 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 or Instagram must enter their Twitter/Instagram 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.

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

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.

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 Union student media may also use the submitted manifesto text or contact you to submit a further manifesto.

Please note, all campaign material is bound by the Student Staff Protocol (SSP). These regulations are contained within the Code of Practice. 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.

Manifestos and your photo must be uploaded to **imperialcollegeunion.org/vote** by Tuesday 9 March 14:00. There is a 250 word limit for all manifestos.

Candidates running for Full Time Officer will have the option to be included in the Union promotional video for their manifesto. Candidates running for Full Time Officer positions should submit a 30 second campaign video by Tuesday 9 March 14:00.

Candidate Debate

For the Officer Trustee roles and other main candidates*, a streamed online debate event 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

Campaign Budgets

Candidates running for Full Time Officer and Constituent Union committees may spend up to £50 inc VAT on whatever you require for your campaign. This covers anything that can be construed as campaigning. 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 18 March 2021 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 £50 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.

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.

The 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 18 March, complaints will be received and heard by the Returning Officer until Thursday 18 March at 19:00. 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 via a livestream event on Friday 19 March. 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 19 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 2021 for two weeks - exact dates to be confirmed.
- To serve your term in office from 1 August 2021 to 31 July 2022 (Felix Editor office term: 1 September 2021 to 31 July 2022).
- 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 April 2021.
- 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



Bye-laws for 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 (online) 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 (online) 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 Leadership Elections 2021

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 Byelaws: 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 Monday 8 February 2021 and close 12:00 Friday 5 March 2021
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
- III. 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.

G. 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.

8. No candidates' publicity may appear before the beginning of campaigning as stated in the Elections timeline.
9. All campaign material must comply with the Union's Publicity Policy at imperialcollegeunion.org/dbfile/pbf/17.
10. Any 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.
11. Candidates and their campaign team may not harass, coerce, bribe or use intimidation to persuade someone to vote or whom to vote for.
12. Candidates must not obscure, tamper with or remove the publicity of any other candidates
13. Campaign material and activities must not cause damage to College or Union property.
14. All candidate websites and social media pages must contain a link to the elections website imperialcollegeunion.org/elections
15. 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.

Rules for Leadership Elections 2021

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. No physical posters are allowed. This is an online only campaign and election, therefore there must be no printed or on campus campaigning.
3. 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.
4. Lecture shout outs for online lectures is prohibited unless written permission is provided by the lecturer.
5. Lecture chat functions must not be used for campaigning without permission of the lecturer or organiser.
6. 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.
7. Any paid for social media advertising must be accounted for and spend declared.

