

**YSJSU  
PART-TIME  
OFFICERS  
INFO PACK**

# WELCOME

You've made the first steps to becoming a part of the busiest time in the YSJSU calendar!

The election cycle is the biggest event we run (next to Freshers). It's when the entire campus comes to life as you, the candidate goes out to get those all important votes.

By reading this pack you have an interest in becoming the President of the SU? Well, as you read through you will be able to see exactly what being a President is all about.

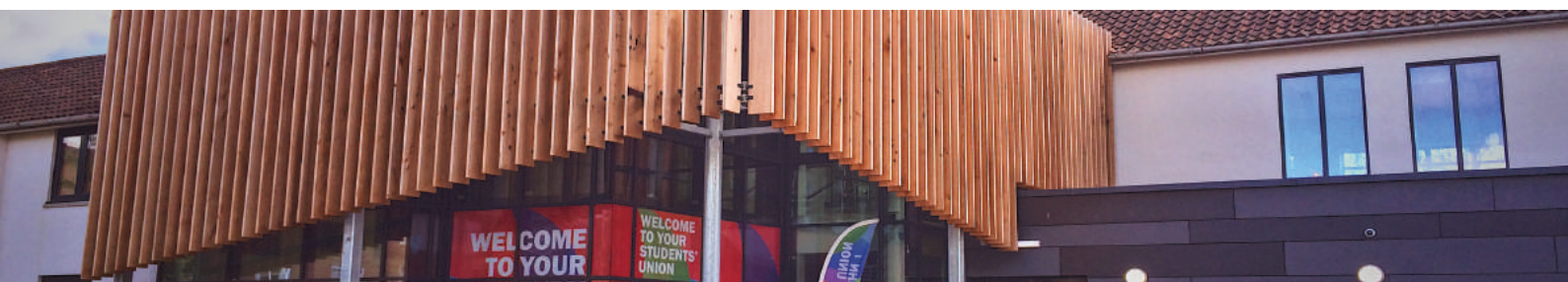
So read on and if you have any questions don't hesitate to ask,

The Students' Union is a democratic, charitable organisation. We exist to ensure that students (our members) have the best time possible while studying at York St John University.

We are founded on our vision and values which govern how we run and shape our fundamental beliefs as an organisation.

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*'Supporting York St John students to grow, succeed and have a great time whilst at university'*



# ALL ABOUT THE PART-TIME OFFICERS

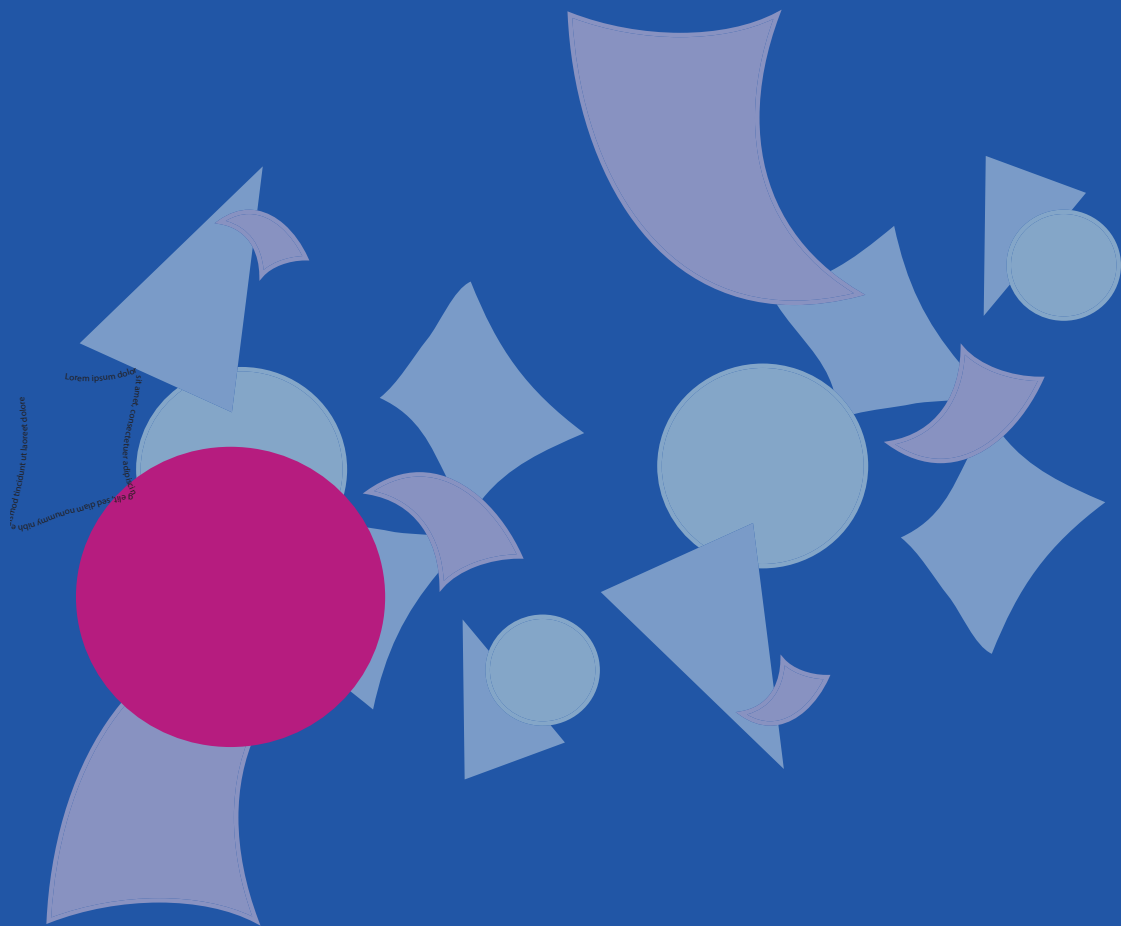
YSJSU has a number of roles in the elections for our members. Not only do we have the Presidents and NUS Deleagate but we also have a team of 'Part-time Officers' to represent our diverse communities on campus.

Those we have to offer are....

**THE CHAIRS OF SCHOOL.** The Chairs are the highest level of representation in your school. They advocate for students on issues surrounding your academic study and are the next point of call after Academic Representatives.

**LIBERATION OFFICERS.** The Part-time Officers for Liberation groups represent our wider student body. The groups we currently hold posts for are students who identify as: BAME., LGBTQ+, POSTGRADUATE/MATURE, INTERNATIONAL & DISABLED.

The Part-time Officers work as a team to ensure that all students feel represented and have the best time possible while studying at YSJU.



# THE ROLE

TITLE: PART-TIME OFFICERS (CHAIRS OF SCHOOL/LIBERATION OFFICERS)

HOURS: Voluntary/Flexible to student working pattern

SALARY: Expenses covered for conference/event attendance specific to the role

ACCOUNTABILITY: Members of YSJSU

Part-Time Officers shall hold office for a period of 12 months from the first week of July to the last week of June the following year. Part-Time Officers shall usually be elected at the same time as the Sabbatical Officers in line with Byelaw 9.

The Part-Time Officers shall be the Chairs of Schools and the Liberation Officers.

## RESPONSIBILITIES & ACCOUNTABILITIES

### CHAIRS OF SCHOOL

The role of the Chairs of School shall include:

Bringing student issues to the attention of Executive Council and leading on resolving them.

Acting as a point of contact between the Union and the University on academic and general student matters relating to students in their respective School.

Attending relevant University Committees, Boards and Panels as required.

Co-ordinating

### LIBERATION OFFICERS

The role of the Liberation Officers shall include:

Bringing student issues to the attention of Executive Council and leading on resolving them.

Acting as a point of contact between the Union and the University on general student matters relating to students within the liberation group.

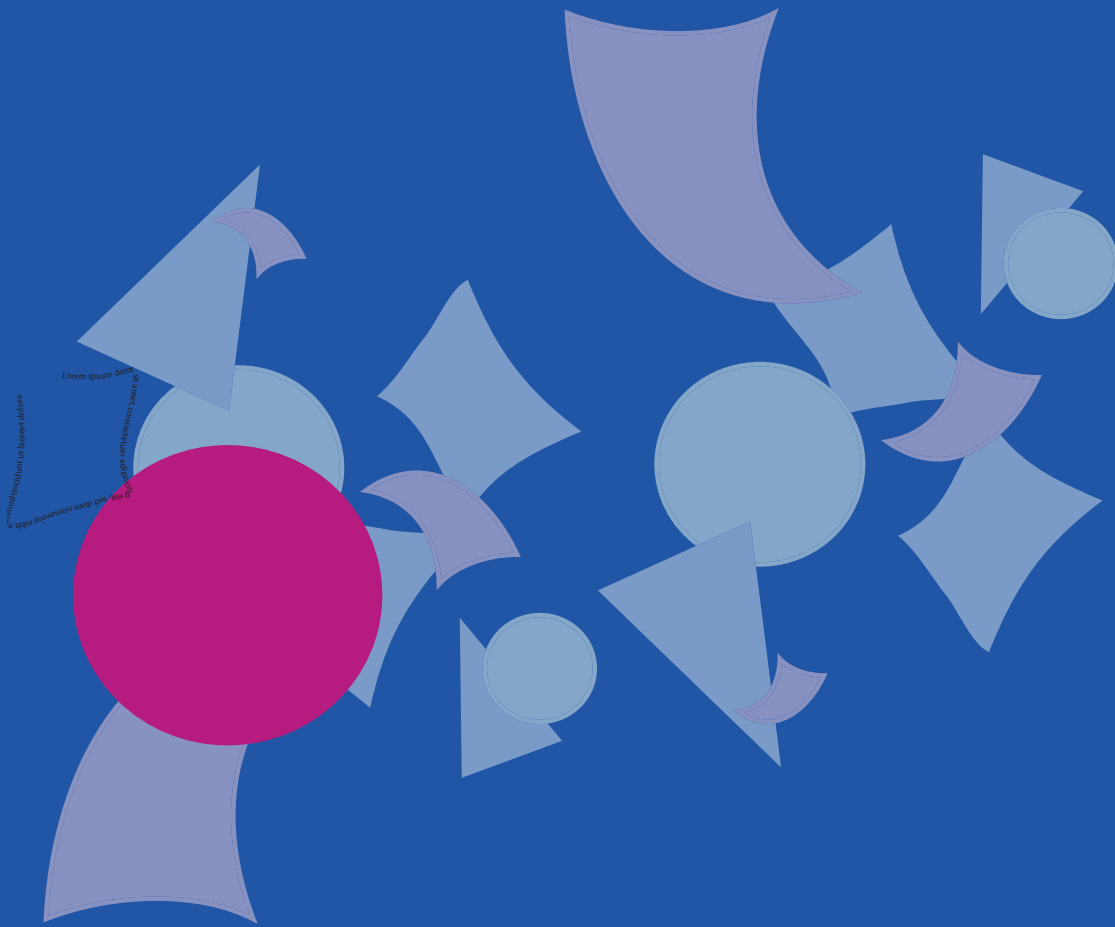
Attending relevant University Committees, Boards and Panels as required.



# ELIGIBILITY TO STAND

To be eligible to stand for a Part-Time Officer position, candidates must:

- Be a registered student at the University and for the following academic year;
- Be a Full Member of the Union;
- Have not been a Part-Time Officer for a period exceeding two years;
- Be a student within that School (if standing for a Chair of School position);
- Identify as a member of the liberation group (if standing for a Liberation Officer position)



# HOW TO NOMINATE

To nominate is simple, all you have to do is head to [www.ysjsu.com/vote](http://www.ysjsu.com/vote) and login with your university e-mail address and password. Once in you can choose which of the positions you want to stand for!

When nominating you will need the following:

A slogan (no more than 6 words)  
Manifesto ( no more than 5 points)  
Poster  
Image (400x400)

Your nominations will then be approved by the Student Voice Team ahead of nominations closing.

Nominations open on Friday 8th February and close on Friday 22nd February at 10am.

If you have any queries or problems with nominating then contact us at [su.elections@yorks.ac.uk](mailto:su.elections@yorks.ac.uk)

# ELECTIONS RULES

In order that the Election is fair for all, there are several rules that candidates must adhere to.

Any formal complaints will be made to the Deputy Returning Officer at [su.elections@yorks.ac.uk](mailto:su.elections@yorks.ac.uk)

The Returning Officer, on advice from their Deputy, may take the following action:

- The disqualification of the candidate
- Remove promotional materials
- Order a re-election
- Suspend a candidate from the election pending outcome of an investigation
- Issue warnings to candidates

A spend limit of £60.00 for President Candidates, £30.00 for Part-time Officers and NUS Delegate.

Any additional over spend will be reported to the Deputy Returning Officer for judgement.

Reimbursement with the presentation of receipts will be £30.00 for Presidents and £20.00 for Part-time Officers and NUS Delegate.

The Students' Union will provide candidates with campus-based publicity through digital and paper advertisement. Posters will be visible in a dedicated space within the Students' Union and Fountains area of campus. Digital promotion will be delivered via the bar/coffee lounge screens for the duration of the election. Posters created by candidates, should be submitted with the nomination form to be approved by the Deputy Returning Officers. The Students' Union will also provide opportunities for all candidates to have fair access to the production of videos ahead of campaigns week.

Any members of Students' Union staff will be expected to abide by staff protocol. During their scheduled hours of work, no member of staff will be able to promote theirs or others candidacy or influence voting. Doing so is a breach of the elections regulations and this will be reported to the Deputy Returning Officer.

No Slates are permitted. Candidates and Campaigners must allow voters to cast their ballot freely, harassment of any kind, including intimidation, verbal abuse etc. to fellow candidates or voters will not be tolerated and all reports of such should be promptly reported to the Deputy Returning Officer.

No external OR commercial sponsorship OR support of promotional material is allowed. In addition, no canvassing during any scheduled event is permitted within the Students' Union Coffee Lounge by candidates or supporters. This includes, but is not exclusive to; Karaoke, Pub Quiz and YSJSU Unplugged.

## UNIVERSITY BUILDINGS

No publicity is to be hung or stuck on fire doors anywhere in the University, student residences or the Red Pillars outside Fountains

Chalk is not permitted anywhere on University grounds

Candidates will refrain from campaigning in the following areas:

Library, this includes all levels

University chapel

Holgate Student Centre

Poster for Fountains Corridor will be provided by the Students Union only.

Any material which is used during the campaigns week should also be attached with blue tack or cable ties, any materials of any kind that causes damage may result in candidates facing disciplinary action from the University.

Should candidates print their own publicity they, and their campaign teams are responsible for removing all their election publicity from campus before 4pm on Friday 8th March 2019

## STUDENTS' UNION

A4x 1 poster per candidate allowed on a sign-posted area

Candidates are allowed to engage students within the atrium and bar spaces

No access to the offices/printers/photocopier by candidates or campaigns team

No campaigning can take place in the SU Coffee Lounge area

# GET CREATIVE!

