



Candidate Handbook

By-Election

Autumn 2024

Contents

A note from the Union Leadership Team	3
City St George's Students' Union.....	4
Key Dates	5
St George's Hospital Student Executive.....	6
Positions for election.....	6
How to Run	9
Submitting your nomination.....	9
Writing your election priorities	9
Getting people to vote for you	10
Election Rules.....	11
Key People	11
Conduct and behaviour	11
Locations.....	12
Candidate budget	12
Promotional materials.....	13
Example posters	13
Complaints.....	14
Contact Information.....	15

A note from the Union Leadership Team

This is an exciting time for the newly merged City St George's Students' Union as we embark on a journey to shape the future of the Union and university. The role you are interested in running for will be pivotal in defining the direction and impact of our Students' Union for years to come.

Your commitment to this election process demonstrates your dedication to leadership and service. As future members of the Student Executive Committee, you will have the unique opportunity to influence key decisions, advocate for your peers, and contribute to the development of a vibrant and inclusive university community.

We are confident that your passion, ideas, and hard work will help us build a stronger, more dynamic City St George's. We look forward to seeing the positive changes you will bring and wish you the best of luck in your campaign.



Ayla Hamzayeva
President and Chair
of the Board of
Trustees
2024/25



Philip Gilks
Chief Executive



Joe Kenwright
Deputy President
(Education – Tooting)



Eve Harwood
Deputy President
(Welfare – Tooting)

City St George's Students' Union

The Union is a vibrant and dedicated organisation here to enhance the student experience at City St George's, University of London. Our primary purpose is to represent and support the student body, ensuring that every student's voice is heard and valued. We provide a wide range of services, including academic support, social events, and extracurricular activities, fostering a sense of community and belonging.

Make Every Day Better | Strategy 2023-2026

Our new and ambitious strategy sets a clear direction, with an increased focus on a tailored student experience and one that recognises the different barriers and challenges facing City St George's students. For more information on the Union strategy, visit www.csgsu.co.uk.

Our Purpose

Make Every Day Better

The Values We Live By

We Listen, We Learn, We Lead

The Way We Act

Evidence-led

We will be insight driven and will prioritise developing a strong evidence base when making key strategic decisions.

Open to change

We change and adapt with our student body, always questioning our work to make sure we are delivering. We thrive on finding innovative solutions to add value to the experience at City.

Not fearing failure

We try new things in the knowledge that not everything will work first time. What matters is learning from our experience and constantly seeking to improve.

Striving for equity and sustainability

We recognise that we do not all start from the same place and must acknowledge and adjust imbalances to achieve our ambition of equity, while also working towards the UN Sustainable Development Goals.

A welcoming experience

Whatever or wherever the touchpoint we will provide a welcoming and high-quality union, making a positive impact across City.

The Promises We Make

Promise 1: Creating Community

'Creating a thriving community where every student feels they belong.'

Promise 2: Delivering Change

'Delivering the changes students want to see to improve their everyday lives at City St George's.'

Promise 3: Providing Support

'Providing high quality and easily accessible support whilst at City St George's and beyond.'

Key Dates

Below are the dates you need to know for the upcoming election, and what you need to do by the deadline. We must be strict on deadlines to ensure the election is free and fair, always set yourself an early reminder to make sure you get all your materials in.

Date	Activity	Information
21 st October 2024, 9.00am	Nominations open	From 9.00am you can submit your nomination on the Union's website
27 th October 2024, 11.59pm	Nominations close	Submit your nomination before this time, late nominations will not be accepted
28 th October 2024, 12.00 – 1.00pm	Candidate Briefing (online only)	All candidates must attend the briefing to ensure they understand the rules and key dates
29 th October 2024, 10.00am	Voting opens	Voting will take place online, any Union stalls will be communicated in advance
1 st November 2024, 2.00pm	Voting closes	Results will be announced as soon as possible, so long as there are no outstanding complaints
1 st November 2024	Results announced	Results will be published on the Union's website

St George’s Hospital Student Executive

The Student Executive support the Union at Tooting to help run events, campaigns and activities throughout the year. The positions are grouped into four ‘Zones’, details can be found below.

The Student Executive should meet once a month and will be chaired by the elected Union Executive Chair. As a guide, we let students on our Executive know that they should expect to plan and manage around three projects a year relating to their role.

Positions for election

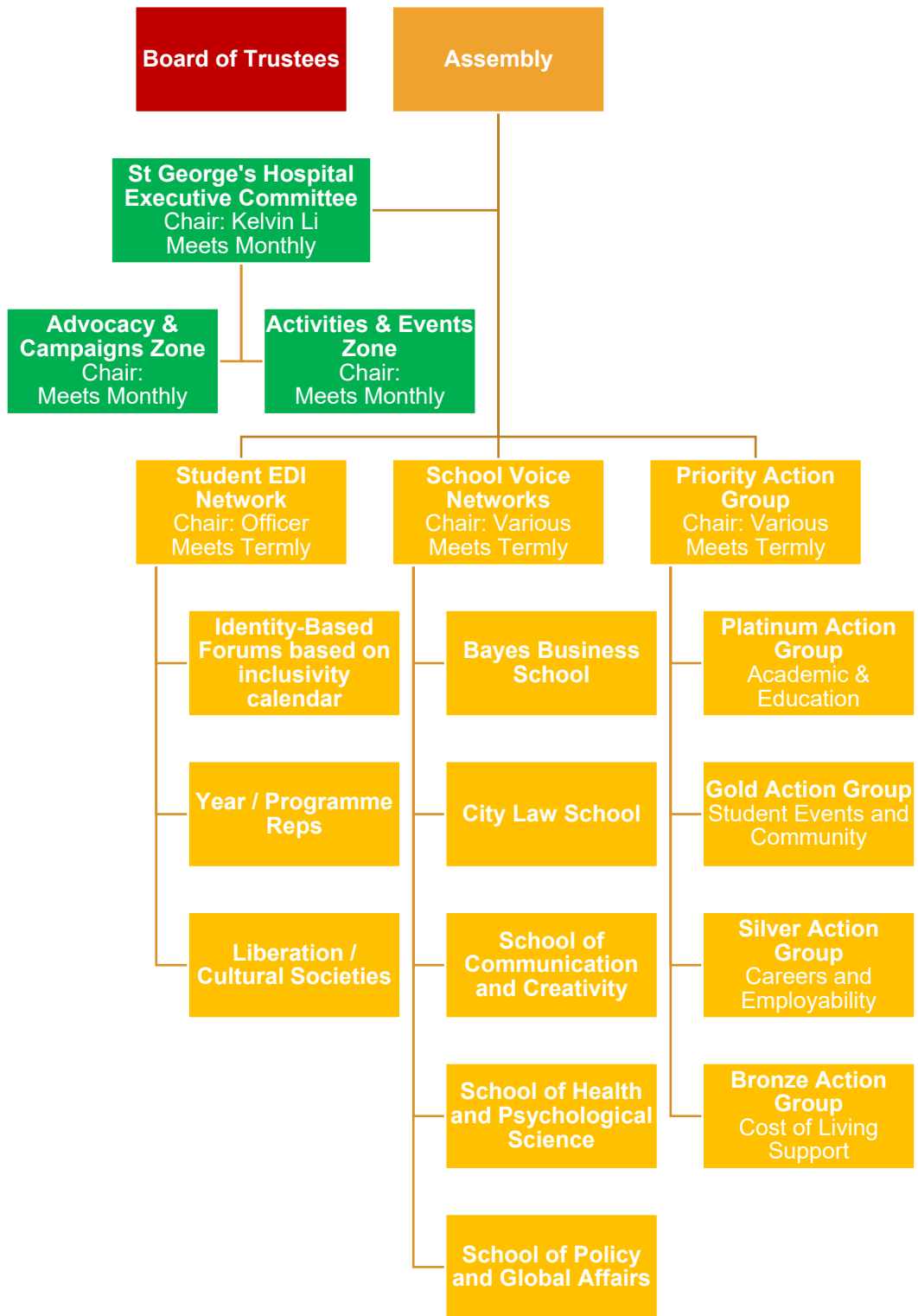
Below is a list of the roles and number of positions for each one.

<p>Campaigns & Advocacy Zone</p>	<p>International Officer (x1) <i>You must be a non-UK student to run.</i> This role works for our international student community, making sure they are supported whilst studying.</p> <p>Equality, Diversity and Inclusion Officer (x2) This role works to highlight the inequality to the university and wider student body to tackle key issues relating to identity.</p> <p>Environments and Ethics Officer (x1) This role oversees all things to do with sustainability and works with the rest of the zone on critical ethical issues within the university and beyond. This post also helps manage the Union’s allotment.</p> <p>Wellbeing Officer (x2) This role helps prepare events and campaigns that focus on student welfare. They also work on creating content and training materials for Society Welfare Officers.</p>
<p>Activities & Events Zone</p>	<p>Events Officer (x2) This role collaborates with the Union at Tooting to plan and manage a diverse range of events.</p> <p>Charity and Volunteering Officer (x2) This role supports the Union at Tooting in its fundraising efforts. They help plan charity events and decide what charities our students fundraise for.</p> <p>Heritage Officer (x2) This role collaborates with the alumni and archives team at the university. They contribute to planning events and campaigns to celebrate St George’s history.</p> <p>Communications Officer (x1) This role helps make sure communications to students studying on the Tooting campus are up to date and fit with what students want to hear and see. They also raise awareness of clubs and society activities.</p>

	<p>Societies Officer (x2) This role provides support to societies, helping them understand the benefits of working directly with the Union.</p> <p>Sports Officer (x2) This role keeps the Union informed about the activities and achievements of Sports Clubs.</p>
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The largest democratic student body at City St George's Students' Union is the Assembly, the St George's Hospital Student Executive will be invited to attend this meeting; they meet four times a year to discuss and debate key student issues. The rest of our democratic structure this year, including other subgroups of the Assembly can be seen below.

If you have any questions, or would like to meet to discuss our structures let us know by emailing studentsunion@city.ac.uk



How to Run

To run in this by-election for the St George's Hospital Student Executive you must be a current student studying on the Tooting campus. Further details about all the roles and any other specifics can be found on page 7.

Submitting your nomination

Below is a step-by-step guide on how you nominate yourself in the election:

1. Go to www.csgsu.co.uk/nominate
2. Sign in using your university email address
3. Complete the nomination form on the website, provide as much information as you can.
4. Write your three election priorities, these are the things you will do if elected. All information submitted is what students will see when they vote.
5. Once finished, check your inbox for confirmation of your nomination.
6. Organise your campaign and how you will work to get people to vote for you.
7. You can edit your nomination on the website up until the close of nominations which is Sunday 27th October, 11:59pm. No changes are accepted after this time.

Writing your election priorities

Its important to spend some time thinking about what you will do if you are elected, below is a guide to help you write your three election priorities that will resonate with students and encourage them to vote.

Introduction

Start with a brief introduction to yourself that outlines your vision and commitment to the student body within St George's School of Health and Medicine, City St George's.

Student participation in the elections, i.e. them voting is really important, so if you can try to express why its important that they take part.

Writing your priorities

Here is a suggested format for thinking about how to start writing your ideas down, this structure will help students understand your idea, and the key points you will work on to achieve your goal.

The example text is for a priority for the Heritage Officer and talks about the City St George's merger work.

Priority 1: Building City St George's

Objective: To ensure students are at the heart of decisions relating to the merging of St George's School of Health and Medicine at City St George's.

Key points: **Organise regular opportunities for students to contribute their voice and opinions on the work of the university**

Regular meetings on key aspects of the merger work will be crucial to keeping our favourite elements of George's.

Work with the students' union team to merger services, creating better support for Clubs and Societies

The newly merged Union has the potential to further advance our student groups, making them bigger and better for Tooting.

Keeping our best traditions as a school of health and medicine.

Long live the dragon! Its important our long-standing history is honoured and mirrored in our new Union and institution.

Final words: By voting, you can ensure that our community's needs are prioritised and that students involved in the union have the support they need to be the best they can for students.

Conclusion: End with a strong statement that reiterates your commitment to your priorities and the positive impact they will have on the community. Encourage students to vote to contribute to a better campus experience.

Getting people to vote for you

The biggest driver for getting elected is talking to students and telling them about your ideas and ambitions for if you are successful.

Voting is taking place on the Tooting campus from Tuesday 29th October 2024, 10.00am until 31st October 2024, 2.00pm. The Union will run some vote stalls, you can find the rota for these below.

Date	Locations	Time
Tues 29 th Oct	University entrance	11.00am – 1.00pm
Weds 30 th Oct	Library stall	11.00am – 1.00pm
Thurs 31 st Oct	Dragon Bar	11.00am – 1.00pm

Here are some tips for being confident when talking to people about your campaign:

Organise your time when voting is open

The Union will be running three vote stalls, these will be run by Union staff and will promote the election to students, encouraging them to vote before it closes. The rota is above, the number one way to ensure your election is talking to people so plan to be on campus during these times – just don't get too close to the vote booth!

Rehearse your pitch

By day two of voting you'll know your pitch off by heart. Spend some time rehearsing your pitch to students so you feel confident when speaking to people you don't know.

Contact clubs and societies

Our clubs and societies are very active and can be helpful in supporting your campaign. You can contact these groups by finding them on social media, or by looking for contact details on the Union website.

Election Rules



A message from Hannah Roberts, Deputy Returning Officer

Running a free and fair election is our goal – the rules over the next few pages have been designed to ensure that you, and voters have an equal and honest opportunity to elect your new Officer team.

Whilst this list of rules may seem long, it is not exhaustive, and more rules may be published at the discretion of the Returning Officer and Deputy Returning Officer. All our election rules are in addition to the Union’s rules, City’s regulations and The Law.

Breaking an election rule is very serious and if a candidate breaks any of the rules, then you can be sanctioned, disqualified or risk the continuation of the whole election. We really don’t want any of these things to happen, so please read the following rules carefully and if you have any questions, just let us know.

We wish you all the best with your election campaign and look forward to meeting you soon. The full elections rules can be found in the Union [Bye-Law 3: Elections](#).

Key People

Peter Robertson Returning Officer elections@city.ac.uk	This person is appointed by the Board of Trustees annually. Peter is an external and works at the National Union of Students.
Hannah Roberts Deputy Returning Officer elections@city.ac.uk	This person is appointed by the Board of Trustees annually. Hannah works at the Union and acts as the ‘DRO’ for all elections.
Various Union Staff Elections Team elections@city.ac.uk	An ‘Election Official’ includes the Returning Officer, Deputy Returning Officer, and the Union’s Representation Team.

Conduct and behaviour

As a candidate in the election, you can start talking to students about the election at the end of the Candidate Briefing, this includes posting online / on social media.

We ask all candidates to think about how you behave during the election and do the following.

Towards voters:

- Be respectful of voters.
- Do not vote on behalf of others.
- Do not communicate with people when they are voting.
- Do not provide devices to enable students to vote. For example, giving them your tablet or phone.
- Let students vote in peace.
- Request permission from staff before campaigning in a class.
- Do not send bulk emails to students.

Towards other candidates:

- Respect other candidates and do not interfere with their campaign materials.
- Do not bully or harass others.
- Be kind to each other.

Towards Union and University staff:

- Be polite if requesting to speak to a course.
- Do not ask for support or mailings to be sent out on your behalf, staff cannot do this.

Locations

Candidates must not:

- Put promotional materials on fire exits, fire extinguishers or anything else that puts other people's safety at risk.
- Use stickers or balloons.

You must not campaign at any time in the following places:

- Any university libraries.
- Individual quiet study spaces.
- Faith spaces (i.e. prayer rooms).
- Immediate areas around voting stations.

Candidate budget

Each candidate is allowed to spend up to £40 on their campaign and must not exceed this figure. Any money you spend will be reimbursed to you within one month of the election results. To claim your money back you must keep itemised receipts of everything you spend on your campaign.

Promotional materials

We want students to be informed about who is running to represent them. Each candidate has a budget to spend on electronic and printed promotional materials.

You don't have to spend any money, but the option is there.

Here are some ideas for spending your budget, but remember – think sustainably and only order what you need:



Item	Estimated Cost
A6 paper flyers (250)	£19.00
A3 posters (25)	£18.00
Blue tak	£2.50
TOTAL	£39.50

Example posters

Here are some examples of election promotional materials you could think about organising.



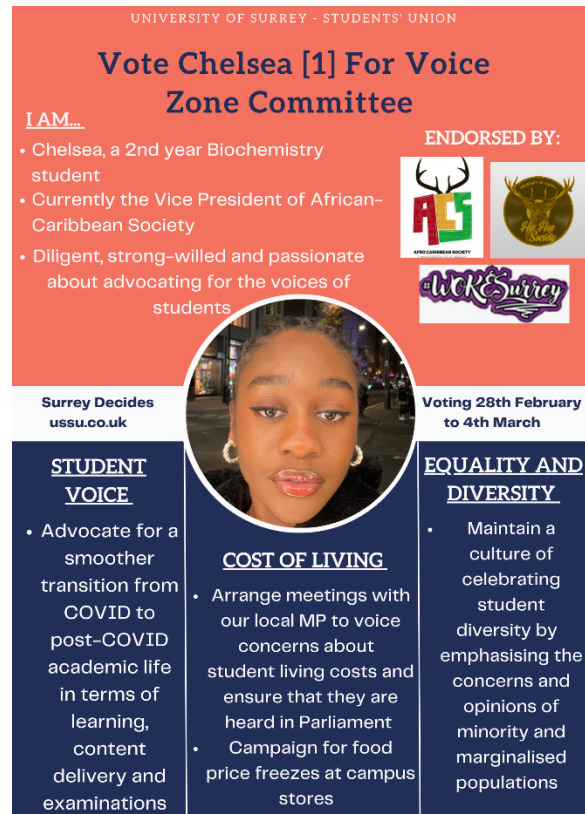
LUCY HUNTER
EDUCATION FOR EVERYONE

I am currently studying for my Master's at the University having also completed my Undergraduate here. I have held numerous roles within the Student Union including currently being the Treasurer for Women's Cricket and the Social Media Rep for The Disabled Students Network. I personally have a disability and therefore am extremely passionate and driven about ensuring all University education is fair and accessible for all!

MANIFESTO

1. Ensure that every student has a fair, inclusive and quality education.
2. Lobby for paying students for placements or providing a bursary.
3. Provide an open and welcoming atmosphere whereby any issues can be talked about and addressed.
4. Respect all forms of communication and not insist on anything that makes an individual uncomfortable.
5. Holding anybody accountable for their attitude or actions towards students in line with university policy.
6. Take into consideration the impact of Covid-19 on the ability to apply and provide information for mitigating circumstances.
7. Ensure that no student is at a disadvantage in accessing their education.
8. Increase relationships with other Universities and Organisations in regards to diverse education and understanding.
9. Review of lectures to ensure they are suitable for the current learning climate and that lecturers are fully competent in online teaching and accessibility.

f LucyVPE @LucyVPE




UNIVERSITY OF SURREY - STUDENTS' UNION

Vote Chelsea [1] For Voice Zone Committee

I AM...

- Chelsea, a 2nd year Biochemistry student
- Currently the Vice President of African-Caribbean Society
- Diligent, strong-willed and passionate about advocating for the voices of students

ENDORSED BY:



Surrey Decides ussu.co.uk Voting 28th February to 4th March

STUDENT VOICE

- Advocate for a smoother transition from COVID to post-COVID academic life in terms of learning, content delivery and examinations

COST OF LIVING

- Arrange meetings with our local MP to voice concerns about student living costs and ensure that they are heard in Parliament
- Campaign for food price freezes at campus stores

EQUALITY AND DIVERSITY

- Maintain a culture of celebrating student diversity by emphasising the concerns and opinions of minority and marginalised populations

Complaints

We want the elections to be enjoyable for all candidates, students and staff so if you are worried that a rule has been broken by another person, just let us know.

To submit a complaint, you must fill in the complaints form on the Union website.

We will get back to you within 24 hours. From the point you submit your complaint, through to the complaint being closed.

This is normally what happens during the complaints process:

1. Complaint submitted; Deputy Returning Officer notified.
2. Complaints reviewed in order they are submitted.
3. Investigation starts, complainant receives notification of complaint raised against them.
4. Deputy Returning Officer reviews evidence submitted.
5. Following an investigation all students involved in the complaint contacted.
6. If required, additional evidence and information is requested.
7. Final decision is made by Deputy Returning Officer based on evidence.
8. Complaint outcome is communicated to everyone involved.
 - a) If a minor sanction is applied to a candidate there is no right of appeal.
 - b) If a major sanction, such as disqualification, is applied then the candidate may appeal to Peter Robertson, Returning Officer and must do so within 24 hours of the outcome being communicated.
9. Complaint closed.

Contact Information

Our team are here to help you with any questions or concerns you may have relating to the election. Whether you need assistance with nominations, planning campaigning, or voting, please do get in touch.

Elections Team Contact Information:

Angelo Weekes, Representation & Democracy Manager
Elections@city.ac.uk
0207 040 5600

Hannah Roberts, Deputy Returning Officer
Elections@city.ac.uk

Peter Robertson, NUS, Returning Officer
Elections@city.ac.uk

Office hours: Monday to Friday, 10.00am – 5.00pm

Students' Union Team, Tooting Office:

Eve Harwood, Deputy President (Welfare – Tooting)
Dpreswelfare@sgul.ac.uk

Joe Kenwright, Deputy President (Education – Tooting)
Dpreseducation@sgul.ac.uk

Office hours: Monday to Friday, 9.00am – 5.00pm

Visit Us:

City St George's Students' Union – Tooting, Level 2, Hunter Wing, St George's Hospital

Follow Us or Tag Us on Social Media:

Instagram: @csgsu_

For more detailed information about the elections, please refer to the Elections Handbook or visit our website at www.csgsu.co.uk/tooting/elections