



Varndean College Students Union Constitution

Varndean College Student Union Constitution

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1. Name & Recognition

- 1.1. The Name shall be the Varndean College Student Union, hereafter referred to as "The Union".
- 1.2. The College Corporation recognises Varndean College Students Union as a democratically run organisation committed to serving and representing the students of the college. This constitution shall be subject to review by the Student Union and the College Corporation every five years in accordance with the Education Act 1994.
- 1.3. Varndean College Students Union is currently affiliated to the National Union of Students (NUS).

2. Aims and objectives

- 2.1. To advance the education of its members and students of the college as a whole.
- 2.2. To represent the interests of its members and act as a channel of communication in dealing with the college and other bodies.
- 2.3. To promote and protect the welfare of its members.
- 2.4. To promote, encourage and co-ordinate student clubs, societies, sports and social activities.
- 2.5. These aims and objects shall be practiced without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that action may be taken to promote equality of opportunity.
- 2.6. The union shall practice the above aims and objectives independent of any political party or religious organisation and in a democratic way in order to give a true representation of the views of the students in order to be an effective and legitimate voice of the student body.

3. Membership

- 3.1. All students enrolled at Varndean College will be made aware of, and members of both the Union and the NUS. However, every student has the right at any time to end his or her membership with the Union. If a student does choose to exercise this right, their name will be recorded and kept by the presidents.
- 3.2. All members of The Union must abide by the constitution of The Union.
- 3.3. The rights of The Union members shall include the following:
 - I. The right to exercise freedom of speech within the boundaries of the constitution at all The Union meetings and functions.
 - II. The right to access all The Union documents including the constitution, financial reports, motions passed, and minutes of meetings at minimal practicable cost and minimal practicable delay.
 - III. The right to vote in the Executive elections and all referendums.
 - IV. The right to attend Student Council meetings in accordance with Appendix 2 and to vote for Core Studies Representatives for the Student Council
 - V. The right to access Union facilities and services.

4. Student Council

- 4.1. The Student Council shall be the supreme decision making body of the union, except for a decision that is made in a referendum. It shall also raise issues that are of concern to its members to the senior management team of the college.
- 4.2. The functions of Student Council shall be to:
 - I. set the policy of the union

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- II. amend the constitution as appropriate, subject to the approval of the corporation
 - III. instruct and hold accountable the executive committee on their work
 - IV. raise the concerns of members to the student governor/s and members of the senior management team
 - V. elect delegates to appropriate NUS conferences and councils
- 4.3. The membership of Student Council shall be made up of the following categories:
- I. the executive committee
 - II. the Core Studies representatives
 - III. all students who are members of The Union are entitled to attend although only members of the Executive and Core Studies Representatives can vote
- 4.4. Attendance is compulsory for the Executive. Where there are justifiable reasons for absence, apologies should be sent via the President(s)
- 4.5. Attendance is compulsory for Core Studies Group Representatives. Where there are justifiable reasons for non-attendance, apologies should be given to the Executive via the President(s) and to the relevant Core Studies Tutor.
- 4.6. Elections for Core Studies Group Representatives will take place within each Core Studies group at the beginning of each academic year. Each Core Studies group can have a maximum of two student representatives
- 4.7. Re-election of the Core Studies Group Representatives would normally be considered if they fail to attend two consecutive meetings without due cause. In such cases the Executive will advise the Tutor group on appropriate steps to replace their Representative through another ballot or co-option if appropriate.
- 4.8. Student Council meetings are to be held at least once a half term unless agreed by the Executive committee and shall be chaired by one of the Presidents (or in their absence, the Student Voice Coordinator).
- 4.9. An emergency Student Council meeting may be called to discuss a particular issue.
- 4.10. All Student Council meetings shall be conducted according to Appendix 2 (Meeting Regulations) of this constitution.
- 4.11. Members of the College Executive Team or other appropriate members of the college management may be invited to attend Student Council Meetings

5. The Executive

- 5.1. Each position of the Executive shall be elected according to Appendix 3 of the constitution, with the exception of the Student Voice Coordinator.
- 5.2. Each member of the Executive shall serve a term of office of one year.
- 5.3. Any Executive member who is temporarily unable to fulfil their role should delegate responsibilities to another member of the Executive, preferably with prior warning.
- 5.4. Each position on the Executive has the right to vote in Executive meetings and Student Council meetings.
- 5.5. The decisions of the Student Council meetings and Executive meetings shall be carried out by the elected student Executive.

- 5.6. The Executives shall also deal with the general business of the Union according to the constitution and the policy of The Union.
- 5.7 The Principal and/or his representatives will meet at least once a month with the Student Presidents to discuss matters of mutual concern.
- 5.8. Executive meetings should happen at least once per half term or when deemed necessary at the discretion of the Presidents or request of another member of the executive, inclusive of the Student Voice Coordinator.
- 5.9 Attendance is restricted to and compulsory for Executive elected representatives and the Student Voice Coordinator. The quorum of a SU Executive meeting shall be a minimum of 50% of its members. No motions can be carried if not quorate. In the case of a joint Executive held position, only one member is required to attend, to count as an attendance.
- 5.10. Any person or group that is involved in an issue to be discussed in an executive meeting may be invited to attend at the discretion of the chair.
- 5.11 Executive meetings shall where possible make decisions according to a general consensus of opinion. However, if consensus cannot be reached then the matter shall be decided by a vote, where one vote is available per person. A majority is required for the proposal to be passed.
- 5.12 If the vote is tied then the Presidents must make the decision on the issue being discussed. If the Presidents cannot decide, the Executive shall consult the student body by appropriate means and a date agreed for another vote.
- 5.13 All Executive members must declare any interests in the subject under discussion. Such interests must be recorded in the minutes.
- 5.14 The positions of the Executive body are listed in Appendix 1

6. Finance

- 6.1. The matters regarding the financing of The Union are the responsibility of the Student Voice Coordinator acting as the Union Treasurer. The College's Finance Office shall advise the Treasurer on the most appropriate methods of recording and controlling finance.
- 6.2. The Treasurer will record all financial transactions, keep accurate and complete records, and may be called upon to report in detail at any Student Council and Executive Meeting.
- 6.3. Petty cash shall only be held for specific events and shall not exceed £200. Excess amounts shall be deposited immediately with the College at the conclusion of the event.
- 6.4. The Union shall be self-financing via the commission received from the sale of NUS Extra Cards. The College may allocate additional funding to the Student Union. The budget for each academic year shall be the total sum of commission received in the previous academic year and agreed with the Student Voice Coordinator and Vice Principal.
- 6.5. Any expenditure the Union intends to incur which is not a recognized administration cost must be authorised by the Executive up to the value of £100. Expenditure exceeding this must be authorised by the Student Council.
- 6.6. The Student Union funds and accounts are registered as an individual budget held in trust by

Varndean College. The Union funds will be subject to annual audit by the College's appointed external auditors. This will be part of the College's audit programme and the Treasurer must ensure that the union accounts adhere to these requirements.

- 6.7. All expenditure must be signed for by one of the Presidents and authorised by the Treasurer or the Vice Principal. The Treasurer is required to agree to and reserves the right of veto on any financial transaction. The Executive can appeal this veto to the Vice Principal.
- 6.8. The Treasurer may delegate depositing of funds with the College Finance Office to the appropriate Executive Member.
- 6.9. The following shall be regarded as legitimate administration costs:
 - I. Stationery where the total spent over a year is less than £200
 - II. Photocopying where the total spent over a year is less than £200.
 - III. Travel expenses to Conferences and other relevant locations where the total spent is less than the petty cash limit. (£200)

7. Charity donations

- 7.1. The Union may organise specific charity events and the net profit from such events will be distributed to the agreed charity, organisation or individuals.
- 7.2. These individuals, organisations, and charities will be selected by the Executive, following consultation with the student body when deemed appropriate.
- 7.3. The Charity Officer will co-ordinate the raising of the funds raised.
- 7.4. Under no circumstances will donations be made to any person, party or organisation who are involved in actions that are, or associated with, anything that is against the Union's aims and principles (as set out in section 2).

8. Motions of Affiliation

- 8.1. Any proposal to affiliate to an external organisation shall be approved by the Student Council and subsequently reconfirmed on an annual basis.
- 8.2. Details of all affiliations to external organizations, including the names of the organisations and each affiliation fee paid, shall be included in the union's annual report which shall be made available to all members of the union and to the corporation.
- 8.3. All affiliations must be on the condition that they may be ended at any time with minimal notice.

9. Motions of "No Confidence", Expulsions and Resignations

- 9.1. If the Executive as a whole or individual members of the Executives are considered to be failing in their responsibilities, then they may be removed from office by the passing of a motion of "No Confidence".
- 9.2. A motion of "No Confidence" must be placed before a Student Council meeting, and must be passed by a two-thirds majority of those present.
- 9.3. Any Executive member who misses three consecutive meetings without due cause will be automatically expelled from the Executive. The rest of the executive shall vote on whether or not the absence is justifiable.
- 9.4. In the event of a vacancy on the Executive, the Executive shall have the power to co-opt another member of the Student Union to serve the remainder of the term of office with the

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exception of the position of President and Student Governor. In the event of a vacancy of President & Student Governor, an election will be held to fill the post within 30 college days.

9.8. Should one half of a job share become vacant, then the entire job shall be offered to the remaining Executive member in that position. If that person declines this offer, then the entire position shall be up for co-option.

9.9. Any expelled member is banned from running for any position in future elections.

10. Complaints

10.1 Complaints about ways in which The Union conducts its business may be given in writing to any member of the Executive for discussion at the next Executive meeting.

10.2 Any Union member may raise complaints in the Student Council meetings under the "Any Other Business" section.

10.3 In the event of a complaint the President has to ensure that the issue has been dealt with properly, in sufficient depth and fairness and that there has been an effective remedy, which may include expulsion and senior staff involvement. A formal response should be made within ten college days.

10.4 In the event of a complaint directed at one of the Presidents, the other President shall assume the Chair responsibilities.

10.5 In the event that the entire Executive is under scrutiny, the Student Voice Coordinator officer shall assume the responsibility of the chair.

10.6 In the event that the Student Voice Coordinator is under scrutiny, this shall be raised with the Vice Principal / Principal.

11. Constitutional Amendments

11.1 Any form of amendment to the Constitution of The Union must be placed before a Student Council meeting as a standard motion.

11.2. Such a motion requires at least a two-thirds (greater than 2/3) majority of all present to be passed.

11.3 Any amendment to the constitution of The Union must be ratified by the Varndean College Corporation before it is implemented.

11.4 The Constitution shall be reviewed at least every five years.

12. Link College

12.1 The Union should actively encourage communication and participation between the Link College and Varndean College by providing information and contacts.

Appendix 1

Executive positions

President & Student Governor (two positions)

The President(s) will: represent the views of the students to the corporation and its staff, Local, Regional, and National Union affiliations and the Media; communicate the views of those bodies back to The Union; attend all Student Council and Executive Meetings, mitigating unforeseen circumstances; regularly review all activities and decisions of the Union to ensure that they are compatible with the constitution and all The Union policy, as well as the rules, regulations and policies of the corporation;

They shall act as Student Governors at the Governor meetings held by the corporation and liaise with students, staff and governors.

In order to ensure gender equality for Student Governors, one President shall self-identify as male and one as female. Separate elections shall be held for these two positions.

Student Voice Coordinator

The Student Voice Coordinator shall be a member of staff, nominated by the Principal, and shall be co-opted onto the Executive. The Officer shall act as an advisor to other members. In the event of the absence of the Chair, the Student Voice Coordinator shall take precedence over the other Executive members in holding that post temporarily. The Student Voice Coordinator cannot vote in The Union affairs and has a purely advisory and communication role between College staff and students. The Student Voice Coordinator shall also act as the Treasurer for the Student Union and shall be responsible for the security, depositing and withdrawal of money belonging to The Union. As Treasurer they will keep a record of money received and money spent and shall be responsible for producing a budget proposal each year.

Charity Officer

The Charity Officer will co-ordinate the fundraising efforts of the Student Union, be responsible for the collection of information about, and communication with, relevant charities. All financial dealings must be reported to the Treasurer regarding any and all financial transactions, and all money must be dealt with by the treasurer.

Events Officer

The Events Officer shall be responsible for coordinating the organisation and promotion of student social events. They should consider the practicality and the financial implications of all social events they organise, take part in, or agree to promote, in any fashion or form. The Events officer must consult the Treasurer on all issues regarding pricing, charges and additional costs, before the event is authorised as a motion by the Executive.

Communications Officer

The Communications Officer shall be responsible for the publicising of information from any source which is of concern to the students of Varndean College including information from the other Executive offices; the maintenance and updating of the Union notice board, the Union Facebook and Twitter accounts and any such media that the Union may find useful to use. They will, in conjunction with the Student Voice Coordinator assess the appropriateness of material for publication related to relevant student, Union and college issues. This shall include publicity internally and externally to the college on all Union affairs.

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Democracy Officer

The Democracy officer will act as a liaison between Varndean College Students Union and the National Union of Students (and other appropriate organisations). They will organise campaigns related to issues facing students at Varndean College or on a wider scale.

Environment Officer

The Environment Officer shall: work towards a pleasant environment for students to work and socialize within; promote wider "green" issues, both inside and outside the college; and regularly attend Varndean College's Eco club, or "Green team". The environment officer should coordinate with the Green team regarding all issues, and communicate back to the Union.

Equality Officer

The Equality Officer shall be responsible for: the promotion and raising awareness about all the forms that discrimination can take; acting as a contact for students who require information or advice regarding equality issues; liaising with the College community through the Equality and Diversity Committee. The Equality officer shall also be representative of any student who feels that they are underrepresented.

Welfare Officer

The Welfare Officer shall be responsible for: the promotion and maintenance of the well being of Varndean College students; acting as a contact for students who require information or advice regarding academic or social issues; acting as a representative to staff in individual conflicts; overseeing any campaigns either within college, or on behalf of the College and/or Union, and make sure that they are conducted in a peaceful, respectful, responsible and most importantly safe and legal manner.

Enrichment Officer

The Enrichment office shall promote enrichment activities, including sport across the college. They should also encourage wider participation among all students. They will liaise with enrichment groups to encourage their participation in the life of the Student Union.

Mature Student Representative (MSR)

The Mature Student Representative shall be responsible for co-coordinating and promoting the Union and its activities amongst the College's mature students (as defined by the college). The MSR shall also liaise between mature students and the rest of the Executive body and will work to ensure that mature students are catered for by the Union. The MSR must be a mature student.

International Student Representative (ISR)

The International Student Representative shall be responsible for co-coordinating and promoting the Union and its activities amongst the College's International students (as defined by the college). The ISR shall also liaise between International students and the rest of the Executive body and will work to ensure that International students are catered for by the Union. The ISR must be an International student.

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Appendix 2

MEETING REGULATIONS

Meeting regulations shall apply in full to all Student Council meetings.

3.1 Student Council

The business of Student Council shall be divided into two parts:

- I. **College business:** to discuss any matters relating to members as students of the college associated with their education and other college issues.
- II. **Union business:** to discuss all other issues of interest to members of the union.

3.2 Who can attend Student Council?

- I. All students who are members of the Union can attend Student Council meetings
- II. Executive and Core Studies representatives are expected to attend all meetings of Student Council.

3.3 Who may speak at Student Council? .

- I. Any full member of the union may attend Student Council and speak with the permission of the meeting. Members of the college senior management team may attend and speak at the college business part of the meeting but will not be entitled to speak or attend the union business part of the meeting unless expressly requested by the meeting. Any other individual may attend and speak as a guest, if invited to do so by either Student Council or the executive committee.
- II. Any member wishing to speak must raise their hand. The chair of the meeting shall decide the order of speaking.

3.4 Who may vote at Student Council?

- I. Only Core Studies Representative and Executive members of who are present at the meeting may vote.

3.5 How to get things done

- I. All items for the Student Council agenda shall be submitted to the president ten college days before the meeting. Proposals for amendments to the constitution must also be submitted ten college days before the start of the meeting.
- II. The Student Union Executive shall prepare the agenda for the Student Council Meeting
- III. The president shall be responsible for publication of details of all Student Council meetings seven college days before the meeting in the available union and college publications.

3.6 Who runs the meeting?

- I. The President shall be responsible for the agenda and publicizing the meeting in conjunction with the Communications Officer and Student Voice Coordinator.
- II. One of the Presidents shall chair Student Council Meeting
- III. In the event of any situation arising not being covered by meeting regulations then the chairperson shall rule on the procedure to be adopted. Such ruling shall be subject to the approval of Student Council.
- IV. In the event of the chair being in conflict or alleged to be in conflict with the item under discussion, the chair should be resigned for the duration of the item under discussion to the deputy chair.

3.7 What is talked about at meetings?

- I. The agenda of meetings shall normally be taken in the following order:
 - Welcome from the chair
 - Checking the minutes of the previous meeting for accuracy
 - Matters arising from the minutes of the last meeting

- a) College business:
 - Reports from the senior management team and / or management question time
 - Education issues
- b) Union business:
 - Reports from the executive committee & question time
 - Debates
 - Discussion groups
 - Any other business
- II. The meeting will have the right to table the following items collectively as a consent agenda provided that written reports and minutes are distributed in advance:
 - Checking the minutes of the previous meeting for accuracy
 - Matters arising from the minutes of the last meeting
 - Reports from the executive committee
- III. All debates shall be run as follows:
 - 1. the proposer of the debate shall make a speech
 - 2. any changes to the debate will be raised according to clause 3.8 of these regulations
 - 3. the chair will invite a speech against the debate
 - 4. the chair shall balance the number of speeches for and against the debate
 - 5. the chair shall invite any questions and statements relating to the debate
 - 6. the proposer of the debate shall have the right to sum up
 - 7. the vote shall be taken.

3.8 Changes to the debate shall be run as follows:

- I. any changes to the debate will be raised after the proposer has spoken
- II. the chair shall invite and take a speech against the changes
- III. the chair shall attempt to balance the number of speeches for and against the changes
- IV. the chair shall leave time for questions and statements before the vote
- V. when all changes have been voted upon, the main debate shall be discussed and voted upon.

3.9 General rules

- I. Every debate shall have a proposer and a seconder.
- II. Any motion may only be withdrawn with the consent of the meeting.
- III. Debates shall require a simple majority to be decided except where otherwise specified in the constitution.
- IV. Emergency debates may only be discussed if they deal with matters that have arisen since the date for submission of debates, and if a two thirds majority vote for the discussion of this debate.
- V. The quorum for General meetings shall be as follows: 50% of Executive members and 50% of Core Studies Representatives.
- VI. Minutes will be taken for every meeting and approved at the subsequent meeting. Minutes will be available to all Union members on request and will be posted on the SU Facebook page and / or any other media that the Union may use

Appendix 3

ELECTION REGULATIONS

This appendix outlines what to do for all elections for all positions in the union. It also outlines the procedure to follow if a vacancy occurs in any position.

1.1 Returning Officer

The returning officer shall be the Student Voice Coordinator. The returning officer shall be responsible for the good conduct and administration of all union elections and shall have the sole interpretation of the election regulations. The returning officer may appoint assistants to support them in their duties.

1.2 When elections should happen

- I. The returning officer shall ensure that election of the Executive Committee takes place by the Spring Bank Holiday half term.. Once elected the members of the committee shall take office and shall serve for not more than 12 months before re-election.
- II. The election for the Mature Student Representative shall be held within the first half term of the academic year; only mature students are eligible to vote for the MSR.
- III. The election for the International Student Representative shall be held at the same time as the elections for the other positions (excluding MSR), however it shall be run as a separate event directly with the International students. Only International students may vote for the ISR.
- IV. The dates of elections for Executive Committee members, a copy of the election timetable and a copy of the election regulations shall be publicized by the Union at least 15 college days before the elections.
- V. The returning officer shall ensure that elections take place for members of Student Council by the end of September via Core Studies groups. Once elected they shall take office on the 1st October and shall serve for no more than 12 months.
- VI. If more than one nomination per Core Studies group is received a secret ballot shall be held.

1.3 Standing for election

The elected members of the executive committee shall be:

- President(s)
 - Charity Officer
 - Events Officer
 - Communications Officer
 - Democracy Officer
 - Environment Officer
 - Equality Officer
 - Welfare Officer
 - Enrichment Officer
 - Mature Student Representative (MSR)
 - International Student Representative (ISR)
- I. All members of the union who are 16-19 students are eligible to stand for any of these positions. Any student who is expecting to complete at least one further full academic year at Vardean can run for the election, unless they have previously served on the Executive for a full year.
 - II. No member who has opted out may stand for any position.
 - III. Nomination forms will be available from the returning officer and shall be available from College Reception & union office fifteen college days before the election.
 - IV. Members of the union may stand for election upon completion of a nomination form signed by the candidate and at least one proposer.
 - V. Nomination forms must reach the returning officer or a person appointed by them by the date indicated on publicity material.
 - VI. Elections for the President / Student Governor (self-identified female) and President / Student Governor (self-identified male) shall take place first. Once these positions have been filled, those not

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elected shall be eligible to enter the ballot for remaining Executive positions. This election shall take place as soon after the President's election as practicably possible.

- VII. The 8 candidates with the most votes shall be elected as the new Student Union Executive with the Presidents.
- VIII. Each candidate for the pooled Executive positions shall indicate on their nomination form their preference for position but after elections have been completed, interviews will be conducted by the outgoing Executive and the posts allocated. If the outgoing Executive cannot agree, the final decision will be made by the outgoing Presidents. If they cannot agree, agreement will be brokered by the Student Voice Coordinator.
- IX. No member of the Union may be elected for more than two years onto the Executive. The President(s) shall only be allowed to serve for one year in this office.

1.4 Publicity about the election

- I. The returning officer shall produce a list of candidates which shall be displayed on the union notice-board within 48 hours of the close of nominations.
- II. Candidates should produce a manifesto and a poster to a specification to be determined by the returning officer, which must be approved by the Returning Officer.
- III. On receipt of a valid nomination form the returning officer or a person appointed by him/her shall provide the candidate with an election campaign pack.
- IV. The contents of the election campaign pack shall be determined by the returning officer in conjunction with the executive committee.

1.5 Campaigning

- I. Candidates may commence campaigning at the time determined by the Returning Officer.
- II. A 'question time' session may be held for the positions of President / Student Governor, at a time and date to be determined by the returning officer. The length of speeches and responses by candidates to questions shall be determined by the returning officer who shall also appoint a chair.
- III. Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.
- IV. There shall be no campaigning within the same room as any ballot box.
- V. The returning officer shall publicize the location and arrangements of the question times and method of voting, together with a list of candidates and manifestos, five college days before voting commences.
- VI. Each candidate shall be requested to provide a written manifesto to outline their aims and priorities for the post for which they are standing. This must be submitted to the returning officer at least eight days before the election. All such manifestos shall be distributed amongst the Core Studies groups.
- VII. Candidates may be awarded a small support of printing credit and/or stationary materials to help them campaign. These resources must be used for their campaign only; any candidate found to have abused the use of this credit will be removed from the election.
- VIII. Any candidates found to have intimidated and/or in any form looked to purposely sabotage another candidate's campaign, including the graffiti of posters, use of name or image of another candidate without their permission or in an offensive way may be expelled from the campaign and be banned from holding an Executive position. Ruling on these matters will be dealt with by the entire executive.
- IX. Failure to strictly adhere and follow all of the above election rules in both letter and ethos may result in expulsion from the campaign or position on the Executive.
- X. The expulsion of a candidate from the election must be passed by the current executive officers, with a two-thirds majority (wherein greater than or equal to 2/3 of the executive have voted for the expulsion of a candidate).
- XI. No member of the current executive may help a candidate in his or her campaign nor endorse or promote a candidate in any way. Members of the Executive must at all times remain neutral and impartial to ensure a fair election.
- XII. Candidates are not allowed to campaign in any part of the Link College. This is due to the necessary highly structured timetable of the students and potential disruption and problems it may cause.

1.6 Voting procedures

- I. The returning officer shall ensure that all members of the union have access to vote no matter their time of study.
- II. All members of the union shall be able to vote for the positions as outlined in 1.3.
- III. All members of the union may vote on production of a current union membership card or appropriate identification as decided by the returning officer.
- IV. The returning officer shall decide the method of voting and publicize it appropriately. Where possible electronic voting will be used.
- V. Voting shall be by secret ballot by first-past-the-post
- VI. Each student will be able to vote for one candidate for President / Student Governor (self-identified female) and one candidate for President / Student Governor (self-identified male)
- VII. For the elections for the remainder of Executive positions, students will be able to vote for up to 8 candidates. They cannot give more than one vote to a single candidate and do not have to use all 8 of their votes.
- VIII. Voting for each election shall take place over a minimum of 2 college days.
- IX.

1.7 Counting and declaring votes

- I. The returning officer shall inform the candidates of the time and venue of the count. The candidate or their appointed representative may, if they so wish, attend the counting of the votes as observers only.
- II. The returning officer may be assisted in the count by a number of individuals appointed by them.
- III. Once the votes have been counted they should be kept for a period of six months in case of appeals against the result.
- IV. A list of successful candidates will normally be posted in the Student Union Office within one college day of the declaration of results. The returning officer should send a copy of the result to Student Council, the college corporation and the Principal.
- V. The Election results shall be announced to the student body as soon as possible, and all details of the count must be made available to all members of the Union.
- VI. The results will become official 48 hours after they have been posted provided that no complaint has been lodged with the returning officer within 48 hours. In the event of a complaint being received by the returning officer the results shall be suspended until the complaint has been resolved.
- VII. In certain circumstances a recount may be allowed. A candidate may only question the count for the position for which they ran. A candidate may request a recount if they and the winning candidate are within 5% of each other (wherein the votes for the questioning candidate are no less than 95% of the winning candidate's votes.) If a candidate is not within 5% of the winning candidate and still wishes to call for a recount, they must provide sufficient and reasonable evidence that the count was incorrect. This evidence must be shown to the executive.

1.8 Complaints

- I. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the returning officer within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee.
- II. Any complaint against the conduct or administration of the election should be received by the returning officer before the start of the count.
- III. A challenge or complaint during or following the count, must only relate to the conduct of the count, and be lodged with the returning officer who shall resolve the complaint within 48 hours of it being lodged.
- IV. In determining a resolution to the complaint, the returning officer after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the returning officer on any complaint shall be final, subject only to a successful appeal to the Clerk to the Corporation.

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1.10 Vacancies for positions on the executive committee

- I. If any post on the executive committee falls vacant, the following shall apply:
- II. For a vacant President / Governor post, a by-election shall be arranged by the returning officer within 30 days. All other election regulations apply.
- III. For any other posts, the Executive Committee shall have the power to co-opt any member of the Student Union to fill that post for the remainder of the term. This co-option shall be formally presented to the Student Council at the next meeting held.