



Cardiff Students' Union
Undeb Myfyrwyr Caerdydd

Student Group Committee Election Guidelines

As per the [Activities Laws](#) and affiliation requirements, sports clubs and societies are required have a democratically elected committee consisting of at least a President, Secretary and Treasurer (core committee) comprising of 3 unique students.

As per the Constitution template the roles defined are as follows:

President: Acting as the principal officer, spokesperson for the society/sports club and key contact with Cardiff University Students' Union, the President leads and co-ordinates the society/sports club, committee and members. They shall be responsible for the planning, organising and chairing of committee meetings and for protecting the interests of the society/sports club in accordance with its aims and objectives.

Secretary: The Secretary's prime function is to administrate the running of the society/sports club, keep accurate records and communicate with the committee and society members.

Treasurer: The Treasurer has responsibility for the financial affairs of the society/sports club, ensuring that Cardiff University Students' Union Financial Guidelines are adhered to. They shall present the society/sports club's finances at a General Meeting of the society/sports club.

The Activities Laws also outline that affiliated student groups shall be required to have a democratically elected **Wellbeing Officer**. The role of the Wellbeing Officer is to support the committee in ensuring that any activities and events are run with students' wellbeing in mind, and to provide signposting support to students who may need it. Attending Wellbeing Officer training is a compulsory requirement of this role.

Other committee roles unique to each society or sports club should be defined in the constitution.

Potential candidates should have an understanding of the role responsibilities **before** nominating themselves.

Setting up an election

Committee elections must be completed, with a core committee in place, before the end of the academic year. Societies and sports clubs who have not elected a core committee by **31st July** will be disaffiliated.



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The Societies and Athletic Union teams may set earlier deadlines which committees must adhere to.

Elections must be set up via the society or sports club webpage. There are instructions for setting up an election [in the committee handbook](#). Elections must allow one week for nominations and one week for voting.

Committees can only conduct elections for the committee roles outlined in their society/sports club Constitution. If committees wish to add a new role, they should host their AGM (Annual General Meeting) first and propose the new role to their members. The role should be approved by the majority before being added to the society or sports club constitution. Committees should notify your staff contact about any changes to your constitution and wait for approval. There is more information about AGM's [here](#).

All roles must only have one position available. Co-presidents, Co-Treasurers, Co-Secretaries or multiple Social Secretaries are not permitted. Running as a 'pair' is not permitted. Candidates should run as individuals using one name per ballot.

R.O.N. which stands for 're-open nominations' must be present in every election. If R.O.N. is not included, the election will be invalid.

All standard members should be notified of the election and encouraged to vote. Committees can do this by sending a message to all members via your webpage.

Once the voting period is over, committees should contact their staff contact to request the results of the election. The results will be sent to the [\[club/society\]@cardiff.ac.uk](mailto:[club/society]@cardiff.ac.uk) email address once they have been verified. Committees can expect a 3-5 working day response time with possible delays during busy periods so plan ahead accordingly.

For more information about committee elections and the committee's responsibility, please refer to the Activities Laws.

Candidate information

Only standard members of the society or sports club can nominate themselves and vote in their respective election. As per the Activities Laws, associate members cannot nominate themselves or vote in the election.

Candidates must provide a name to appear on the ballot. This name should be either their registered name on the University's database or a name in which they commonly use or are referred to as. This is to ensure students are fully aware of the candidates they are voting for and who may be elected as their representatives.

Running on a 'slate' is allowed. This is where candidates endorse one another.



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Running as a 'pair' is not allowed. Candidates should run as individuals using one name per ballot.

If a successful candidate is elected and decides or is required to step down from a role, prior to the start of the academic year, the count will be re-run with the remaining interested candidates. This may only happen once. Where this not the case a by-election would be required.

If a candidate wishes to step down from the role once they have been elected, they must notify the Students' Union via email (societies@cardiff.ac.uk or athleticunion@cardiff.ac.uk).

Voting information

All Cardiff Students' Union elections use the single-transferable voting method. Transferable voting allows voters to list the candidates in order of preference. The successful candidate will need 50% of the total number of votes plus 1 to win. If any candidate does not receive enough votes to win, the candidate with the fewest votes is removed and their votes transferred to the other candidates according to voters' next preference.

Standard members have 1 vote per election and must cast their vote during the voting window.

At least one vote must be cast for an election to be valid.

Candidates can vote for themselves.

If you don't believe any of the candidates standing for a position have the qualities you feel are valuable, or you don't agree with their manifesto, you can vote R.O.N. which stands for 're-open nominations'. If R.O.N wins the vote, no one would be elected to this role and the nominations for the role would re-open, giving the opportunity to find the right person to lead your sports club or society.

In the result of a tie break, the elections voting system will randomly determine the winner using a coin-toss method.

Rules

Students must be free to cast their vote without undue influence or pressure

Candidates must obey the law, union and university policies.

Candidates should focus on their own campaign and thus avoid interfering with the campaigning of others.

Please contact societies@cardiff.ac.uk or athleticunion@cardiff.ac.uk if you have any questions about the committee elections guidelines.



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