

# Cardiff Met Students' Union Society and Sport Club Elections Procedures.

The following outlines the procedures for the elections of Society and Sport Clubs.

## **General**

1. Each Society and Sport Club must hold an annual election prior to the 31<sup>st</sup> May each academic year, to determine the committee for the following academic year.
2. During an Annual Election, all committee roles must be up for election; President, Secretary, Treasurer and any additional roles outlined by the Society or Sports Clubs Constitution.
3. In the event of a midterm vacancy in the committee, a by-election may take place for that vacancy using the processes outlined below.
4. Each Society and Sport Club's election will be conducted via the Students' Unions Website.
5. Each Society and Sport Club's election will be ratified by the SU's Activities team.
6. Each society and sport club is responsible for ensuring elections are ran in a free and fair manner.
7. Each society and Sport Club must ensure that their committee members have read these elections processes. Ignorance of these rule sets will not be accepted if any disciplinary measures are applied to the Society or Sports Clubs because of their elections.
8. Only those with a paid membership to the society or sports club will be entitled to stand for or vote for committee positions.
9. Members should be able to cast their vote in a free manner without coercion or influence.
10. Any individuals found violating any of these procedures will be subject to action from the SU including but not limited too; suspension from the election, disciplinary action.

## **Before the Election**

1. Each Society and Sport Club must notify the SU Activities team via email of their intention to hold an election 2 weeks prior to the start of their election.
2. Following approval from the SU Activities Team, the society or sports club must notify their members of the elections and the timeline of said elections.

## **Nomination**

1. Paid members will be able to nominate themselves on the SU website.

2. The nomination period will be one week.
3. Nominations need to be in before the end of nominations; late nominations will not be considered.
4. Candidates must provide their full name, or the name in which they are most commonly known as.

### **Voting**

1. The voting period for the Society and Sports Club elections will be a period of one week.
2. Voting will be conducted via the Students' Union Website.
3. Members will also be able to vote for Re-Open Nominations in the event they believe none of the candidates are suitable for the position.
4. Candidates must obey the law, university, and union policy.
5. Negative campaigning is not allowed.

### **Resources**

1. Society and Sports Clubs must promote their election but not show preference towards specific candidates.
2. Society and Sports Clubs resources must not be used to support any individual candidate.