

BY-ELECTION PACK 2023

Key Dates

Nominations Open	Monday 19 th June – 9am
Nominations Close	Monday 26 th June – 10pm
Candidate Briefing	Tuesday 27 th June – 8am
Campaigning Begins	Tuesday 27 th June – 9am
Hustings	Wednesday 28 th June – 7pm
Campaigning Stops	Saturday 1 st July – 10pm
Polls Open	Monday 3 rd July – 9am
Polls Close	Tuesday 4 th July – 9pm
Results Counted	Wednesday 5 th July
Results Declared	Wednesday 5 th July – 4pm
Handover Period	17 th July & 24 th July – 4 th August

To run for a position, you will need to submit the following:

- **Your manifesto (Word doc or PDF)**
- **A recent headshot**
- **A completed nomination form**

To George Lewis (TLSU Administrator) at g.lewis@trinitylaban.ac.uk

By Monday 26th June @ 10pm

Before campaigning begins on Tuesday 27th of June there will be a candidates' briefing. You must attend this meeting. This is where the rules of the election will be explained. This will take place at 8am via Teams.

If you have any questions, please email: g.lewis@trinitylaban.ac.uk

These elections will be carried out physically and electronically. Feel free to post content online and on paper around the college but not painted walls.

Each candidate will have their manifesto circulated by email to all students. We will also share you manifesto points on the TLSU Instagram and Facebook platforms.

Candidates may publish their manifestos and campaign posters to their personal social media accounts and can engage campaigners to do the same.

What positions can you run for?

~~Full-Time & Paid Salary: President~~

TLSU Executive Officers:

- ~~• Music Officer~~
- Dance Officer
- ~~• Events Officer~~
- Welfare Officer
- ~~• Brand and Communications Officer~~

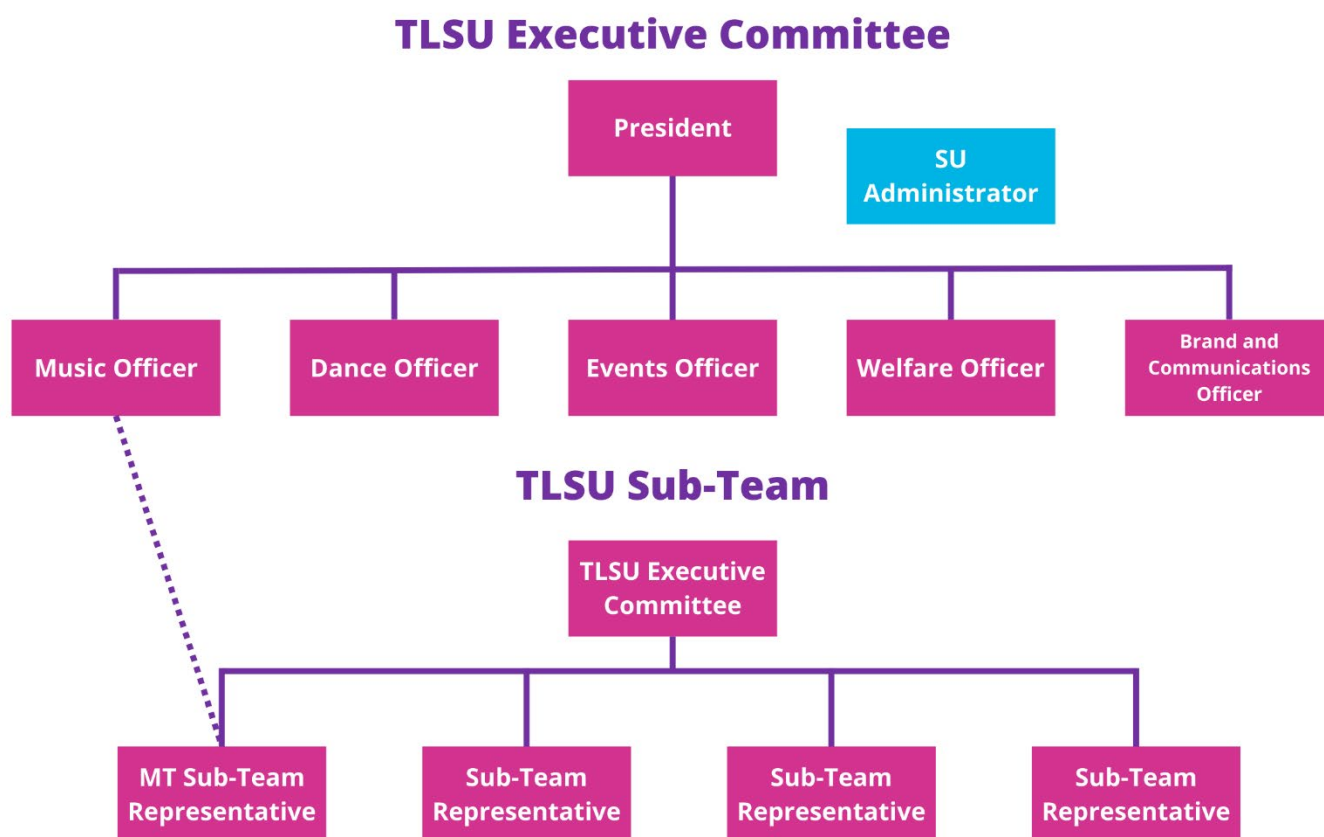
What positions can you apply for? (Application Only)

TLSU Sub-Team:

- Musical Theatre Sub-Team Representative
- Events Sub-Team Representative
- Welfare Sub-Team Representative
- Academic Sub-Team Representative
- Additional Sub-Team Representative (*If MT position is not filled*)

Note: Officer positions are voluntary but eligible for a performance-based termly honorarium, not a salary. Sub-Team Representatives are eligible for a performance-based honorarium.

The SU Structure



The President earns £24,000 p/a as a salary.

Officer positions are voluntary, but there is the potential to be awarded an honorarium.

The amount for Officers is up to £1,200p/a.

See on the next page the available positions and their responsibilities.

TLSU Executive Team Officers

Officers are eligible for a termly honorarium of £400. If officers do not fulfil the requirements of their position, then they may not receive the full amount.

Dance Officer

This role should be filled by a student of the Dance Faculty. This role is part of the TLSU Executive Team and reports to the President.

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Share responsibility for the day-to-day running, overall wellbeing and administration of TLSU.
- Attend committee meetings delegated to you by the President.
- Ensure that all social events, classes and TLSU activities are well publicised to every Trinity Laban student.
- Organise regular classes and workshops to compliment dance faculty students' specific programmes.
- Be responsible for the day to day running of the dance student union office when the President is not available.
- Support the TLSU team throughout the year.
- In conjunction with the President, be responsible for dealing with dance students' concerns, aspirations and problems in relation to their courses at Trinity Laban and represent them at relevant meetings.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Meet as necessary with appropriate members of Trinity Laban staff to develop and/or maintain a system for the election of Student Representatives.
- Maintain in close contact with Dance Faculty Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Hold regular Academic Dance Team meetings, and invite the student representatives along.
- Ensure that the dance students are happy with the academic provision from the college and make sure that the Student Body is represented on as many sub-committees and course boards as possible.
- Attend all dance undergraduate and postgraduate course committee meetings.
- Ensure that the Undergraduate and Postgraduate Dance Officers are supported in their roles.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President that have relevance to the position. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Undertake all tasks delegated to you by the President.
- Take initiative in the development and improvement of TLSU, putting your ideas forward to the TLSU Executive Committee.
- Present half-termly verbal and termly written reports on your progress in the role to the President and SU Administrator.
- Accept all duties enumerated throughout the Constitution where relevant to the position of Dance Officer of TLSU.
- To join student disciplinary panels as appropriate

Welfare Officer

This role can be filled by any student. This role is part of the TLSU Executive Team and reports to the President.

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Share responsibility for the day-to-day running, overall wellbeing and administration of TLSU.
- Ensure the views of students from minority groups are represented in all of TLSU's work.
- Represent, where necessary, members of TLSU that together form a minority group within the student body.
- Oversee activities relating to financial hardship, funding and employment issues.
- Support and champion campaigns and activities on welfare issues (including mental health, sexual health, personal safety, and others).
- Work with and promote Trinity Laban support services, such as Student Services, the Health Centre, Learning Support and the Counselling Service.
- Be available for the Freshers' Fortnight to help with the running of events and welcoming students to Trinity Laban.
- Take an active role in any welfare and sustainability campaigns and promote these to students.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President that have relevance to the position; including the Sustainability Working Group. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Undertake all tasks delegated to you by the President.
- Take initiative in the development and improvement of TLSU, putting your ideas forward to the TLSU Executive Committee.
- Present half-termly verbal and termly written reports on your progress in the role to the President and SU Administrator.
- Accept all duties enumerated throughout the Constitution where relevant to the position of Welfare Officer of TLSU.
- To facilitate all EDI based events in conjunction with The Events Officer and The Brand and Communications Officer
- Act as an approachable, friendly contact point for international students, referring them to the appropriate professional services, both internally and externally, and monitoring their progress.
- Raise awareness of any disadvantages suffered by international students in their education and welfare with the authorities of the college and campaign for remedial action.
- Promote the interests of international members within the Students' Union and ensure that international students are participating in activities they enjoy.
- Welcome all Turing scheme, or foreign exchange, students and help them to adjust to life at TL.
- Ensure that the views of LGBTQ+ students are represented in all of TLSU's work.
- Act as a general point of contact for all students who identify as part of the LGBTQ+ community at TL.
- Work with TLSU to raise awareness of relevant LGBTQ+ campaigns, e.g. LGBTQ+ History Month.

- Ensure that the views of students from minority backgrounds are represented in all of TLSU's work
- Represent any member of TLSU who experiences racism. In the Equality Act 2010, race means your colour, or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality
- Be responsible for representing issues facing disabled students at Trinity Laban and to encourage the participation of these students in the work of TLSU and the life of TL
- To join student disciplinary panels as appropriate.

TLSU Sub-Team

Sub-Team Representatives are eligible for a performance-based honorarium at the discretion of the TLSU Executive team.

Musical Theatre Sub-Team Representatives

This role should be filled by a student of the Musical Theatre Department. This role is part of the Sub-Team and reports to the TLSU Executive Team.

- Assist the TLSU Executive Committee with general SU matters including, but not limited to, event coordination and setup, and the production of student resources.
- Add to the breadth of student representation within TLSU.
- Engage in all TLSU Campaigns, Events and Business as the executive committee sees fit.
- Contribute feedback to the TLSU Executive Committee and wider TL community on TL matters.
- To act in consideration of recommendations made by Officers and the President of TLSU.
- Supply information to, but shall not attempt to counsel, students who have welfare concerns respecting confidentiality at all times. When necessary, shall refer students to the Trinity Laban's Counselling and Student Support team or other relevant organisations.
- Keep in close contact with the Musical Theatre Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Attend all Musical Theatre Programme Committee meetings, and Musical Theatre Student-Staff Liaison Groups.
- Whilst being specifically assigned to a role, be required to work with other members of the TLSU Executive team to support them with their work as required.

Events Sub-Team Representative

This role should be filled by any student. This role is part of the Sub-Team and reports to the TLSU Executive Team.

- Assist the TLSU Executive Committee with general SU matters including, but not limited to, event coordination and setup, and the production of student resources.
- Add to the breadth of student representation within TLSU.
- Engage in all TLSU Campaigns, Events and Business as the executive committee sees fit.
- Contribute feedback to the TLSU Executive Committee and wider TL community on TL matters.
- To act in consideration of recommendations made by Officers and the President of TLSU.
- Supply information to, but shall not attempt to counsel, students who have welfare concerns respecting confidentiality at all times. When necessary, shall refer students to the Trinity Laban's Counselling and Student Support team or other relevant organisations.
- Be specifically assigned to working with the Events Officer by supporting them in their duties in fulfilling their role which can include, but not limited to, event management, planning, bar stocking, and working with TLSU Societies to achieve their goals.
- Whilst being specifically assigned to a role, be required to work with other members of the TLSU Executive team to support them with their work as required.

Welfare Sub-Team Representative

This role should be filled by any student. This role is part of the Sub-Team and reports to the TLSU Executive Team.

- Assist the TLSU Executive Committee with general SU matters including, but not limited to, event coordination and setup, and the production of student resources.
- Add to the breadth of student representation within TLSU.
- Engage in all TLSU Campaigns, Events and Business as the executive committee sees fit.
- Contribute feedback to the TLSU Executive Committee and wider TL community on TL matters.
- To act in consideration of recommendations made by Officers and the President of TLSU.
- Supply information to, but shall not attempt to counsel, students who have welfare concerns respecting confidentiality at all times. When necessary, shall refer students to the Trinity Laban's Counselling and Student Support team or other relevant organisations.
- Be specifically assigned to working with the Welfare Officer by supporting them in fulfilling their duties in fulfilling their role which can include, but is not limited to, assisting in planning all EDI related posts and events as well as supporting TL's International, LGBTQ+, Diverse and Disabled Students.
- Whilst being specifically assigned to a role, be required to work with other members of the TLSU Executive team to support them with their work as required.

Academic Sub-Team Representative

This role should be filled by any student. This role is part of the Sub-Team and reports to the TLSU Executive Team.

- Assist the TLSU Executive Committee with general SU matters including, but not limited to, event coordination and setup, and the production of student resources.
- Add to the breadth of student representation within TLSU.
- Engage in all TLSU Campaigns, Events and Business as the executive committee sees fit.
- Contribute feedback to the TLSU Executive Committee and wider TL community on TL matters.
- To act in consideration of recommendations made by Officers and the President of TLSU.
- Supply information to, but shall not attempt to counsel, students who have welfare concerns respecting confidentiality at all times. When necessary, shall refer students to the Trinity Laban's Counselling and Student Support team or other relevant organisations.
- Be specifically assigned to working with the Academic Officers (Music & Dance) by supporting them in fulfilling their duties in fulfilling their role which can include, but is not limited to, giving student feedback on programme experience, help ensure student issues from an academic perspective come to light and ensuring the student body is represented in as many sub-committees as possible.
- Whilst being specifically assigned to a role, be required to work with other members of the TLSU Executive team to support them with their work as required.

Sub-Team Representative (If MT Sub-Team isn't filled)

This role should be filled by any student. This role is part of the Sub-Team and reports to the TLSU Executive Team. This position exists in the event that the Musical Theatre Sub-Team Representative is not applied for)

- Assist the TLSU Executive Committee with general SU matters including, but not limited to, event coordination and setup, and the production of student resources.
- Add to the breadth of student representation within TLSU.
- Engage in all TLSU Campaigns, Events and Business as the executive committee sees fit.

- Contribute feedback to the TLSU Executive Committee and wider TL community on TL matters.
- To act in consideration of recommendations made by Officers and the President of TLSU.
- Supply information to, but shall not attempt to counsel, students who have welfare concerns respecting confidentiality at all times. When necessary, shall refer students to the Trinity Laban's Counselling and Student Support team or other relevant organisations.
- Work with all Executive Officers as needed by supporting them in fulfilling their duties in fulfilling their role.

Note: *Sub-Team Representative positions are applied for and not elected. For more information on the application process please view Appendix I Part 2 of the TLSU Constitution. An email will be sent post-election with application information.*

Manifesto Rules

When applying for a position on the SU you must also submit a manifesto. There are some rules set out in our governing document, the constitution, which tell you what you can and cannot do. It is very important you read and abide by these rules. The following is taken from Schedule I to the TLSU constitution:

1.7 Manifestos and Publicity:

- 1.7.1 Candidates may produce a manifesto of no more than one side of A4 paper.
- 1.7.2 Candidates may also use posters, social media and emails for their campaign.
- 1.7.3 No manifesto or written matter on social media and email may mention any other Member of TLSU, and may not make, explicitly or implicitly, any false, libellous or offensive statements.
- 1.7.4 Before publication, all manifestos must be approved by the Returning Officer.
- 1.7.5 Manifestos shall be displayed by appropriate media of communication, such as posters, via email, website, social media and any other form that the Returning Officer feels is suitable. Hard copies shall be kept in the offices at King Charles Court and Creekside and shall be available upon request.
- 1.7.7 The Returning Officer, in consultation with the SU Executive, shall approve arrangements for candidates to have equal opportunities to publish posters and other promotional materials. Any posters must comply with building regulations. The material of any poster must be non-defamatory and without reference, explicit or implicit, to other Candidates. All posters must be approved and signed by the Returning Officer before being posted.
- 1.7.8 Removal of posters without the permission of the Returning Officer or his/her assistant(s) acting under this Clause of the Constitution is strictly prohibited.
- 1.7.9 Once all manifestos have been received, and at least one working day before voting opens, the Executive Committee will organise a hustings at which the Candidates running for a sabbatical position can address the Student body. This will take the form of a small individual spoken presentation from each Candidate and a subsequent Q&A session chaired by a member of the Executive Committee.
- 1.7.10 A student may not be nominated for more than one post in the same election.
- 1.7.11 Voting for the posts of TLSU Committee shall take place via the student learning platform (moodle) which is setup and monitored by the Returning Officer.

1.7.12 All full Members of TLSU are eligible to vote in TLSU elections.

1.7.13 Members who are unable to vote because of illness or unavoidable absence may nominate a member to act as a proxy or email their vote. The proxy may cast a vote on production of written authorization from the absent member. If they choose to email their vote, they will send this to the Returning Officer.

1.7.14 Voters shall have the option to reject all the candidates and to call for the reopening of nominations (RON).

**You are advised to read the constitution before you stand for election.
You can find a copy of it here: <http://tlsu.org/about/constitution>**

Every candidate should make each of their campaigners aware of the election rules stated above as candidates can be disqualified if rules are broken on their behalf. On the next page is a handy guide on how and what to put in a manifesto.

Building a Manifesto

Top 10 Manifesto Writing Tips

Your election manifesto is your chance to tell people why they should vote for you and what you'd do if elected. It outlines the positive change that you will bring for students. Whilst campaigning, meeting people, debates and promotional stunts may convince some voters, for many it is the candidates' manifestos that will help them decide who to vote for. Students at Trinity Laban are more likely to be encouraged to vote on issues that directly affect them.

Here are ten top tips to consider when writing your manifesto:

1. Describe **benefits not features**

People want to know why your good idea is such a good idea, how will you make things better/cheaper/faster/bigger/whatever? One of your policies might be to improve lighting on campus (that's a feature) but make sure you mention that this will make people feel safer and reduce the threat of crime (they're the *benefits*).

By describing the benefits of your ideas you're helping people understand why their lives would be better if you were elected and helps them think about why they should vote for you.

2. Ask existing officers for their **feedback**

Once you've come up with some ideas try to chat to existing officers. These guys have a really unique insight into the role that you want to do. They can give you feedback on your ideas and it might help generate some new ones!

3. Make sure you know **the role**

Have a look through the role description for the position you're running for. What sort of things would be your responsibility if elected? These are the things you're most likely to be able to influence plus these are the things that people want to know about. Think about the type of people who might be particularly interested in voting for your position and make sure you mention something for them.

4. **Stand out from the crowd**

Every year people put the same sort of things on their manifesto; increase participation, try to get more money for X, Y and Z, make the union more relevant. The fact is, generally no one is going to say the *opposite* of these things so it's almost pointless putting them in. Students scanning through manifestos are more likely to pay attention to the candidates that stand out so make sure you include all your best ideas.

5. Include something for **everyone**

Think about the different sorts of people that might vote in the elections and try to include something for them in your manifesto. Make sure you don't use jargon and acronyms that won't make sense to most people so everyone can understand what you're talking about.

6. **Don't** get too carried away!

Sometimes it can be easy to get carried away and start making promises left, right and centre but don't forget that if you're elected you're actually supposed to work on the things you included in your manifesto! Don't put things into your manifesto if you have no intention of following through on them. This is another reason to speak to the current officers ahead of campaigning, they can help you come up with realistic election pledges.

7. Find out what **students** want

Ask around to see what students actually want, try housemates, people on your course - you might be surprised at the ideas this generates. Find out if you can get results from surveys carried out by your students' union (if you ask them nicely they should be able to come up with some information for you), have a look at students' concerns and think about how you could address these.

8. It is not a **"normal"** job

When applying for a 'normal' job you go through the experience and skills they're looking for and explain how you fit those. The sabbatical officer election process is quite different - people are more interested in your ideas necessarily whether you're qualified to carry them out. By all means mention any relevant experience you have but try to make it relevant and don't make it at the expense of space for your amazing ideas.

9. Be **realistic and ambitious**

Your manifesto should be realistic - don't promise to lower prices and increase spending on everything, usually those two don't work well together! Don't make promises you can't keep as it can damage your reputation and that of the union. Equally though, be ambitious - just because someone says something isn't possible it doesn't mean you can't try it. Find yourself a balance between the two extremes.

10. Know the **rules**

No use coming up with something amazing if you're over the word limit or break another rule. Make sure you know what you are and aren't allowed to include in your manifesto, any word/size limits and how to submit it.

To run for a position, you will need to submit the following to g.lewis@trinitylaban.ac.uk ...

- Your manifesto (Word document or PDF)
- A recent headshot
- A completed nomination form

By Monday 26th June @ 10pm

Before campaigning begins on Tuesday 27th June there will be a candidates' briefing. You must attend this meeting. This is where the rules of the election will be explained. This will take place at 8am via Teams.

If you have any questions, please email: g.lewis@trinitylaban.ac.uk

GOOD LUCK!

If you wish to run for the TLSU Sub-Team, applications can be submitted until 10pm on Monday 26th June.