
Activities Elections: Sports Clubs & Societies

Why do we hold Elections?

Activities Elections are part of the SU's democratic process. Every Sports Clubs and Society is required to partake in the elections for their Student Group to continue to run into the next academic year.

The official Activities Elections period will commence towards the end of the academic year, often occurring March to April.

Your Sports Club or Society must hold an Annual General Meeting (AGM) to discuss how your year has gone and how things can improve for the next academic year. We then hold online elections for all active Sports Club and Society members to elect students to be a part of their new committee.

Essential Steps to Hold Your Elections

When the Activities Elections period is about to start, you will receive an email from the Student Activities Team to complete your Role Request Form.

Online Elections: elections will run through the Students' Union website. If for any reason you don't feel that you are able to hold your elections via the online process, please contact the Student Activities Team to discuss this.

Selecting Roles: you will need to provide the list of committee roles that you are opening posts for. All committees will include the three core roles, so these won't need to be requested, but will be required. You will provide this via the 'Online Election Committee Roles Request Form'.

Setting Dates: Your AGM should be held within the Activities Elections period. The Students' Union will provide the following for your online election:

- Date/Time Nominations Open
- Date/Time Nominations Close
- Date/Time Voting Opens
- Date/Time Voting Closes

During the Activities Elections Period

Encourage your members: It is essential that you are encouraging your members to put themselves forward for nominations, so you have a full committee for the next academic year. You are required to have the full committee with all the core roles.

Reminding your members: It is important that you remind your Club or Society with all the dates of when the nomination and voting periods are, so they don't miss their window to nominate themselves or to cast their votes.

After the Activities Elections Period

Results: The Student Activities Team will inform the Chair of the Club/Society of their results, and the Chair must share these with the committee and their members.

Committee Details: After the full committee is elected, you will need to send over a completed form of the new committee's details. This will be added onto the contact details database, so they receive information regarding Student Activities and have access to the Club or Society webpage.

Organise Handover: The outgoing committee will need to hold a meeting with the new committee to pass on relevant information, such as key information and tips, e.g., best practice for marketing at Welcome Fair.

Annual General Meetings (AGMs)

We would recommend that you hold your AGM during the voting period of Activities Elections. This allows enough time for the current committee to handover to the new committee.

At the AGM, all members that wish to stand in the online elections are entitled to give a short speech explaining why they think they are suitable for the position. The Chair should then remind members how they can vote online and the voting deadline.

We understand that every student group is unique with different needs, and some will therefore see more benefits than others will, however all Student Groups will benefit from the following by using our online election system:

- Increased voting turnout
- Better transparency during the counting process - we count them for you, and email you the results
- Less paperwork for committees - you don't need to handle ballot papers, as this is done centrally through the website