



Society and Club Election Rules

Updated November 2025



Society and Club Election Rules

1 Key Principles

- 1.1 Every Society and Club must hold annual elections for all Exec roles.
- 1.2 Annual elections for Society/Club Exec need to be completed before **Week 9 of Term 2** unless given **written consent** by the SU to have this deadline extended.
- 1.3 You cannot hold interviews, select or appoint any Exec members – if you do any of these processes the member cannot be recognised as an Exec and you may face a sanction as outlined in Bye-law 5. This includes representative roles which are elected to ensure communities within Societies/Clubs are properly represented. The only exception to this is up to two members can be co-opted into an Exec position for up to 10 term weeks.
- 1.4 If you hold elections outside of the SU system, **you must** provide a **proof of election** (see [here](#)).
- 1.5 Only standard members of your Society or Club can run and vote in elections.
- 1.6 No candidate may use Society or Club resources to promote their campaign.
- 1.7 In their role as a current Exec member, no Exec member may promote or use Society or Club resources, or their position to promote any standing candidate over another or their campaign.
 - a. For clarity, an Exec member may talk about their position as part of a campaign, but not endorse a candidate in their capacity as Exec.

2 Pre-Election

- 2.1 Changing the composition of your Exec must be done before the election nominations open.

2.2 The SU is the official Returning Officer (RO) for all Society and Club elections.

2.3 You must appoint a Deputy Returning Officer (DRO) to oversee the election. This person must be neutral with no conflict of interest.

2.4 Members must be given at least 14 days' notice of the election date by email circulation, as well as a social media post where possible. This should include:

- a. The positions open for election.
- b. The nominations period and how a member can nominate themselves.
- c. The voting period and how a member can vote.
- d. How members who cannot attend (abroad, part-time) can participate (hybrid options/proxy voting etc...).

2.5 The nominations period must be open for at least 7 days and can only open once all members have been notified of the election date.

2.6 All members must have an equal opportunity to access hustings and voting:

- a. You must ensure elections are inclusive and accessible.
- b. Elections should be accessible in the English language.
- c. You must allow members who are studying abroad, distance learning, part-time, or unable to attend to vote.
- d. All standard members who have held memberships for at least 14 days can stand for an election position.
- e. All positions must hold their own separate elections.
- f. Associate or alumni members cannot stand or vote.

2.7 For representative roles, voting can be limited to relevant groups (e.g. self-defining women for Women's Officer, or first-year students for Freshers' reps).

2.8 Slates are NOT permitted.

- a. A slate is defined as a group of candidates running together for different positions on the same platform of ideas, e.g. the same manifesto or campaign resources.

3 Voting

- 3.1 Votes must be cast and counted using a First Past the Post or Single Transferable Vote system. If requested, a secret ballot must be held.
- 3.2 Voting must reach quorum, which is 7 percent of your membership or 5 members, whichever is greater (unless your Constitution sets it higher).
- 3.3 The minimum quorum does not apply to elections for representative roles.
- 3.4 Re-Open Nominations (R.O.N.) must be a candidate for all positions being elected.
- 3.5 If R.O.N. is elected to a position, then nominations for that post must be re-opened at a later date.
- 3.6 All standard members who have held membership for at least 14 days are eligible to vote.
- 3.7 Votes should be counted by the DRO.
- 3.8 The RO must approve the election for the results to stand.
- 3.9 Society/Club members should receive the provisional results no later than 7 working days after voting closes.
- 3.10 Results are provisional for 7 working days after members are notified to allow for complaints.
- 3.11 Throughout an election, all candidates must adhere to the following principles of acceptable conduct:
 - a. Do only what other candidates have an equal opportunity to do.
 - b. Treat all students, candidates and staff members with respect.

- 3.12 Unacceptable conduct during elections includes but is not limited to any of the following practices:
- a. The defacement of or interference with a candidate's publicity.
 - b. Bribery of voters or election officials.
 - c. Threatening behaviour or harassment of voters or election officials.
 - d. Producing offensive or defamatory publicity.
 - e. Preventing the free and confidential exercise of a vote by voters, including the improper use of mobile devices.
 - f. Compromising or interfering with the integrity of the election.
- 3.13 Public scrutiny of candidates is allowed, but only when facts can be reasonably believed to be true. For example, criticism of an exec member's record in their role, or statements they have made, is valid, but baseless claims about candidates are strictly prohibited.
- 3.14 Students can publicly endorse and encourage their peers to vote for RON.

4 After Elections

- 4.1 Proof of election must be submitted for elections run externally to the SU system containing:
- a. The format/site used for election (e.g. paper ballots, Google forms etc.) and a brief outline of the process used to nominate candidates and collect votes.
 - b. List of positions up for election & successful candidates.
 - c. Timeline of election: dates of announcement to members (with at least 14 days' notice for voting), dates of the nomination window (at least 7 days) and voting (if online, at least 48 hours).
 - d. Minutes of any meeting/voting (If in a Teams call or equivalent, you could alternatively provide a recording or transcript of the meeting). This will include the number of votes cast for each candidate.

4.2 Your proof of election must be submitted with your handover pack.

5 New Society/Club Elections

5.1 There is a one-year amnesty for elections for new societies/clubs.

- a. For example, if the Society is created in the academic year 2023/24, that year's Exec would not have to be elected. For the 2024/25 academic year their Exec would have to be elected and follow the process outlined above.

6 Resignations and Co-options

6.1 If an Exec member resigns for any reason, is subject to a successful vote of no confidence, or a non-core Exec role is left unfilled after the election period, the Exec can co-opt an individual to fill the role for a maximum of **10 weeks of University term time**.

- a. An individual Exec role can only be co-opted once in the exec cycle.
- b. The Society/Club must run an election for the role within these 10 weeks.

7 Appendix: Election Appeals Process

If a Society or Club member believes that a Society or Club election was not conducted fairly or that something happened which may have compromised a free and fair process, they can submit an appeal.

To submit a complaint, follow the process:

Step 1: Contact the Student Voice Team

- Email studentvoice@warwicksu.com as soon as possible after the election result is announced.
- Include your name, the Society or Club involved, and the role in question.
- Clearly explain what went wrong and how it may have affected the fairness of the election.
- Attach any supporting evidence (e.g. screenshots, messages, campaign materials).

Step 2: Acknowledgement

The Student Voice Team will confirm receipt of your appeal within 3 working days.

Step 3: Initial Review

Your appeal will be reviewed against the SU's election rules and guidance.

- The team may request additional information or statements from those involved.
- If the issue is procedural or minor, mediation may be offered first.

Step 4: Decision & Outcome

Once the review is complete, you'll receive a written outcome explaining:

- Whether the appeal was upheld or not.
- Any action to be taken (e.g. re-run of election, disqualification, or no further action).

Step 5: Final Step

If you're not satisfied with the outcome, you can request a final review by a senior member of the SU staff team.