

SHAPE OUR UNION

Spring Elections 2019

Student Officer Handbook

#kclsuSpringElections

kclsu.org/elections

kclsu
Our Students' Union

Contents

03	Introduction
03	Key dates
04	The roles
04	Overview
06	Terms, benefits and support in the role
07	Election process
07	Step by step guide
08	Code of conduct
09	Expenses
09	Support for candidates
10	Advice for students – specific information for:
10	International students
11	Postgraduate students
11	Disabled students
11	Students with dependents
12	Health students
13	Appendix 1: KCLSU Trustee Role Description
15	Appendix 2: KCLSU Trustee Code of Conduct
17	Appendix 3: Candidate Expenses form
18	Appendix 4: Visa requirements
19	Appendix 5: KCLSU Elections and Referenda Disciplinary Procedures



Being a Student Officer also allows you to make decisions independently, run campaigns you are passionate about and do something completely different, which is something I really valued! But most of all- it is fun and you'll love it!
Jack Haywood, VP Education (Health) 2016-17

Introduction

If you're reading this, then you're probably interested in becoming a Student Officer. Deciding that you'd like to participate in the 2019 Student Officer Elections is the first step, and we've created this guide to help you through the process. If you're still unsure, this guide has lots of information that'll help you make the best decision for you.

There are six Student Officer roles that students can nominate themselves for. All the Officers have access to powers such as time, funding, support, training, development, connections at King's, and more to help lead KCLSU and make a real impact for all King's students. As well as representing fellow students, it's a terrific opportunity to make valuable connections at King's and sit on the Trustee Board of a multi-million pound charity.

Check out the rest of the guide for detailed descriptions of the roles, tips about the election process, and answers to many of your questions. If you have more questions, email us at elections@kclsu.org and we'll help you out.

Key dates

Event	Date and time
Nominations open	Monday 28 January, 10am
Nominations close	Friday 15 February, noon
Candidate briefings for Student Officer candidates It is compulsory to attend a briefing for the full-time sabbatical Student Officer roles – if you cannot attend either date, please contact elections@kclsu.org to arrange an alternative These briefings include a photoshoot so we can use the images in the Spring Elections marketing material.	Friday 15 February, 5.30pm-6.30pm Activity Room D, Bush House, 8th Floor, South East Wing Or Monday 18 February, 12pm-1pm Activity Room 5, West Wing, Guy's Campus
Campaigning and manifesto writing training (not compulsory)	Tuesday 19 February, 1pm-2pm Activity Room 1, West Wing, Guy's Campus Or Wednesday 20 February, 5pm-6pm Activity Room E, Bush House, 8th Floor, South East Wing
Spotlight Session on being a Trustee (not compulsory)	Thursday 21 February, 5.30pm-6.30pm, ARD, Bush House
Candidates announced and campaigning begins	Monday 25 February, 10am
Voting open	Monday 4 March, 10am
Deadline for handing in expenses (send to elections@kclsu.org)	Wednesday 6 March, 12pm
Voting closed	Thursday 7 March, 5pm
Results announced	Friday 8 March, 5pm, The Shack



You will meet people whilst you are campaigning that you don't know but who really want to support you, you become more confident in your own values, and if you do end up winning there are so many opportunities to improve the things that nagged you throughout your degree, and also wider issues both inside King's and outside.

Nadine Almanasfi, President 2015-16

The roles

Overview

As a Student Officer, you'll lead KCLSU - a democratic charity that represents over 30,000 students and employs over 150 members of staff. You'll also sit on the KCLSU Board of Trustees, the highest level of decision-making within the Union. The Student Officer roles are full-time, paid positions; if you are not currently in your final year, you will take a sabbatical year from your studies.

There are six Student Officer positions to choose from:

President

Chair of KCLSU Trustee Board, providing leadership for KCLSU and for the Board, also responsible for performance managing the KCLSU Chief Executive. Attends the National Union of Students' National Conference as KCLSU's lead delegate. Attends King's College London's Council as a member of the Council.

Vice President Activities & Development

Lead Officer for the development of student activities, societies and clubs.

Vice President Education (Arts & Sciences)

Lead Officer for the educational experience of students in the Arts & Sciences faculties.

Only students from the faculties of Arts & Humanities, Law, NMS or SSPP can stand for this role.

Vice President Education (Health)

Lead Officer for the educational experience of students in the Health faculties.

Only students from the faculties of Dentistry, Life Sciences & Medicine, IoPPN or Nursing & Midwifery can stand for this role.

Vice President Welfare & Community

Lead Officer for the development of student wellbeing and under-represented student communities.

Vice President Postgraduate

Lead Officer for the development of postgraduate student life.

Only postgraduate students can stand for this role.

For the full guide, eligibility and nominations procedure, manifesto guidance and campaign rules, go to kclsu.org/elections.

All the Student Officer positions involve:

Engaging with students

- Build networks and friendships with students, connecting with our members across King's College London.
- Proactive engagement with students day-to-day, both remotely and in person.
- Develop initiatives and opportunities to widely engage students throughout the year.
- Attend and support relevant student meetings and events.



The roles are a great opportunity to learn about leadership, to help improve King's and its future, and to develop your own career potential. I have worked with great Student Officers and I couldn't do my job effectively without their support. Please do come forward!

Evelyn Welch, Provost/Senior Vice President (Arts & Sciences)

Building student communities

- Join with student groups and support student-led activities, building and strengthening inclusive student communities.
- Promote liberation, faith and culture at King's College London, celebrating our diversity and working with students and student leaders to build an inclusive Students' Union.
- Encourage, celebrate and work together with existing and emerging student activities, societies and clubs.
- Strengthen and promote student-led activity that builds student communities locally and across King's College London.

Amplifying student voices

- Build partnerships between students, KCLSU, King's College London and external bodies; encouraging and developing student views and working to improve experiences for students.
- Work with student leaders and Associations, developing and supporting them to effectively engage with their student community, King's and KCLSU.
- Attend King's College London academic and estates committees, ensuring a student perspective on proposals for discussion, scrutiny and decision.
- Create partnerships between students, King's and KCLSU that propose, receive and develop initiatives together, improving the experiences of students now and in the future.

Empowering student-led campaigning

- Together with students, campaign for the education and welfare needs of our academic, liberation and international student communities.
- With students, develop and deliver lead campaigns and manifesto pledges.
- Empower and support students who want to make change with and for King's students.
- Build a student-led campaigning culture across King's College London.

Developing a student-led Union

- Together with students, lead and develop a Union that serves the needs of all our members and student communities.
- Lead the student perspective on developing KCLSU functions, services and provisions for students, ensuring an accessible, engaging and inclusive Union.
- Ensure KCLSU student-led decision making is inclusive, effective, transparent and accountable, empowering students to lead and shape their Union.
- Facilitate KCLSU's relationship with our students, King's College London, National Union of Students, the media and other external bodies.

Trustee of KCLSU (see full Trustee role description in [Appendix 1](#))

- Trustees sit on the Trustee Board, the highest level of decision-making at KCLSU. Trustee responsibilities include making sure that our Union sticks to a clear vision, mission and values and ensuring that KCLSU complies with all legal, financial and regulatory requirements.
- The Trustee role is not representative, as trustees need to be objective when making financial and legal decisions on behalf of KCLSU.
- Being a Trustee means you'll experience a level of responsibility and development that employers really value, such as business/ customer awareness and problem solving. By nominating yourself, you'll be agreeing to the Trustee Code of Conduct ([see Appendix 2](#))



Student officers play a crucial role in the life of the university. As well as providing leadership for student-led activities, they provide a clear voice for students in wider university issues. The experience gained is invaluable also in giving insights into how complex organisations run which may be helpful in a career sense. I encourage all interested students to consider running for election.

Ed Byrne, King's Principal

Terms, benefits and support in the role

- Salary £23,995
- 25 days annual leave (38 including bank and public holidays and office closure days)
- We can offer flexible working hours for students with dependents – please email elections@kclsu.org if you would like to discuss this.
- Term: 1 July 2019 to 31 July 2020

Support you'll get in the role

You don't need any prior experience to become a Student Officer – just the experience of being a student at King's College London. We'll provide you with all the training and support you will need.

This includes:

- NUS Lead and Change conference.
- Other NUS conferences that are relevant to your role (e.g. Liberation).
- Full Student Officer induction programme over the summer.
- KCLSU Learning and Development programme.

Training period

Over the period 1 July – 31 August, Officer training takes place. For incoming Officers, no annual leave is allowable during July. Any unmovable needs for annual leave must be communicated to KCLSU by 1 May 2019. This will ensure that Officer Induction can be planned and any absences accounted for.

KCL study commitments during this period will be managed outside annual leave processes and should be discussed ahead of time with KCLSU and your departments. There are options to defer studies and work flexibly, but these will be arranged on a case-by-case basis.

Eligibility:

As a Student Officer, you will also be a Trustee of KCLSU. You may not be eligible if you:

- Are under 18 years old
- Have an unspent conviction of any offence involving deception or dishonesty
- Are an undischarged bankrupt
- Have made compositions with your creditors and have not been discharged
- Have at any time been removed by the Commissioners or by the Court in the UK from being a Trustee because of misconduct
- Have failed to make payments under the County Court Administrators' Orders
- Are a member of KCLSU Student Staff. You can remain a member of staff until your Student Officer post begins on the 1st of July.

If you have any concerns about your eligibility, please contact elections@kclsu.org.



Whatever job I apply for, I can always bring something from my time as a Student Officer. I can say that I was able to write bids, that I'm good at communicating...everything I've done, I've been able to tailor it to all the different jobs I've applied for."

Fran Allfrey, former VP Student Officer, 2011-2012

Elections process

Step by step guide

1. Nominate yourself

- Once nominations open at 10am on Monday 22 January, log in, go to kclsu.org/elections, click on the relevant position and then 'Stand in Election'
- Ensure your details are correct and click 'Save'
- Update your self-defining status if you need to
- Scroll down to the position that you wish to stand for and click 'Stand'

2. Attend a briefing

Attend a candidate briefing on Friday 15 February, 5.30pm in Activity Room D in Bush House or 12pm on Monday 18 February in Activity Room 5, Guy's Campus.

You are required to attend a briefing, so if you can't make either session, email elections@kclsu.org as soon as possible.

At the briefings we'll go through the elections process, code of conduct, campaigning tips and support.

3. Write your manifesto

Once you've nominated yourself to stand, you have the opportunity to upload your written manifesto:

- Log in, go to kclsu.org/elections, and then scroll down to click on 'Review Nominations'
- Scroll down to 'Upload' under 'Manifesto'
- You can upload a picture of yourself by clicking 'Choose File' and then 'Upload' – please ensure this is a large picture of a high quality
- You can write your manifesto directly into the textbox
- You can embed YouTube videos by clicking the YouTube icon on the top toolbar:



- You can upload images into the manifesto box by clicking the image icon on the toolbar. Click 'Browse Server' and select your image. The image needs to be less than 1MB in size and in jpeg form.



- You can embed hyperlinks to other websites by highlighting the word you want to link from, and then clicking the hyperlink icon on the toolbar:



4. Get campaigning

Once candidates are announced at 10am, Monday 25 February, you can start campaigning! You can't start campaigning before candidates are announced – see the [Candidate Code of Conduct](#) below for more info.

5. Get votes

Voting opens at 10am on Monday 4 March and closes at 5pm on Thursday 7 March. King's students can vote by:

- Logging in
- Going to kclsu.org/elections
- Clicking on 'Vote now'
- Some positions require students to self-define in order to vote – they can do this by clicking 'Profile'.

The results will be announced from 5pm on Friday 8 March in The Shack and online shortly afterwards. If you have any questions, don't hesitate to get in touch at elections@kclsu.org

Candidate Code of Conduct

Taking part in a KCLSU election means following a code of conduct (agreeing to rules about behaviours and actions during the elections process). By nominating yourself, you'll have agreed to this code of conduct – we'll also be going through this in the candidate briefings.

Listed below are activities that are prohibited – doing any of them means that you may be liable to disciplinary action under the [Election/Referenda Disciplinary Procedure](#) www.kclsu.org/pageassets/policyzone/KCLSU-Elections-and-Referenda-Disciplinary-Procedures.pdf

Prohibited promotion of candidacy or campaign

- Campaign activity by candidate or campaign team before campaign period has begun
- Campaign publicity that is displayed in undesignated KCLSU and King's Spaces or without permission. Please see the list of designated areas at www.kclsu.org/elections/posters.
- Campaign publicity that causes damage to KCLSU or King's property
- Campaign spend exceeding the campaign spending limit.

Defamation of another candidate or campaign

- Tampering with another's campaign material
- Negative campaign activity in regards to another candidate or their campaign.

Anti-social and intimidating behaviour, or any violation of [KCLSU Safe Space Policy](#)

www.kclsu.org/pageassets/policyzone/KCLSU-Safe-Space-Policy.pdf

- Attempts by candidate or campaign team to influence or interfere whilst a student is casting their vote
- Campaigning activity that is disruptive to others
- Campaigning activity that uses disorderly, threatening, harassing or offensive behaviour or language; in person, in writing (including electronically) or orally
- Campaigning activity that uses intimidating or discriminatory behaviour or language; in person, in writing (including electronically) or orally
- Campaign activity that may have criminal and / or legal implications.

Prohibited endorsement

- Unauthorised use of KCLSU branding
- Permitting an employee of King's College London or KCLSU, to endorse a candidate or campaign through their position or by using privileges/access given to them as a member of staff
- Inviting a person who is not a member of KCLSU to campaign on King's or KCLSU premises
- Accepting sponsorship or donations either monetary or gifts in kind.

Expenses

If you choose to spend money on your campaign, the rules and processes for expenses are below.

The returning officer can request expenses at any time for any position, but will be proactive in requesting expenses for Student Officer positions.

- You can spend no more than £50 on campaign materials.
- In [Appendix 3](#) there is a Candidate Expenses Form which you should keep updated at all times, along with receipts for all expenses.
- The Returning Officer (an external adjudicator who oversees the elections) can request expenses at any time for any position, but will be proactive in requesting expenses for Student Officer positions.
- You can add to this form until the cap has been reached.
- You and your campaign team are not allowed to accept sponsorship or donations.
- **The deadline to hand in your expenses is midday on Wednesday 7 March. Candidates who do not hand in their expenses cannot get elected.**
- To hand in your expenses, scan your receipts and send a copy of your Candidate Expenses Form to elections@kclsu.org
- KCLSU will allow each candidate to claim back £25 in election expenses. This will be reimbursed following the end of the elections.

If you have any questions at all, don't hesitate to get in touch at elections@kclsu.org

Support for candidates

Running a campaign can be daunting, but it's also often a great experience - and a chance for you to meet the other candidates too.

Here's a few of the ways we'll be supporting you throughout the elections period, to make sure you enjoy your time as a candidate!

- **Training:** before the candidates are announced, we'll be putting on some workshops so that you can feel confident in your manifesto and your message – see the Key Dates section for details.
- **Welfare contact:** Adina Bernstein (adina.bernstein@kclsu.org) is your welfare contact - if you're feeling stressed or would like to talk about making sure you are looking after yourself during the election period, you can get in touch with her. She will check in with you during campaigning and voting week.

If you have any worries, questions or concerns, please email elections@kclsu.org – we are always happy to meet up in person or talk on the phone. If you have any worries, questions or concerns, please email elections@kclsu.org – we are always happy to meet up in person or talk on the phone.

Advice for students

Advice: International students

If you're an international student, you can run in the Student Officer elections – and we would encourage you to do so! You'll be able to work as a Student Officer under a Tier 4 visa, and KCLSU will help you to organise this and cover the costs (see [Appendix 4](#) for further information).

Working as a Student Officer at KCLSU is a fantastic opportunity to launch your career, wherever you are from, and wherever you are going. Throughout the year you'll gain invaluable skills and experiences that will help you to build your future career.

KCLSU can help you with sponsorship, and King's can offer support and advice on career planning through the [King's Careers & Employability](#), and on visas through the Advice Service.

King's College London Careers & Employability on why international students should run:

It's for international students, not just UK-based ones

As an international student, you have a lot to offer KCLSU. King's is an incredibly international community, and your cultural awareness and understanding of the challenges facing international students will be a huge benefit. Just coming to the UK to study shows that you have an international mind-set, and the confidence and bravery to move to a new country, to try something different, to take risks and to challenge yourself. Employers appreciate these attributes, and KCLSU are no different.

It doesn't matter what area you want to get into next

You don't need to be planning a career in politics to become a Student Officer at KCLSU. Previous Officers have gone on to work in the law, media, finance and a host of other sectors. Whatever you are planning next - or if you don't yet have a plan – a year's experience as a Student Officer is hugely rewarding and incredibly valuable on your CV.

It'll help to launch your career

You'll often hear employers speak about 'transferable skills' – skills which you've gained in one area of your life, which you can apply to another. You'll gain countless transferable skills from a sabbatical post, which employers are going to love. Here are just a few:

- **Leadership** – you'll be representing thousands of students and leading numerous teams.
- **Global thinking** – you'll be at the vanguard of King's increasing international focus. There's never been a more exciting time to work at King's if 'international' is on your agenda.
- **Communication** – you'll be talking (and writing) to hundreds of people from all kinds of backgrounds in many different situations. You'll develop the ability to do this which will benefit you throughout your professional life.
- **Influence and Networking** – you'll be working with senior professional and academic staff at King's and beyond, connecting with people who may be great contacts in your early career.



We often hear that you can't be what you can't see. As an Officer, you are a role model. You can have a big impact on other People of Colour who see you working as a representative and speaking on issues that affect our lives. Your visibility means that our issues are no longer "niche" or "side issues". It forces people to challenge their ideas of the "average student".
Rachel Williams, VP Welfare & Community 2016-17

Advice: Postgraduate students

Being a Student Officer offers valuable experiences for Postgraduate students – the opportunity to improve conditions for your peers, to sit on the highest College committees and influence University policy.

We are aware that most postgraduate years of study finish in September. If you have concerns about flexibility and finishing your students, contact us to discuss them on elections@kclsu.org

We recommend that you talk to your school about interrupting your studies and/or research, as they'll be best placed to discuss your situation.

If you're a Postgraduate Taught student, go to your Programme Administrator first – you can also go to your Head of Programme/Division/Department in the second instance, or Faculty/School/Institute PGT Lead as another resort.

If you're a Postgraduate Research student, go to your Supervisor in the first instance, and your Head of Graduate Studies in the second instance.

Advice: Disabled students

KCLSU is committed to promoting and developing equality of opportunity. If you have accessibility requirements, please come and chat to us about them – get in touch at elections@kclsu.org

Advice: Students with dependents

If you are a parent or have caring responsibilities, KCLSU can offer flexible working hours if you are successful in your campaign. Please do come and chat with us about your requirements – email us at elections@kclsu.org



Being an elected official is one of the most influential platforms in which students can help further the needs of our members. Our elected officers provide a vital service to their student members by representing their needs at various college committees and meetings. They ensure that the Students Union stays in touch with student issues as well ensuring that we stay true to our value of being student-led.

Denis Shukur , KCLSU Chief Executive



A sabbatical post provides an incredible opportunity to stretch yourself, develop new skills and better understand both a working environment and higher education in particular. The Vice President Postgraduate role has only existed for a couple of years and provides a postgraduate student with the opportunity to have significant influence on both the Masters and PhD student experience at King's. I enjoy working closely with the person in the role and encourage you to consider standing for election.

Nigel Eady, Director of Research Talent in the Centre for Doctoral Studies

Advice: Health students

If you are thinking about taking time out to work for KCLSU but feel you would not be suitable because you are on a vocational health course, then think again. It is possible for you to take a break to pursue other interests without compromising your career, in most cases. Usually, timing will be a key factor in your decision-making; taking breaks at the right time and under the right circumstances is imperative. You will also need to have confidence in your clinical skills and your ability to keep up with any professional development that may be required.

If you would like to discuss your plans to take time out to apply for a Student Officer role, then you can book to see one of the careers consultants at King's Careers & Employability. Contact careers@kcl.ac.uk or phone 020 7848 7134.

We are aware that many Health students will be on placement during the summer holidays, and you will be able to work flexibly around your placement during this time.

Contacts for Health students

Nursing and midwifery - Individual programme leader (contact elections@kcl.ac.uk if you don't know who this is)

Medicine - Janice Rymer Janice.rymer@kcl.ac.uk

Dentistry - Mark Woolford mark.woolford@kcl.ac.uk

Bioscience - Ian McFadzean ian.mcfadzean@kcl.ac.uk

Physiotherapy - Ian McFadzean ian.mcfadzean@kcl.ac.uk

Nutrition - Ian McFadzean ian.mcfadzean@kcl.ac.uk

Nutrition & Dietetics - Ian McFadzean ian.mcfadzean@kcl.ac.uk

Pharmacy - Ian McFadzean ian.mcfadzean@kcl.ac.uk

IoPPN TBC – Patrick Leman patrick.leman@kcl.ac.uk



I have had the freedom to focus my time on whatever I am passionate about. I have worked with so many amazing students, achieving so many amazing things. That is definitely the best part, seeing what students are able to achieve when they come together.

Sophia Koumi, VP Education (Health) 2016-17



Whether you interrupt or do it at the end of your course, being a Student Officer provides so many valuable skills and experiences that you can use to your advantage in your health studies and careers! Doing this role allows you to work with students, senior university staff, union staff and, at times, members of the public. This allows you to communicate with many different people which is great to prepare for a life in healthcare.

Jack Haywood, VP Education (Health) 2016-17

Appendix 1: KCLSU Trustee Role Description

Purpose

The Trustees are ultimately responsible, individually and collectively, for all activity within KCLSU. The KCLSU Trustee Board is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of and agree a long-term strategy. They approve and monitor plans to deliver the strategy.

Key Responsibilities

Trustees are accountable for delivering the responsibilities detailed in the KCLSU Trustee Board Terms of Reference. Notwithstanding this all Trustees have a duty to:

- Ensure that KCLSU acts in accordance with its charitable objectives, constitution and other guiding documents and in particular remains true to its mission, vision and values.
- Facilitate KCLSU being a student-led organisation.
- Help KCLSU achieve its objectives and improve the lives of its members.
- Ensure that KCLSU complies with all relevant legislation and regulations, including relevant charity acts and education acts.
- Ensure that KCLSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of KCLSU.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees.
- Use their personal skills and experience to ensure KCLSU is well run and efficient.
- Seek external professional advice where there may be material risk to KCLSU or where the Trustees may be in breach of their duties or at any other appropriate moment.
- Add value to the Trustee Board and KCLSU through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.
- Abide by the KCLSU Trustee Code of Conduct.

Student Trustees and Student Officer Trustees have a particular responsibility to:

- Ensure decisions of the Trustee Board and its Committees take account of the needs and views of KCLSU's members.
- Ensure KCLSU considers the needs and views of all student groups including as examples Postgraduate, International and part time students.
- Ensure effective communication between KCLSU and its members.

Lay Trustees have a particular responsibility to:

- Use their particular knowledge, skills and experience to improve the decision making of the Trustee Board and its Committees.
- Support and empower the Student and Student Officer Trustees to act as student leaders for KCLSU.
- Act as mentors, as required, for new or less experienced Trustees.

Person Specification

Trustees should be:

- Committed to the purpose, charity objects and values of KCLSU.
- Committed to facilitating student leadership both within and through the Trustee Board and through the wider democratic structures of KCLSU.
- Constructive about other Trustees' opinions in discussions and in response to staff members' contributions at meetings.
- Able to act reasonably and responsibly when undertaking Trustee Board responsibilities.
- Able to maintain strict confidentiality.
- Understand the importance and purpose of Trustee Board and Committee meetings and be committed to preparing for them adequately and attending them regularly.
- Able to analyse information and when necessary challenge constructively.
- Able to make collective decisions and stand by them.
- Able to respect boundaries between management and governance functions.
- Excellent role models who promote the highest standards of probity and integrity.
- Firm supporters of equality of opportunity and committed to promoting diversity.

Removal from Office

Any Trustee may be removed from Office via the democratic processes outlined in KCLSU's Articles of Association. Selected Trustees may be removed via the Trustee Board, following a simple majority vote at a quorate meeting of the Trustee Board.

Appendix 2: KCLSU Trustee Code of Conduct

Principles of Public Life

As a trustee of KCLSU I promise to abide by the Principles of Public Life (the 'Nolan Principles'); these are:

- **Selflessness** - holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity** - holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** - in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** - holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** - holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** - holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** - holders of public office should promote and support these principles by leadership and example.

Additionally, I agree to the following points:

Law, governing document, policies and mission

1. I will act in accordance with the law, which includes for these purposes, charity law, company law and any other relevant legislation or regulations that impact on any aspect of my role of trustee.
2. I must be fully familiar with and will act within the governing documents of KCLSU and abide by the policies and procedures of the organization as amended from time to time. The governing documents include for these purposes KCLSU's Articles of Association, its Bye-Laws, Codes of Conduct, undertakings and relevant documented policies and procedures.
3. I will support KCLSU's mission and consider myself its guardian.
4. I will ensure that KCLSU pursues its objects as defined in its Governing Documents and uses its resources exclusively in pursuance of those objects.

Relations with others

5. I will use my best efforts to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

Protecting KCLSU's reputation

6. I will not speak as a trustee on behalf of KCLSU to the media or in a public forum without the prior knowledge and approval of the Chair or Chief Executive. Such consent must be obtained by the Chair from the Chief Executive and vice-versa.
7. When I am speaking as a trustee of KCLSU, my comments will be considered and where possible researched, and will reflect current KCLSU policy even when these do not agree with my personal views.
8. When speaking as a private citizen, I will strive to uphold the reputation of KCLSU and those who work in it, remembering that even in this capacity my responsibility to KCLSU is not diminished.

9. I will respect organisational, Trustee Board and individual confidentiality.
10. I will take an active interest in KCLSU's public image and the students' union sector noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for KCLSU.

Personal gain

11. Unless specifically and lawfully authorised to do so (by the Union's Articles of Association or by the Charities Act 2006) I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
12. I will document expenses and seek reimbursement according to agreed procedures.
13. I will not accept substantial gifts or hospitality without prior consent of the Board of Trustees.
14. I will register all gifts I receive in my capacity as a trustee and/or officer of KCLSU in the gift register maintained by KCLSU, immediately after receiving such gift.
15. I will use the resources of KCLSU responsibly, when authorised, in accordance with the law and governing documents.

Conflicts of interest

16. I will always use my best efforts to act in the best interests of KCLSU and its present and future members.
17. Unless lawfully authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of KCLSU.
18. Notwithstanding clause 17 I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises, whether or not it is lawfully intended
19. I will submit to the judgment of the Trustee Board and do as it requires regarding potential conflicts of interest.
20. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

In the boardroom

21. I will abide by Trustee Board governance procedures and practices.
22. I will use my best efforts to attend all Trustee Board meetings, giving apologies ahead of time to the Chair if unable to attend.
23. I will study the agenda and other information sent to me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
24. I will honour the authority of the Chair and respect their role as meeting leader.
25. I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
26. I will accept a majority Trustee Board vote on an issue as decisive, final and binding on me as a trustee.

Enhancing governance

27. I will actively participate in induction, training and development activities for trustees.
28. I will continually seek ways to improve Trustee Board governance practice.
29. I will support the Chair in his/her efforts to improve his/her leadership skills.

Leaving the board

30. I understand that substantial breach of any part of this code may result in my removal from the Trustee Board.
31. I will inform the Chair as soon as reasonably possible and in writing of any intention I may have of leaving the Board.
32. I will participate and cooperate to the best of my abilities in any exit interview.
33. The Chair will notify the Chief Executive in writing of any intention to resign as chair as soon as reasonably possible.

Appendix 3: Candidate Expenses form

Candidate	
Position	

Campaign item/ material	Quantity of item	Paper Based (Yes/No)	Receipt attached (Yes/No)	Collective cost of item(s)
Total Cost of Campaign (not exceeding £50)				

Signed	
Name	

Appendix 4: Visa requirements

King's College London Student Advice service has the following advice concerning visas requirements:

A Tier 4 visas permits work as a sabbatical officer. If you are elected to a full time sabbatical post and you have a current Tier 4 visa, you can undertake the sabbatical post using this visa. You'll then need to extend your Tier 4 visa in order to complete your course. If your sabbatical post takes place after the end of your course you will need to extend your Tier 4 visa in order to do this; **please be aware of level of funds (£11,385+) you will need to demonstrate, in order to apply (see below).**

How do I extend my visa for the sabbatical post?

You will need to request a CAS from King's, who will continue to act as your sponsor while you're undertaking your sabbatical, via [Student Support Online](#).

You can apply for this visa from within the UK. More information on how to extend your visa from within the UK is available [here](#).

Do I need any academic documents?

You should not need to provide any academic documents (such as transcripts or certificates). Your CAS will confirm that you meet all UKVI's academic and English language requirements.

What financial documents will I need to provide?

Although you will be being paid for your sabbatical post, the Tier 4 rules do not permit the use of future earnings for maintenance requirements. You will need to meet their financial requirements in full before you can make an application:

- **At least £11,385** in a bank account for 28 days without dropping before you can apply. The account can be in your name or a parent's name.

If it's in a parent's name you will also need to provide:

- Your original birth certificate and a letter from them confirming the funds are available for your use.

For more details of how to provide financial evidence, see our [Advice Guide on Bank Statements](#) for a Tier 4 visa application.

You will also need to pay the Immigration Health Surcharge, which will give you access to the NHS. This is £300 per year, and you pay this at the same time as you make your application.

Will King's help me to apply?

International Student Advisors can check your application and documents before you apply. They can advise by email, phone and in person. See [here](#) for more details on how to make initial contact with the team.

After your sabbatical term

A Tier 4 visa issued for a sabbatical post should last for the length of the employment term, plus an additional 4 months. If you have finished your studies you may be able to apply to extend your visa in another category such as Tier 2 (if you have a job offer that meets the requirements), or extend your Tier 4 visa if you will be undertaking further studies.

Further information

[UKCISA \(guidance for sabbatical officers\)](#)
[UKVI Tier 4 guidance](#)
[King's Student Advice Service](#)

Appendix 5: KCLSU Elections and Referenda Disciplinary Procedures

This Disciplinary Procedure covers all KCLSU elections and KCLSU Referenda as defined by KCLSU Bye Laws 5 and 6 and covers the conduct of any student or Student Officer standing for election during a KCLSU election period or acting as campaign leader during a KCLSU referendum.

This procedure only deals with complaints relating to the conduct of individuals. Any other complaints are dealt with by the Returning Officer/Deputy Returning Officer under Election Bye-Law 5 and Referenda Bye – Law 6.

In cases where the conduct complained of is that of individuals in a campaigns team, this Procedure shall be applied to the election candidate or campaign leader instead. This Procedure is not intended to cover a Student Officer's political performance in their current role. Issues to do with this are expected to be raised through the appropriate channels as part of the KCLSU Bye Laws, see the Officer Accountability procedure.

KCLSU is committed to ensuring that election and referenda processes are fair, inclusive and free from any kind of intimidation, and will therefore engage this procedure for any complaints relating to the conduct of an individual that are lodged under KCLSU Election Bye-Law (5) and KCLSU Referenda Bye-Law (6)

Disciplinary action may be taken in respect of any breach of the Disciplinary Grounds as set out in the Election Bye-Law (5) and Referenda Bye-Law (6)

- On KCLSU premises
- On College premises
- While a student is an official election candidate.

Elections/Referenda Disciplinary Committee

There shall be an Elections/Referenda Disciplinary Committee that shall comprise any of the following:

- The Returning Officer
- Deputy Returning Officer
- Up to Four External Student Officers
- Union Development Committee Members
- KCLSU Lay Trustees
- A Member of the KCLSU Senior Management Team.

Handling Complaints

Any complaint to do with election/referenda conduct during an election/referenda period must be e-mailed to roelections@kclsu.org and will be responded to within 2 business hours. A log of all complaints will be kept in a confidential account by the RO/DRO. A nominated member of KCLSU staff will support complaints administration as Clerk to the Committee.

Any complaint to do with election/referenda conduct must be submitted no later than 1 hour after the close of voting and any complaint to do with the count must be in within 24 hours of the close of the count.

Other than in exceptional circumstances involving the reputation of KCLSU, no Student Officer shall be involved in or informed of the details of any complaint or allegation until such time as finally determined.

Informal Procedures

On receiving a complaint, the Returning Officer (RO) delegates an informal misconduct investigation to the Deputy Returning Officer (DRO) who reports back to the RO with their initial findings. If deemed to be minor misconduct by the RO, the DRO is responsible for issuing an informal written/verbal warning with steps to rectify misconduct.

Formal Procedures

If deemed to be of moderate or severe nature, the RO will ask for a formal investigation to be initiated by the DRO and for the Clerk to the Election/Referenda Disciplinary Committee to convene a Disciplinary Panel.

At the start of the investigation, the complainant and election candidate/campaign leader will receive a letter of notification setting out the formal complaint to be investigated (only those matters complained of which potentially fall within the Disciplinary Grounds will be included) and the name and contact details of DRO. The election candidate/campaign leader will be given the opportunity to meet with the DRO.

This notification will be given a minimum of 4 business hours prior to the disciplinary hearing.. The candidate/campaigner and complainant are invited to provide a written statement for the panel's consideration.

Should the election candidate/campaign leader not respond to communications or refuse to engage with the investigation process, s/he will be deemed to have nothing to add to the investigation.

Disciplinary Hearings

The Disciplinary Panel (which will be made up of three persons from the Elections Disciplinary Committee/Referenda Disciplinary Committee and will not include the investigating RO / DRO) will hear the case. The election candidate/campaign leader will be provided with copies of statements given by any witness or other written evidence to be used. Hearings will be arranged as far as possible at a mutually convenient time and place and the election candidate/campaign leader will have the right to be accompanied by a King's student, staff member, friend or representative.

During a disciplinary hearing, the case against the election candidate/campaign leader will be presented in detail by the investigating RO/DRO. If the election candidate/campaign leader challenges the substance of the witness statements then witnesses may be called to the hearing where the election candidate/campaign leader or any person representing him/her will have the opportunity to ask them questions.

If the Disciplinary Panel find some or all of the formal complaint proven, there are different types of disciplinary sanction that can be taken that vary in their severity.

The Disciplinary Panel may impose:

- Formal verbal warning
- Written warning
- Termination or suspension of election candidacy/referenda or 'for' or 'against' campaign

Where a disciplinary sanction is imposed the election candidate/campaign leader will be informed of the decision within 2 business hours of the conclusion of the disciplinary hearing (which will be taken to be concluded when the Panel have finished its deliberations). This notification will be in writing and will state:

- Detail of the misconduct that has resulted in the disciplinary sanction
- The disciplinary sanction
- If a warning, the length of time it will last before it is disregarded.
- If suspension of candidate status, the timescales linked to the suspension
- Any recommendations/action required to prevent future disciplinary action
- Brief reasons for the above decisions
- Details of the appeal process
- Confirmation whether the issue has been referred onto the College or relevant authority.

Where the defendant is a current KCLSU Student Officer the decision to remove them from the election/referenda shall have no impact on their role as a Student Officer, save where the case has been forwarded to the College or relevant authority. In this case the KCLSU Student Officer Disciplinary Procedure shall be invoked.

Appeals

The election candidate/campaign leader has the right to appeal any disciplinary sanction imposed.

The appeal should be made in writing stating the grounds upon which the appeal is to be made and be received by the Clerk to the Elections Disciplinary Committee/Referenda Disciplinary Committee within 4 business hours of receipt of the notification outlining the panel's decision.

The Clerk to the Elections Disciplinary Committee/Referenda Disciplinary Committee, on receipt of an appeal, will convene an Appeals Panel. The Appeals Panel will consist of three of the Elections Disciplinary Committee/Referenda Disciplinary Committee pool who have previously had no involvement in the case.

The appeal hearing will be held within 1 business day of receipt of the letter of appeal. The election candidate/campaign leader will be entitled to attend and will have the right to be accompanied by a King's student, staff member, friend or representative. The defendant will be notified in writing of the result of the appeal and the reasons for the decisions taken within 1 business day of the appeal.

Defendants should note that an appeal is designed to remedy any defects in the disciplinary process rather than repeat the investigation and hearing by the Disciplinary Panel. Therefore grounds for appeal are:

- A wholly unreasonable decision (i.e. one which falls outside the range of possible reasonable decisions that could have been taken)
- A disproportionate penalty
- New evidence coming to light which the election candidate could not reasonably have been expected to raise at the Disciplinary hearing
- Procedural irregularities
- Extenuating circumstances
- Bias of Disciplinary Panel.

Possible outcomes of an appeal are:

- The appeal is upheld and the disciplinary sanction reduced or removed
- The appeal is upheld and there is a request for a re-investigation or rehearing
- The appeal is rejected and the original decision is upheld.

Publicising Disciplinary Action

Where the Elections Disciplinary Panel/Referenda Disciplinary Panel impose a disciplinary sanction, a brief outline of the panel's findings, the name of the election candidate/campaign leader and the disciplinary sanction will appear on the KCLSU website after the period for lodging an appeal has expired. If an appeal is lodged the outcome will not appear on the website until after the determination of the appeal and only if rejected.

Recording Discipline

Accurate records will be kept detailing:

- Any breach of the Election Bye-Law/Referenda Bye-Law
- The election candidate's/campaign leader defence or mitigation
- The disciplinary sanction imposed and the reasons for it
- Whether an appeal was lodged and its outcome.

These records are to be kept confidential and retained in line with the above Disciplinary Procedures and the Data Protection Act 1998. Copies of any meeting records will normally be given to the election candidate concerned.

Miscellaneous

During the voting period, the RO may, if necessary, reduce the prescribed time periods set above so as to ensure that the disciplinary process is completed prior to the count commencing.

In this Procedure "business hours" means between 9am and 6pm on a working day.



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