Election & Governance Guidelines for Student Life & Leadership Program-Based Working Groups

Section 1 – Purpose

(1) These guidelines outline the election process and governance rules for the Student Life & Leadership Program-Based Working Groups, ensuring that student representatives are democratically elected and lead the strategic decisions of SSAF-funded programs.

Section 2 – Roles and Responsibilities

(2) Roles and responsibilities include:

    a. Clubs Assistant (1 position): Provides input on club-related decisions, events, and strategic direction.

    b. Events Assistants (5 positions): Focus on event planning, orientation, equipment booking service, sponsorship, and providing student perspectives on large-scale events.

    c. International Events Assistant (1 position): Contributes to the planning of events and orientation for international students.

    d. Leadership Assistants (2 positions): Provide input into leadership programs and initiatives.

    e. LEAD Facilitators (5 positions): Delivery of leadership workshops and program content.

    f. Student Consultative Group Assistant (1 position): Provides input on university-wide projects related to student consultation.

    g. Vollies Assistants (2 positions): Provide input into volunteer programs and recruitment strategies.

Section 3 – Eligibility Criteria

(3) Eligibility Criteria:

    a. Current Enrolment: Candidates must be currently enrolled in an Award Course at Victoria University in a Victorian-based course or VU Online at the time of nomination and maintain enrollment for the duration of their term.

    b. Commitment: Must be able to commit to the role's required hours (15 hours/week or 5 hours/month, depending on the position).

c. Non-Eligibility for Concurrent Positions:

- Candidates who are elected or hold a position in the VU Student Union, VU Student Union affiliated bodies, or the VU Postgraduate Association; that are given an honorarium or stipend payment are ineligible to run for, or hold, a student representative position in the Student Life & Leadership Program-Based Working Groups.
- If a student representative is elected to a position in the VU Student Union or VU Postgraduate Association during their term, they must step down from their Student Life & Leadership representative role immediately.

d. Experience: Involvement in student programs (e.g., clubs, leadership, volunteering) is desirable but not mandatory.

e. Compliance with Victoria University Policies: All candidates and elected student representatives must comply with all Victoria University Student Policies during the election process and throughout their term. These policies can be accessed at **Victoria University Student Policies**.

Section 4 – Nomination Process

(4) Nomination Process:

a. Call for Nominations:

- Nominations will be announced via university email, student portals, and social media, no less than 10 days before the start of the ballot period.
- Candidates must complete a nomination form, including a bio/statement of intent and responses to the Key Selection Criteria.

b. Nomination Timeline: A 1-2 week window will be provided for students to submit their applications.

c. Verification: The Returning Officer will verify candidates' eligibility.

Section 5 – Shortlisting

(5) Shortlisting:

a. Program-Specific Shortlisting: Full-time staff for each program will review and shortlist candidates based on Key Selection Criteria (KSC).

b. Submission to Returning Officer: Once shortlisted, the candidates' bios will be submitted to the Returning Officer for inclusion in the voting process.

Section 6 – Voting Process

(6) Voting Process:

    a. Voting Platform: Voting will be conducted via an online platform integrated with the university's portal, ensuring accessibility and security.

    b. De-Identified Applications: Voters will be provided with de-identified applications, including the candidates' bios without personal identifiers.

    c. Voting System: Simple Majority will determine the winner, with Preferential Voting as optional for multiple candidates.

    d. Voting Timeline: The voting period will last 3-5 days.

Section 7 – Announcement of Results

(7) Results will be announced via the student portal, social media, and email. Elected candidates will be onboarded through orientation or training.

Section 8 – Term Length

(8) Student representatives will serve for one academic year. Re-elections will be held annually, with eligible students allowed to reapply.

Section 9 – Governance Structure

(9) Governance Structure:

    a. Consensus-Based Decision-Making: All decisions within the working groups will be made collectively by both students and staff.

    b. Reporting: Each group will provide a report at the end of each term, detailing decisions and outcomes.

9.1 Stepping Down

(9.1) If a student representative wishes to step down from their position before their term ends:

    a. If a student representative wishes to step down from their position before their term ends, they must notify the Returning Officer and Manager, Student Life & Leadership at least two weeks before stepping down. The position may be filled by offering it to the runner-up or through a by-election.

    b. Replacement

- If the vacancy occurs within the first half of the term, the position may be filled by offering it to the runner-up from the original election, provided they are still eligible and willing to serve.
- If no runner-up is available or if the vacancy occurs after the first half of the term, the Returning Officer may conduct a by-election to fill the vacancy, following the same process as the initial election.
- If the position is not time-sensitive (e.g., LEAD Facilitators), the working group may decide to leave the position vacant until the next election.

9.2 Failing to Meet Role Requirements

(9.2) If a student representative fails to meet the requirements of their role (e.g., missing meetings, not contributing to decision-making, or failing to fulfill assigned responsibilities):

a. Initial Warning: The representative will receive a written warning from the Manager, Student Life & Leadership detailing the specific issues and providing guidance on how to improve.

b. Further Action: If the representative fails to meet the outlined expectations after the initial warning, the Manager, Student Life & Leadership may:

- Request the representative to step down from their role.
- Offer support or reassignments if mitigating factors (e.g., personal circumstances) are identified.

c. Replacement: In the event of removal, the same process for filling vacancies (outlined in Section 9.1) will apply.

9.3 Re-Elections and Accountability

(9.3) Representatives who step down voluntarily or are removed for failing to meet requirements may be eligible to run again in future elections if their reasons for stepping down or removal are deemed acceptable. However, individuals removed for serious breaches (e.g., failure to comply with Victoria University Student Policies or persistent non-performance) may be disqualified from running in future elections.