



CLUB AND SOCIETY

ELECTIONS GUIDE

A HANDBOOK FOR STUDENTS

HASU Activities
Updated: February 2026

CONTENTS

The purpose of this guidebook is to support students who are running in a committee election within a club or society. As we continue to improve our committee elections, we aspire to make the process easy, exciting and fair. HASU Committee Elections take place entirely online on an annual cycle.

	Page
What is a committee?	1
Why do we have elections?.....	2
How does it work?	3
How to nominate yourself (step-by-step)	4
How to upload a manifesto (step-by-step)	7
How to vote (step-by-step)	9
FAQ's	12

WHAT IS A COMMITTEE?

Committees are an elected group of students who run our clubs and societies. They organise events, give out information and help recruit new members. All clubs and society must have a minimum of a Chair, Secretary and a Treasurer - also known as the 'core committee roles', although many groups have other roles too.

Core Roles:

These are the three core positions necessary for a student group to run successfully. We have given you a general guide to what the positions involve, but please note that some groups may have added to the responsibilities or delegated them to other roles.

Chair - The figurehead of the club/society and principal spokesperson taking ultimate responsibility of the group. They chair meetings and will ensure there is a representative from the club/society at all HASU forums. With Treasurer they are responsible for the finances for the group.

Secretary - Responsible for administration and communications with the members and HASU staff. They take minutes at meetings and maintain details of attendance.

Treasurer - Responsible for the club/society's finances. They write and follow the groups annual budget, approve expenditure and write Purchase Order Forms. They are also in charge of financial reports at committee meetings and AGMs. They ensure the club/society remains financial sustainable.

Other roles - these depend on the needs of your club or society and will vary by group!

WHY DO WE HAVE ELECTIONS?

One of the core values of our Students' Union is democracy and your voice, this extends to all our student groups in order to provide fairness and equal opportunity to all.

As an organisation we must ensure the students voting on behalf of student groups, are true representatives with the formal power to make decisions in the best interest of the club/society. The only way we can guarantee this, is through our online elections.

Every year we host a big election for our clubs and societies with the purpose of electing a brand-new committee in time to train them and prepare them for the next academic year.

This election is vital to the survival of student groups, as they ensure there is someone to keep the club or society going after the existing committee move on.

Elections can be confusing due to the transition to our new system, and the sheer number of committee positions up for nomination. This is why we are hold all our elections at once so we have 1 big period rather than lots of little ones.

According to our club and society constitutions, each club or society is required to have a minimum of President/Chair, Secretary, and Treasurer in order to be affiliated with HASU. This is to provide a basic, skeleton structure to a committee that can be built upon and expanded as a group develops!

Any questions about club or society elections should be sent to suactivities@harper-adams.ac.uk

HOW DOES IT WORK?

All HASU elections take place online.

Elections are set-up on the HASU website and visible on your club/society page on the elections tab. Any student who is a member of your club/society is able and encouraged to nominate themselves for any committee position. Ideally, you will have multiple candidates for each position. To find the full list of election rules please refer to HASU BYELAW 4 - Elections on the HASU Governing Documents webpage as well as your group's constitution.

In order to be eligible to run and/or vote a club/society election you must meet the following criteria:

- Be a current student at Harper Adams University
- AND hold a valid membership to the club/society in question.

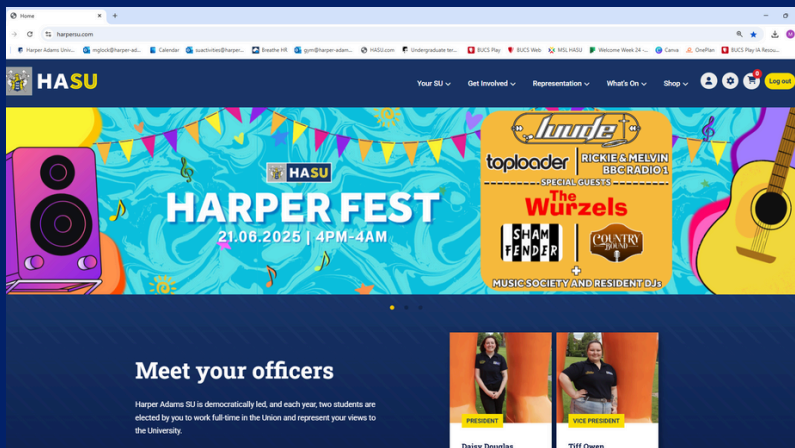
University/SU staff, alumni, and other affiliate members do not get a say in who the execs are for next year.

Candidates cannot be elected to leadership positions through an interview with current or previous committee.

FAQ's can be found towards the end of the handbook

HOW TO NOMINATE YOURSELF

Stand for a committee position

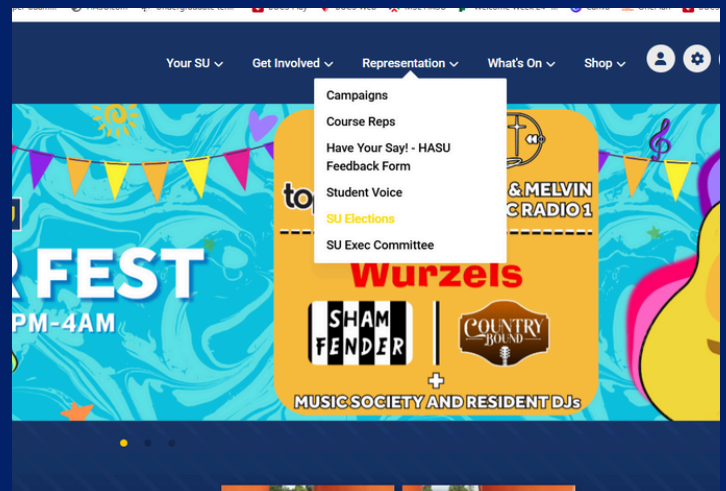


Step 1

Go on the HASU website and login.

Step 2

On the Representation tab, select SU Elections.



Step 3

Select post list to view the elections currently open.

HOW TO NOMINATE YOURSELF

Stand for a committee position

Committee By-Elections 2025-2026

Vote here to decide who will lead your Clubs and Societies in 2025-2026!

Nominations close at 16:00 on Friday 6 June 2025 (in 2 hours and 33 minutes)

★ Posts □ Stand ▣ Profile ⚙ Vote ★ Results

Search posts...

Search

Reset

☒ Only show posts for which I'm eligible

Men's Rugby - 1st Team Captain

STAND

Places: 1

You are eligible to stand or vote for this post

Step 4

You will now be able to view all the posts open. To find the roles you can stand for, either use the “only show posts for which I’m eligible” toggle, or use the search bar.

Step 5

Select “stand” for the role you want to nominate yourself.

The screenshot shows the 'Committee By-Elections 2025-2026' page with the 'Stand' button highlighted for the 'Men's Rugby - 1st Team Captain' position. The page also shows the 'Only show posts for which I'm eligible' toggle and the search bar.

Step 6

Update your details and read the terms and conditions - there is a link to elections guidance and info on training you need to agree to in order to continue.

The screenshot shows the 'Your details' page for the Committee By-Elections 2025-2026. It includes a section for 'Name and contact information' with fields for 'Display name' (Adam Harper) and 'Email address' (studentsunion@harper-adams.ac.uk). There is also a section for 'Terms and Conditions' with a link to the full terms and conditions.

HOW TO NOMINATE YOURSELF

Stand for a committee position

Step 7

Now your details are updated and you have agreed to terms and conditions, you can review and submit your nominations. Select the stand button for the role.

<https://www.harpersu.com/yourvoice/elections/electionrules/>. You are required to read this guide before beginning campaigning. If you require any clarification on the rules of the election, please contact suactivities@harper-adams.ac.uk.
I agree to the terms and conditions stated above

Save

Review nominations

Posts you can stand for

Men's Rugby - 1st Team Captain

Action:

Stand

Men's Rugby - 2nd Team Captain

Action:

Stand

Step 8

Confirm and submit your nomination.

Submit Nomination

IN THIS SECTION

Campaigns

Course Reps

Have Your Say! - HASU
Feedback Form

Student Voice

SU Elections

Election Rules

SU Exec Committee

Committee By-Elections 2025-2026

Vote here to decide who will lead your Clubs and Societies in 2025-2026!

Nominations close at 16:00 on Friday 6 June 2025 (in 2 hours and 21 minutes)

★ Posts

□ Stand

✉ Profile

🗳️ Vote

★ Results

Stand for Men's Rugby - 1st Team Captain

➔ Back to Nominations

Click the button to confirm your nomination.

Submit Nomination



Step 9

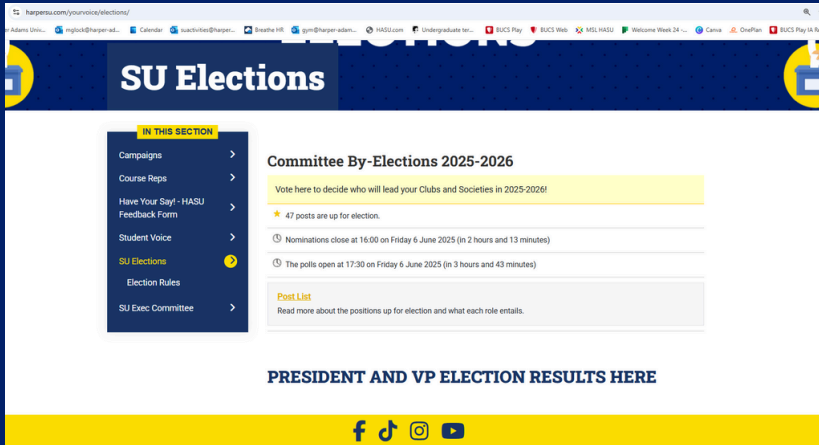
You will then have the options to upload a manifesto, withdraw your nomination, and stand for another role.

Your nomination will be **pending approval** until after the nomination period closes.



HOW TO UPLOAD A MANIFESTO

Strengthen your election campaign!



Step 1

Make sure you are logged in and re-visit the elections page.

Step 2

Select the stand tab.

Posts and Candidates

Committee By-Elections 2025-2026

Vote here to decide who will lead your Clubs and Societies in 2025-2026!

Nominations close at 16:00 on Friday 6 June 2025 (in 75 minutes)

★ Posts

📄 Stand

👤 Profile

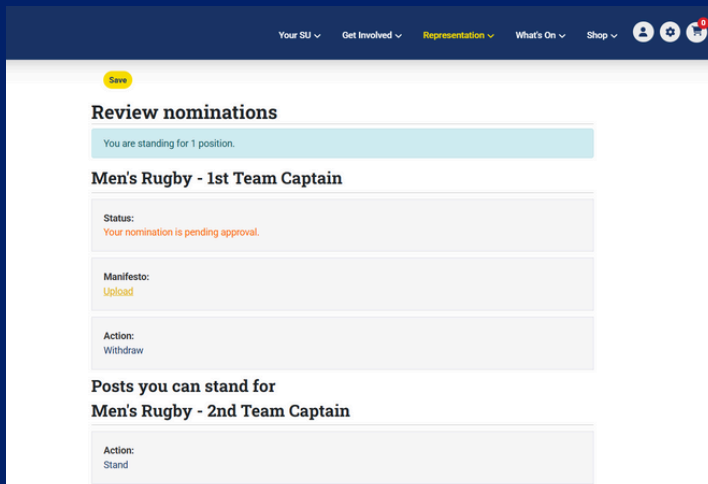
🗳️ Vote

★ Results

Search posts...

Search

☒ Only show posts for which I'm eligible



Step 3

Scroll down and select upload manifesto.

HOW TO UPLOAD A MANIFESTO

Strengthen your election campaign!

IN THIS SECTION

- Campaigns >
- Course Reps >
- Have Your Say! - HASU Feedback Form >
- Student Voice >
- SU Elections** >
- Election Rules >
- SU Exec Committee >

Upload Manifesto

Men's Rugby - 1st Team Captain

Adam Harper

[Back to Candidate List](#)

This is a basic outline to explain who you are, what you would like to achieve should you get elected, why people should vote for you and any other details you think are useful.

Photo

Your photo will appear on the Candidate List and your manifesto page.

[Choose File](#) No file chosen [Upload](#)

Slogan

Maximum word count is 20.

Vote Adam Harper!

17/500

Step 4

Here you can add a candidate photo, a campaign slogan, and your full manifesto.

Step 5

You can change the text sizes for your manifesto to suit your preference. Here's an example of information you may include in your manifesto.

Source

Heading 1

Paragraph Format

Normal

Heading 1

Heading 2

Heading 3

Heading 4

Who Am I?

My name is Adam Harper and I am a first year vet physio student. I have played rugby county since I was 16. I have been on the 1st team this year so I am a seasoned player.

What will I do in the role?

I will support and lead the first team in BUCS and external competitions.

I will recruit a coach for the team to continue development of our players.

Why vote for me?

I am a cool dude.

body h1 u strong

[Save](#) [Delete](#)

[Save](#)

Review nominations

You are standing for 1 position.

Men's Rugby - 1st Team Captain

Status:
Your nomination is pending approval.

Manifesto:
[Edit](#) [Read](#)

Action:
[Withdraw](#)

Posts you can stand for

Men's Rugby - 2nd Team Captain

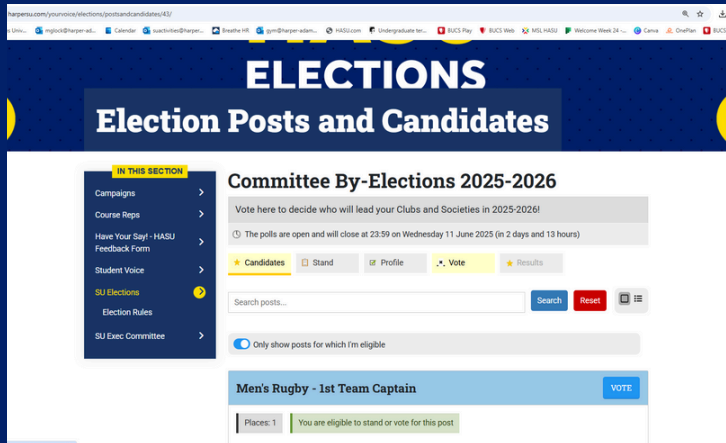
Action:

Step 6

Once it is saved you can preview it. If you want to change or read it at any time, visit step 3 and it will appear with Edit and Read options.

HOW TO VOTE

Decide who runs your group!

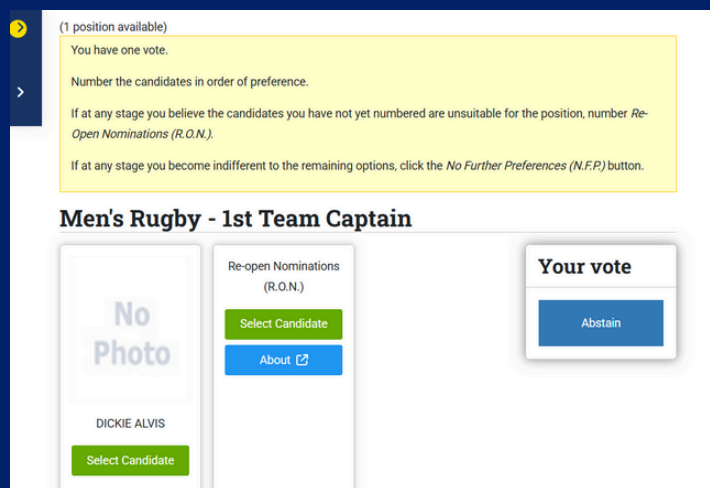
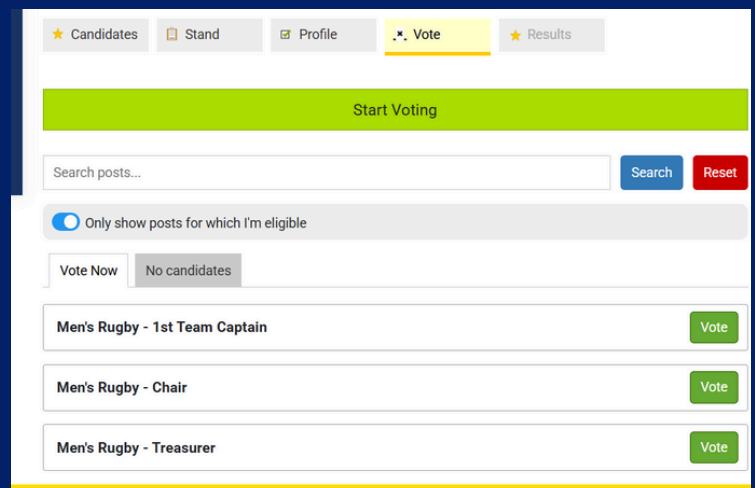


Step 1

Make sure you are logged in and re-visit the elections page. You can either select the vote tab or directly click the position for which you want to start voting.

Step 2

Select start voting to commence voting for all positions.

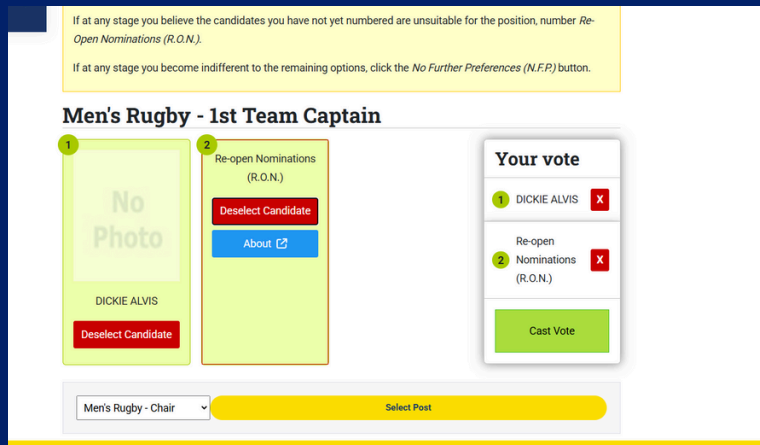


Step 3

Select the candidates in preference order. We use Single transferable voting, so you rank your candidates (including R.O.N)

HOW TO VOTE

Decide who runs your group!

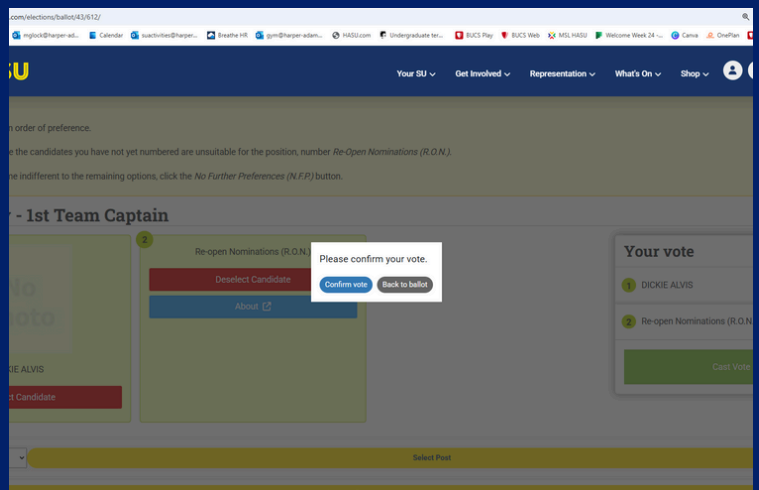


Step 4

Once they are selected, click cast vote.

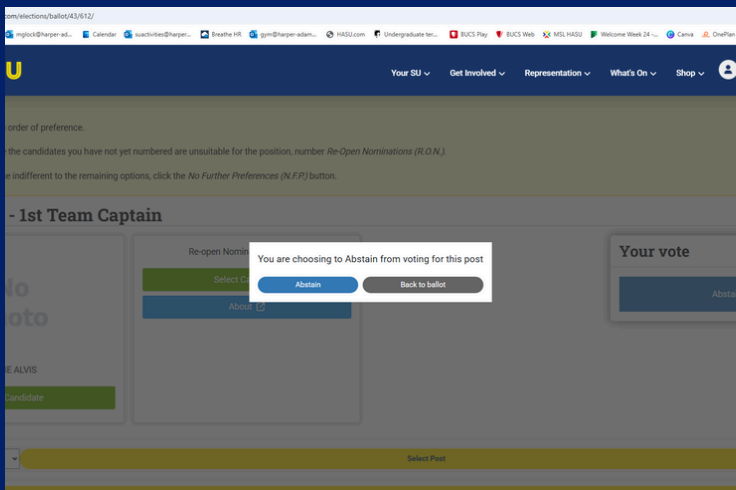
Step 5

Confirm your vote. It will then take you to take the next election you can vote in.



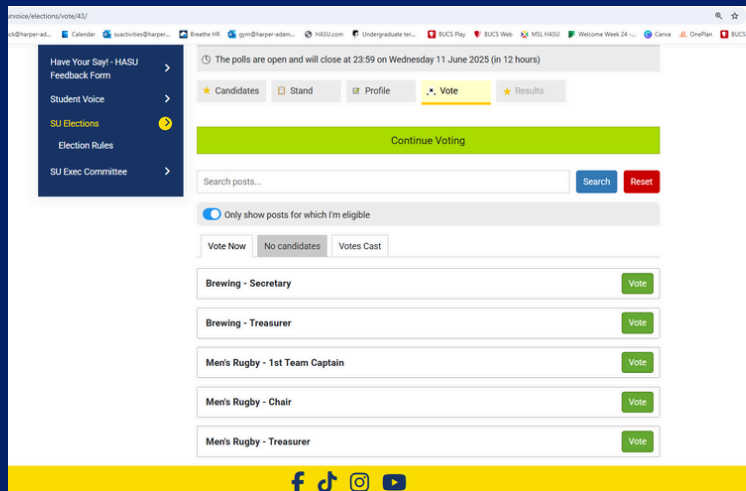
Step 6

If you do not wish to vote for a role, you can abstain from voting.



HOW TO VOTE

Decide who runs your group!

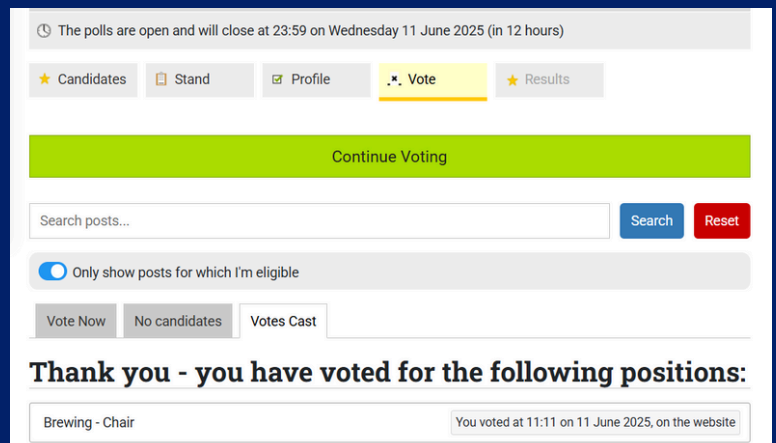


Step 7

Once you have finished voting, you can check the roles you have voted for by returning to the main elections vote page, and selecting the “Votes Cast” tab.

Step 8

Here, it will confirm which roles you have cast your vote in. You are also able to select “Continue Voting” if you have remaining votes to cast.



Thank you for participating in our club and society elections and best of luck to candidates!

If you have any difficulties or require more information, please email suactivities@harper-adams.ac.uk

FAQ'S

What is Campaigning and what are the rules?

A campaign is your method for sharing your ideas/manifesto with members. You can use posters, social media, speak at training/activities, make creative videos and talk to members directly.

It's all about engaging students respectfully and having fun while spreading your message, and make sure you are following all of our election rules!

Candidates running in your election should adhere to the following campaigning guidelines:

- 1.Campaigners should not undertake campaigns activity which others could not also reasonably do.
- 2.Campaigners may not use mailing lists.
- 3.Campaigners must allow voters to cast their ballot freely and must not communicate with voters once they have begun to complete their ballot.
- 4.Campaigners must not endorse any other candidate, and candidates may not campaign on a 'slate' or common platform with other candidates.
- 5.Candidates should refrain from campaigning negatively - i.e. slandering fellow candidates.

FAQ'S

I'm not sure if I'm allowed to run for this position

There are only 2 restrictions to be able to run in a club or society's election, which are that you must meet the following criteria:

1. You are a current Harper Adams University student.
- AND
2. You are a current member of the club or society.

You do not have to pass any interviews and candidates/positions cannot be pre-determined by current committee.

Can I hold my current position again?

There are no restrictions on how many times a student can nominate themselves for or officially hold a committee role.

For example:

Chair of Chess Society (2023-2024) successfully runs for re-election and holds the role for Chair for 2024-2025 and again in 2025-2026.

FAQ'S

What are hustings?

Husting are basically interviews for candidates that are done in front of all members. Think of a US presidential candidates debate - it's a form of hustings!

The basic rules for hustings are:

- 1.The same questions are asked to each candidate.
- 2.Candidates and members are provided questions in advance.
- 3.Candidates receive equitable time to answer questions (reasonable adjustments considered).
- 4.All candidates have a chance at answering any questions put forward by the audience/members.
- 5.All members must be invited to attend/view the hustings.

What if we don't fill all our positions?

The only mandatory committee positions you MUST fill are your president/chair, secretary, and treasurer roles. If the rest of your positions don't get filled, you will still re-affiliate. We can run by-elections to fill the roles throughout the year so it's not too late to get someone to be your second social sec.

FAQ'S

Can I run for more than one position?

Yes! We recommend you think carefully about this before you do, as every position is a big responsibility and you don't want to overload yourself.

You cannot hold 2 core roles (Chair and Treasurer) but you are welcome to run for 2 or more other positions.

Please keep in mind, you need a 3rd individual on your committee in another role, so make sure you don't go for all of them!

I nominated myself for a position but changed my mind, what do I do?

You can withdraw yourself from the election at any point through the website. If you're struggling or want to withdraw after results have been announced, email Activities.

I want to run for a committee position but I don't know which is right for me. How do I know which one to go for?

Speak to existing committee to get an idea of what each role involves and what the workload looks like. If you would prefer to speak to a member of staff, drop us an email at suactivities@harper-adams.ac.uk

FAQ'S

What is a Manifesto?

Manifestos are your introduction to members and campaign promises - what you'd do for members if elected. This helps voters make a more informed vote as well as enables members to hold execs accountable to their manifesto and make sure they live up to their promises.

Keep it clear, realistic, and focused on student priorities – think about issues your group is facing. Include info such as "who I am", "why I am running", "why I'm suited to the role", "my plans for the club/society", "why you should vote for me" etc.

What if the person elected doesn't do their job?

If a committee member breaks the club/society constitution, HASU/University regulations, or if members decide they aren't representing the club properly and completing the responsibilities of the role we can remove committee from the role.

If they break the rules on the constitution we will investigate and may decide to remove the exec from their position. If members want to remove them, we can run a vote of no confidence (VNOC), if the vote is quorate and meets the 50%+ 1 vote majority threshold then the exec will be removed from their positions and we can run a by-election to fill the position.

FAQ'S

How are votes counted?

We use a method called “single transferable voting” or STV.

It allows you to rank your candidates in preference from your first choice ‘1’ until the point where you don’t want to further preference any candidates. Your second preference only comes into effect if your first preference has been eliminated.

Candidates must meet a quota in order to be elected, there are multiple rounds of vote counting where candidates with the lowest vote count are eliminated and their votes are redistributed until a candidate reaches the threshold.

A video guide can be found here:
<https://www.youtube.com/watch?v=JC5Pzffsr3A>

Who is RON?

RON will appear on all ballots and is the option if you don’t like any of the candidates and want to Re-Open Nominations. This means that, if elected, the post will be re-advertised at the next by-elections.

