Society/Committee Election Fortnight 2018

Societies and Committees! Here you will find everything you need to know about Society/Committee Election Fortnight 2017! Please read this information carefully: it will help you and your committee have a smooth election and registration process so you can continue your amazing work into 2017-18 ☺

Key Dates

Society Election Fortnight: 19 March to 25 March & 16 April to 22 April

Training Sign-ups open: Monday 16 April

Spring training programme: 23 April - 21 May

Committee details forms deadline: Friday 18 May

Outgoing 2017/18 committees will stop receiving Society Bulletin from activities@shef.ac.uk: Tuesday 22 May (only new 2018/19 committees will receive the newsletter after this date)

How do I organise my society/committee's election?

If you’re not sure how to organise an election/ AGM (Annual General Meeting) according to Students’ Union guidelines, you can sign up to a ‘How to Run an Effective Society/ Committee Election and Handover’ training session. The details of the sessions are:

1) Tuesday 13th February 2018 - 10am-11am, Gallery Room 4
2) Friday 16th February 2018 - 12.30pm-1.30pm, Gallery Room 4
3) Tuesday 27th February 2018 - 5pm-6pm, Gallery Room 4
4) Wednesday 7th March 2018 - 4pm-5pm, Gallery Room 4

Please sign up in advance via the Society Support Hub Training Page: [http://su.sheffield.ac.uk/get-involved/zone-online-society-support/training-programmes](http://su.sheffield.ac.uk/get-involved/zone-online-society-support/training-programmes)

You can also read the guide on The Society Support Hub, ‘How to Run an Election’ or ask for help at the Activities Zone Information Desk.

When is Society/Committee Election Fortnight?

Society Election Fortnight 2017 is from 19 March to 25 March & 16 April to 22 April (the week before & the week after the Easter Vacation). This is when your society/committee should hold its election for the 2018/19 committee.

If you are a new society, approved on or after 5 February 2018, you do not need to hold an election in 2018 - you should continue to run your society until Election Fortnight 2019. All other societies must hold an election. Please contact Fi Bateson,
Student Groups Administrator, f.bateson@shef.ac.uk if you have any queries about this.

Once you have booked a day, time and place for your election, please let Societies staff know by filling in this form. If your members ask us, we can let them know the details of your election! Please complete this form by 19th March 2018 at the very latest.

We’ve organised our election; what about handing over?

You do not have to complete your handover to the new committee during Society Election Fortnight: you just need to elect the new committee and begin the handover process.

Make sure you arrange to meet with your successor to give them a good handover, or at the very least send them an email detailing: the responsibilities of your role, practical information (e.g. login details for society email account), and key dates for your society/committee. Please also signpost them to the guides available to download on the Society Support Hub here.

Your successor will start receiving the weekly Society Bulletin from activities@shef.ac.uk after they have submitted their Committee Details Part B form. Make sure you tell them about the newsletter and ask them to read it!

Read the ‘How to Hand Over to New Committee’ Guide on the Zone Online for detailed guidance!

Society/Committee Registration for 2018/19

Once you have elected the new committee, you must inform them about submitting their Committee Details Forms. Your society/committee will only be registered and insured with the Students’ Union once all Committee Details Forms have been submitted correctly. The final deadline for submitting all forms is Friday 18 May 2018.

Every committee member must personally submit the form, “Committee Details Part B: Individual Committee Members’ Information”, to provide Activities staff with their personal and contact details.
You can find the 2018/19 form here: http://bit.ly/201819CommitteeDetailsPartB
Committee members will need to be logged in through their @sheffield.ac.uk email account to access the form.

ONE “Committee Details Part A: Society/Committee Information” Google form also needs to be submitted by the new President/Chair on behalf of the whole committee. They will need to be logged in through their @sheffield.ac.uk email account to access the form.
You can find the 2018/19 form here: http://bit.ly/201819CommitteeDetailsPartA
If the Committee Details Part A form, as well as Part B forms from the President, Secretary, Treasurer and Inclusion Officer, are not submitted by Friday 18 May 2018, your society will be considered inactive and will be de-registered. The
society would then need to go through the New Society Application process in order to be re-activated.

What if we need more time to form our committee?

If you do not fill all mandatory committee positions (President, Secretary, Treasurer, Inclusion Officer) at your election, you can organise a by-election later in the semester. In order to avoid de-registration, you must speak to the Student Groups Administrator, Fiona, to let her know about your situation and to discuss your options (f.bateson@shef.ac.uk).

You can find help on organising a by-election in the EGM Section of the How to Run an Election Guide on the Zone Online.

If all forms are not submitted correctly by Friday 18 May 2018, and you do not speak to Fiona, Activities staff will consider your society/committee to be inactive and your group will be de-registered.

Society/Committee Training Programme

You also need to tell the newly elected 2017/18 committee about society/committee training sessions, which will take place between 23 April - 21 May 2018.

All details about training will be provided in the weekly Society Bulletin. New committee members can also look out for training leaflets on the Zone Information Desk.

Sign-ups for the 2018/19 society/committee training programme open at midday on Monday 16 April 2018, and all sessions must be signed up for in advance.

Higher Education Achievement Report (HEAR)

Undergraduate committee members will have the opportunity to have their 2017-18 committee role recorded on their HEAR. To find out more, they can come along to a HEAR: The Facts information session. There’s no need to sign up - just come along (these sessions are not part of the society/committee training programme):

1. Weds 9th May, 3-4pm, SU View Room 5 OR
2. Thurs 10th May, 4-5pm, SU View Room 5

Good Luck with your committee elections!

Any Questions? Email activities@shef.ac.uk