



HANDOVER 2024/2025 GUIDE

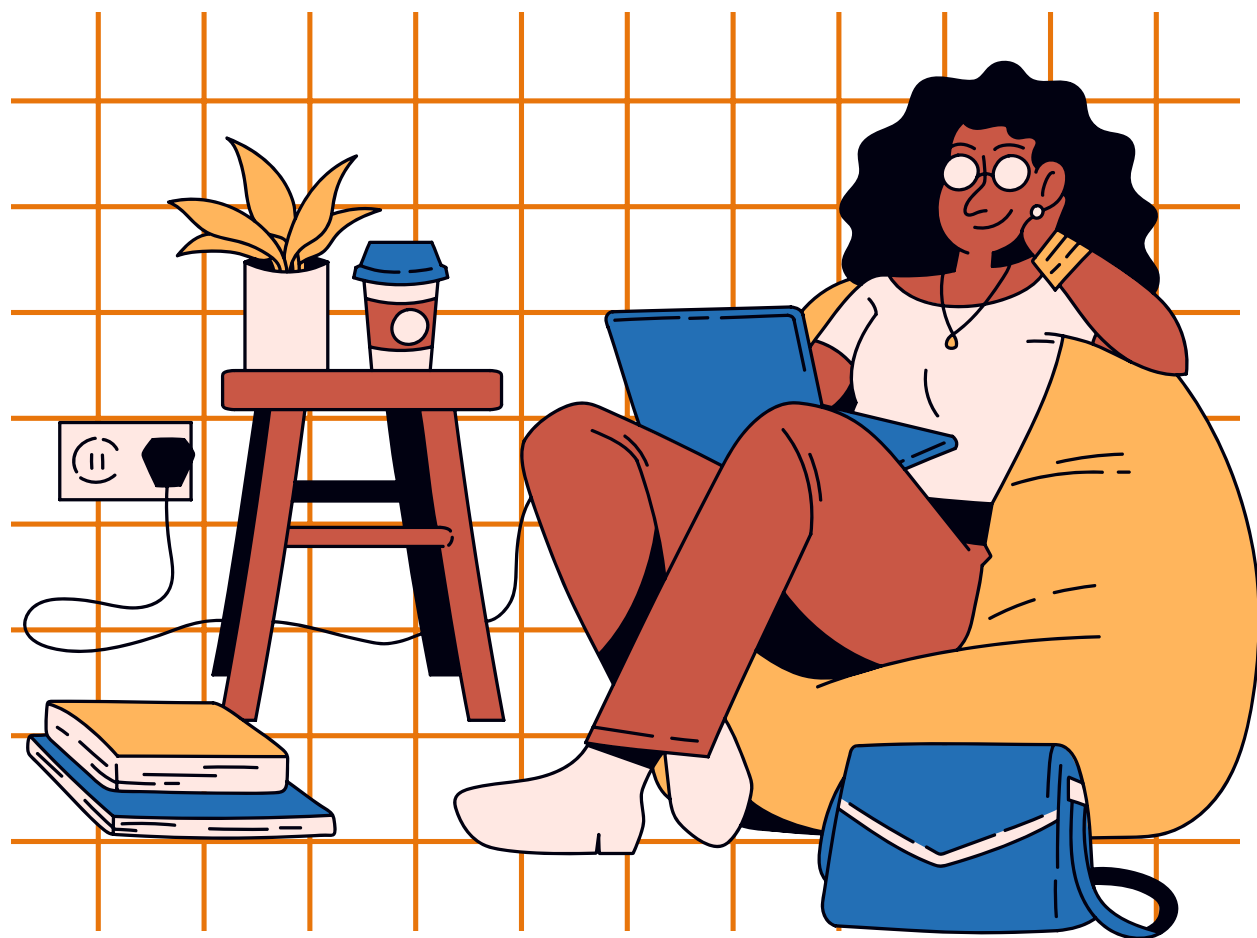


TABLE OF CONTENT



Handover Process

Handover Documents

Election Process & AGM

Exec Training

Reaffiliation

Constitution/Terms of Reference

Contact Information

WELCOME MESSAGE

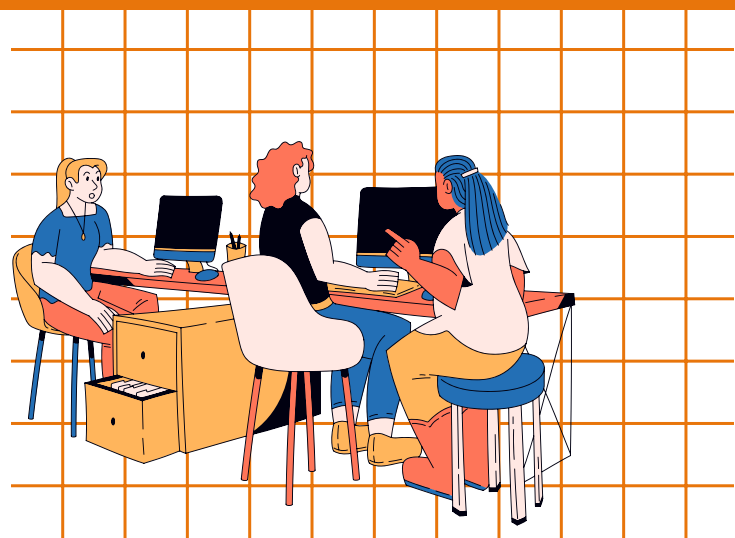


Part of having a thriving society is creating a good handover from one exec to the next. This guide will be talking a bit about how this process should look, as well as highlighting what documents you should have and training you should be doing to handover effectively between execs. The handover process will look different for each society so make sure to tailor how you do things based on your specific needs as an exec and a society.





HANDOVER PROCESS



What is the handover process?

- This is the process by which a new executive committee takes over from an old one.

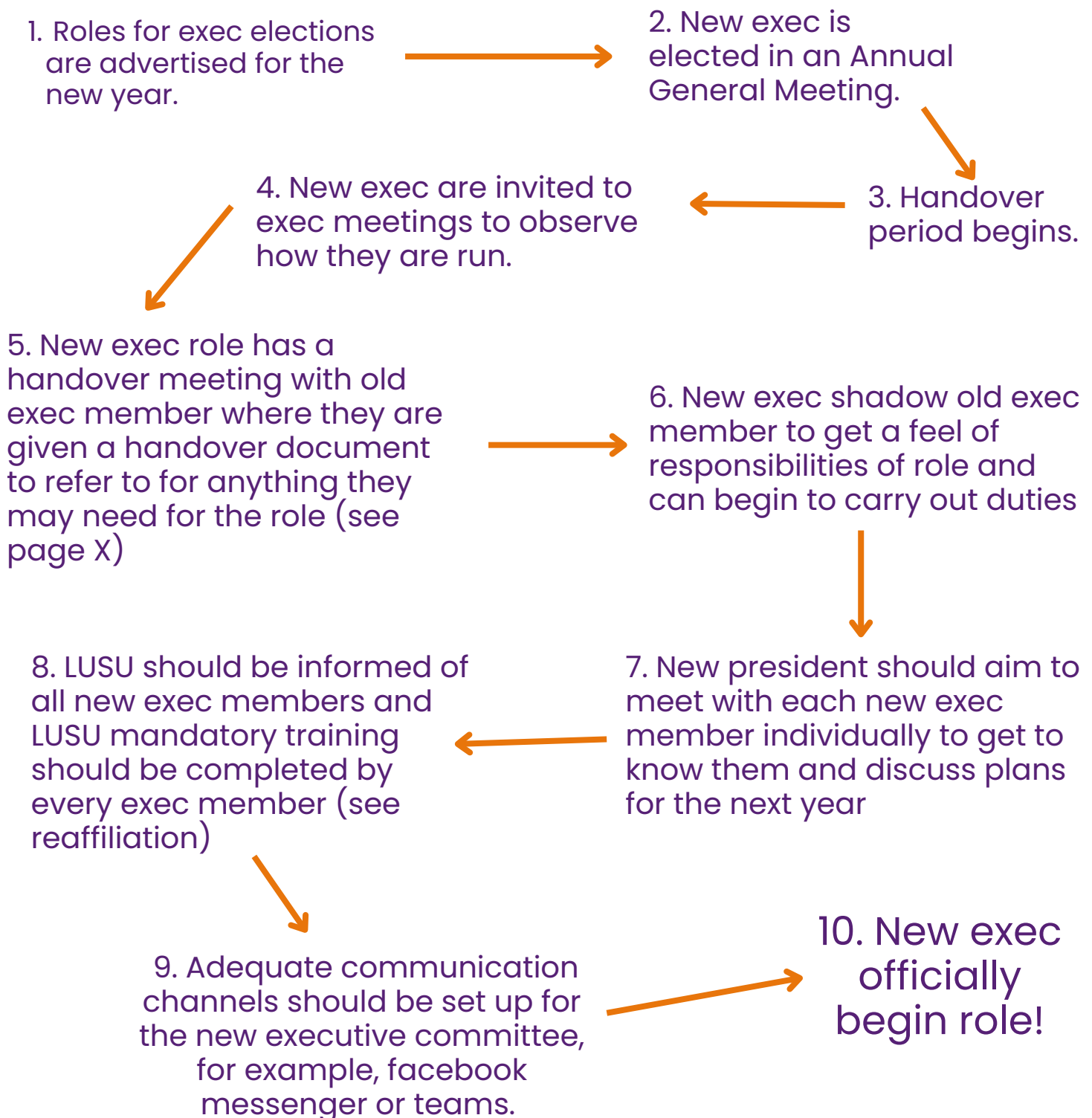
What does the handover process involve?

- It includes lots of administrative tasks and training from LUSU as well as guidance from previous executive members and trying out jobs for the new role before you officially begin. We will be going through more details of this on the next page.

HANDOVER PROCESS



Here is a timeline which societies should aim to follow for their handover:



HANDOVER DOCUMENTS



An integral part of the handover process is the handover meetings and documents! Handover documents are written by the outgoing exec member and given to the incoming exec member as a survival guide for doing that role for the year. Here is what to include in them:

- Constitutional requirements of role
- General overview of requirements of role
- Average week for role
- Events which are of interest to role and key duties
- Advice for how to carry out duties and general tips and tricks
- Key contacts/links/documents they may need such as templates or graphics (including how to contact you for advice)
- Login details
- Ideas for the next year
- Ask if they have any further questions

It is useful to have a teams group for your executive committee where the constitution, handover documents and minutes from meetings can be stored.

All handover documents should also be sent to the president to be combined into one big handover document and to be kept in archives to make future handovers easier.

Even if there is nobody new for your role (nobody was elected into the position or the role no longer exists/has combined with another role) you should still create a handover document in case it is needed in the future.

ELECTIONS AND AGM



ELECTIONS

- Each society is different, and each executive committee is completely different. Therefore, elections may look slightly different depending on which society you are a part of.
- Please check your society constitution for an outline of how to run elections! On the next 2 pages we give an example of what a good election process might look like.
- Elections are usually carried out at the society's Annual General Meeting.

ANNUAL GENERAL MEETING (AGM)

- An AGM is a meeting which happens once annually and kick starts the handover period from one executive committee to the next.
- During the meeting, elections for the exec committee during the upcoming year take place as well as presentations from current exec members about how the year has been (e.g. treasurer presents finance info, president talks about events etc.) and constitutional amendments are usually voted on here also.

ELECTION PROCESS



ELECTION PROCESS

- Usually the outgoing Secretary acts as the Returning Officer (RO). This is the person who takes in nominations, organises the election evening to allow each candidate to present their hust, counts votes for each candidate, announces the new exec member and processes and complaints about the process.
- If the outgoing Secretary is going up for a role then the most senior outgoing exec member (usually president) will act as the RO for that particular role election.
- Roles for the elections will be advertised clearly to members with sufficient time to nominate themselves for a role and prepare their hust. Details for elections will also be communicated clearly to all members.
- Elections will take place during the AGM and all members will be allowed to run for a role, provided that they are a full time student at Lancaster University.
- For every election, Re-Open Nominations (RON) shall be a candidate so that members have an option to vote for none of the candidates standing for the position if they will not be sufficient.
- If a candidate is unable to attend the elections they must send written confirmation of this along with a speech to be read out by the RO

ELECTION PROCESS



HUSTINGS

All candidates are offered the opportunity to present their hust and will then be asked questions by members.

A hust is simply each candidate presenting why they would be suitable for the exec role which they are applying for. This is usually done in the form of a speech but some societies use powerpoints, songs, manifestos etc.

After each hust, members will have the opportunity to ask questions to each candidate

VOTING

Once all candidates have presented their hust and answered questions from members, members will then vote for the best candidate. Voting will be democratic and anonymous and can be done in any form whether it be via an online form or paper ballot or show of hands.

The most senior outgoing Exec member not involved in the vote or acting as RO will verify the results and the RO will announce them to the Society. The person with the highest amount of votes is voted into the role.

If there is a tie, this is usually broken by the most senior outgoing member of the exec not involved in the vote.



AFTER THE VOTE

If nobody goes for a role or RON gets the highest votes, this role is reopened at the end of elections for anyone to nominate themselves for it.

If the role is not filled by the end of elections it will be reopened in future for a byelection which will follow the same process as outlined for normal elections but on a smaller scale.

Alternatively, a current exec member can be voted to fulfil the duties of this other exec role.



RE-AFFILIATION



The Re-affiliation process supports effective handover between current and incoming execs.

Re-affiliation consists of:

- Training for new exec members
- Submission of important documents to LUSU
- Registration of new exec members to LUSU
- Registration of important information to LUSU
- Health & Safety Review

The process is separated into two main areas:

1. Individual Exec Training
2. S



TO-DO LIST FOR EXEC TRAINING

- ☐ Get Nominal Code from outgoing exec members
- ☐ Log onto the exec training module using [this link](#)
- ☐ Complete Duty of Care Training (5-10mins)
- ☐ Complete Safeguarding Training (10-15mins)
- ☐ Complete Equality, Diversity & Inclusion Training (5-10mins)
- ☐ Complete Bystander Intervention Training (5-10mins)
- ☐ Complete Data Protection Training (compulsory for President & Secretary only)
- ☐ Additional modules (optional for extra info/support)

OPTIONAL



TO-DO LIST FOR SOCIETY RE- AFFILIATION

- ☐ Log onto the society re-affiliation module using [this link](#)
 - ☐ Upload your society handover document
 - ☐ Upload the society's most up-to-date constitution
 - ☐ Complete the new exec registration form
 - ☐ Complete the bank account registration form
 - ☐ Complete the union cloud checklist
 - ☐ Complete the safety checklist
- ☐ Complete the storage inventory update.
- ☐ Complete the sponsorship form



CONSTITUTION/ TERMS OF REFERENCE

- A constitution is a set of guidelines written into one document which all members of your society should follow. It is useful to have so that if any problems occur within the society, there are clear and fair rules for how to proceed.
- The constitution also outlines the committee roles and expectations of being a committee member.
- The constitution should be accessible to all members so that they know what the society guidelines are.
- The Society Constitution should be passed down to each new executive committee and requires democratic votes to change (other than for grammar or spelling errors). It should also be submitted to LUSU during reaffiliation so that if something happens to the constitution or it is not passed onto the new exec for some reason, we can provide a copy of it. We also will check it complies with our regulations.
- The Constitution template below provides some guidance/ideas for what to include in your constitution but each society is different so make sure your constitution is tailored towards your society specifically!

CONSTITUTION
TEMPLATE

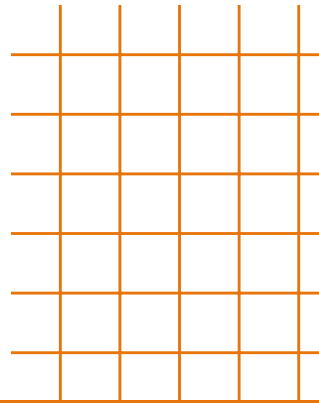
CONTACT INFORMATION



- Societies team:
Societyhelp@lancastersu.co.uk
- Polly (Full-Time Society Assistant):
p.mascord@lancaster.ac.uk
- Pat (Society & Student Community Manager): p.james1@lancaster.ac.uk
- Finance Team:
lusugroupsfinance@lancaster.ac.uk
- Union Cloud/It Team:
unioncloudhelp@lancastersu.co.uk
- Society Full Time Officer:
lusuactivities@lancaster.ac.uk



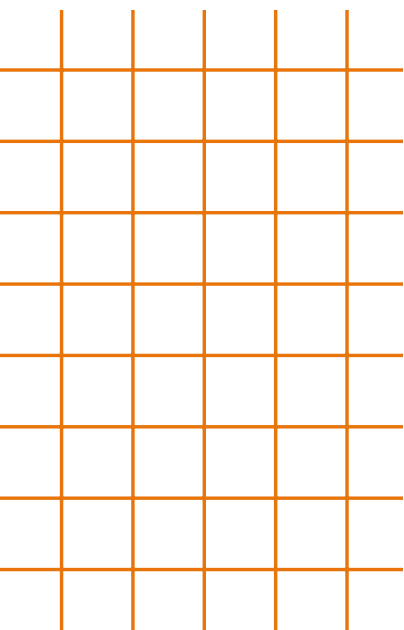
THANK YOU



FEEDBACK



FEEDBACK



FOR YOUR ATTENTION