

TASMANIAN
UNIVERSITY
STUDENT
ASSOCIATION



2024 TUSA Elections Handbook

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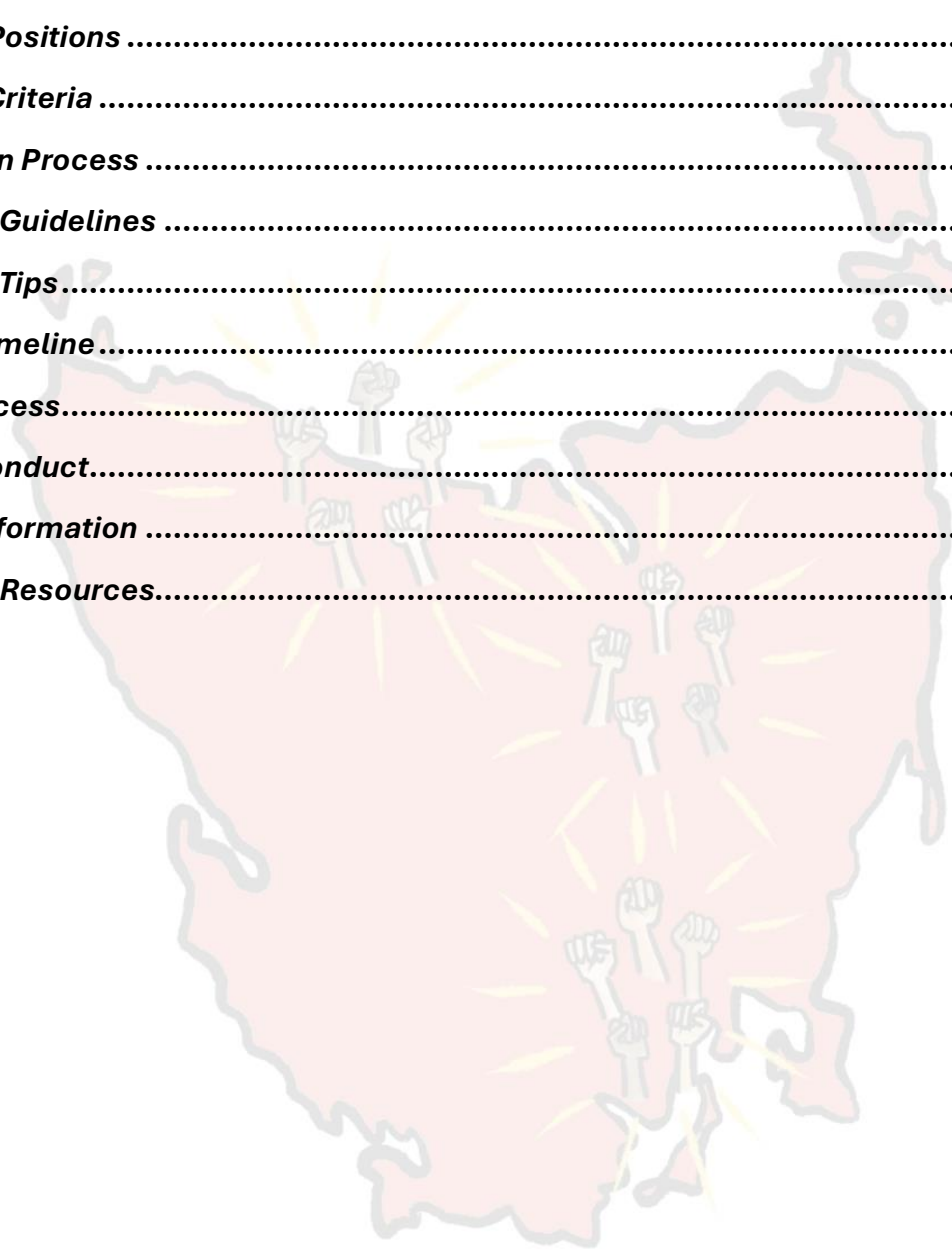
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Introduction

Welcome to the TUSA Student Council Elections Handbook! This guide is designed to provide you with all the information you need to successfully run for a position in the upcoming elections. Whether you're passionate about improving campus life, advocating for student rights, or simply looking to gain valuable leadership experience, becoming a TUSA Student Rep is a powerful way to make a difference.

The Tasmanian University Student Association (TUSA) has been the voice of UTAS students since 1899, making it one of the oldest and most respected student unions in Australia. As a Student Rep, you'll join a long tradition of student leaders who have shaped the university experience for countless peers.

In this role, you'll have the opportunity to represent the diverse voices of over 30,000 UTAS students, influence key university decisions, and contribute to the vibrant campus culture through events, programs, and initiatives. Along the way, you'll develop skills in governance, leadership, and communication—skills that will not only enhance your university experience but also set you up for future success.

This handbook will walk you through the entire process, from understanding the available positions to planning your campaign, and finally, to what it means to be a Student Rep. We're here to support you every step of the way as you embark on this exciting journey to make a real impact at UTAS.

Why Run?

Running for a TUSA Student Representative position is more than just an opportunity to add an impressive title to your resume—it's your chance to make a real, tangible impact on the UTAS community. As a Student Rep, you'll be at the forefront of advocating for student needs, shaping university policies, and enhancing the overall student experience.

Here's why you should consider running:

- **Make a Difference:** You'll have the power to influence decisions that directly affect student life, from academic policies to campus events. Your voice will represent over 30,000 UTAS students, giving you a platform to champion the issues that matter most to your peers.
- **Gain Leadership Experience:** Serving as a Student Rep offers you invaluable leadership experience. Whether you're chairing meetings, leading initiatives, or working with university administrators, you'll develop skills that are essential in any career path.
- **Build Your Network:** You'll connect with a diverse range of students, staff, and industry professionals, expanding your personal and professional network. These connections can open doors to future opportunities both within and beyond the university.
- **Enhance Your Resume:** Employers highly value leadership roles and governance experience. Being a TUSA Student Rep sets you apart from other graduates, showcasing your ability to take initiative, lead teams, and navigate complex organizational structures.
- **Get Paid:** Yes, you'll get paid for your efforts! As a Student Rep, you're compensated for the time and dedication you invest in making UTAS a better place for all students.

Running in the TUSA elections is a unique opportunity to grow as a leader, make lasting changes at UTAS, and build a legacy that will benefit future students for years to come.

Available Positions

The TUSA Student Representative roles offer a range of opportunities for students to lead, advocate, and make a meaningful impact on campus. Each role comes with specific responsibilities and time commitments. Below is an overview of the available positions:

1. State President

- **Responsibilities:** The State President leads the TUSA State Council, oversees its work, and acts as the primary spokesperson for the organization. This role

involves strategic planning, governance, and maintaining relationships with key stakeholders, including the university administration.

- **Time Commitment:** Approximately 27 hours per week.
- **Honoraria:** \$31,750 (+ Superannuation).

2. General Secretary

- **Responsibilities:** The General Secretary manages the operations of the TUSA State Council, including strategy, governance, budget, and compliance. They also act as a liaison between the State Council and the Editor in Chief of *Togatus*.
- **Time Commitment:** 19 hours per week.
- **Honoraria:** \$22,750 (+ Superannuation).

3. Equity President

- **Responsibilities:** The Equity President advocates for students who identify as part of marginalized groups, including Aboriginal and Torres Strait Islander students, LGBTQIA+ community members, students with disabilities, women, and international students, and manages the TUSA Equity Committee. They also work closely with the university's Equity Committee and other relevant bodies.
- **Time Commitment:** 11.4 hours per week.
- **Honoraria:** \$13,638.

4. Education President – Undergraduate

- **Responsibilities:** This role focuses on representing the academic interests of undergraduate students. The Undergraduate Education President sits on various academic committees and works closely with academic societies to ensure students' voices are heard in academic matters.
- **Time Commitment:** 9.5 hours per week.
- **Honoraria:** \$11,250.

5. Education President – Postgraduate

- **Responsibilities:** The Postgraduate Education President represents the academic interests of postgraduate students, engaging with university

committees and external stakeholders to advocate for this group. They also support postgraduate societies and ensure their concerns are addressed.

- **Time Commitment:** 9.5 hours per week.
- **Honoraria:** \$11,250.

6. Campus Presidents (Southern, Northern, Cradle Coast, Rozelle)

- **Responsibilities:** Campus Presidents are responsible for student engagement and the activation of clubs and societies on their respective campuses. They work closely with student representatives, coordinate events, and ensure that the voices of students on their campuses are represented.
- **Time Commitment:** 7.6 hours per week.
- **Honoraria:** \$9,000.

7. National Union of Students (NUS) Delegate

6 Delegate Positions Available

- **Responsibilities:** TUSA is affiliated with the National Union of Students (NUS) which is the peak-body organisation advocating for student values at the national level. They seek to further the voice of students to the state and federal level government. NUS Delegates represent TUSA and have a say on how the NUS shapes its policy and campaigns.
- **Time Commitment:** Attendance at the annual NUS National Conference typically held in December. Travel arrangements to be provided by TUSA.
- **Honoraria:** Travel Expenses Only
- For more information on NUS work visit: <https://nus.asn.au/> or Facebook: <https://www.facebook.com/NationalUnionofStudentsA>

Each position offers a unique opportunity to lead and make a difference in the student community at UTAS. The roles require a commitment to student advocacy, collaboration, and a willingness to engage with diverse student groups and university stakeholders. If you are passionate about improving the student experience and ready to take on a leadership role, consider nominating yourself for one of these positions.

Eligibility Criteria

To run for a position in the TUSA Student Council Elections, candidates must meet the following eligibility criteria:

1. Current Enrollment Status

- Candidates must be currently enrolled students at the University of Tasmania (UTAS) and maintain this status throughout their term in office. A currently enrolled student is defined under Clause 18.1 of the UTAS Student Participation and Attainment Ordinance.

2. Meet Good Conduct Requirements

- Candidates must not be subject to any proceedings under a University of Tasmania Ordinance for Student Behaviour and Conduct, or where the students' conduct has been determined to be misconduct or serious misconduct in accordance with the Ordinance.
- Individuals who have been charged with a serious criminal offence are excluded from nominating.

3. Meet Minimum Academic Standing Requirements

- Candidates must, at the time of nomination, hold an academic status as defined by the University of Tasmania Academic Progress Review classifications of either:
 - Good Standing; or,
 - Supported (Advice) Status
- Candidates may request an appeal of their eligibility on the basis of Academic Standing through the TUSA Election Tribunal.
- Please refer to the TUSA Election Policy for further detail regarding candidate eligibility.

4. Role-Specific Requirements

- **Equity President:** Must submit written letters of support from two equity-focused organizations, demonstrating a commitment to representing marginalized student groups, such as Aboriginal and Torres Strait Islander students, LGBTQIA+ students, students with disabilities, women, and international students.
- **Education President – Undergraduate:** Must be a currently enrolled undergraduate student at UTAS.
- **Education President – Postgraduate:** Must be a currently enrolled postgraduate student at UTAS.
- **Campus Presidents** (Southern, Northern, Cradle Coast, Rozelle): Must be enrolled at or regularly attend the specific campus for which they are running.

5. TUSA Membership

- Candidates must be members of the Tasmanian University Student Association (TUSA) at the time of their nomination. Students currently enrolled at the University of Tasmania hold Honorary Student Membership at TUSA, but candidates should confirm their status.

6. Nomination Form

- Candidates must complete and submit the official nomination form by the specified deadline. This includes providing accurate personal information, a candidate statement, and any required supporting documentation, such as letters of endorsement for specific roles.

7. Candidature Requirements

- Candidates must meet the candidature requirements outlined in the TUSA Election Policy, which include adhering to the campaign guidelines and any other specific criteria related to the role they are contesting.

By ensuring that all candidates meet these eligibility criteria, TUSA aims to maintain a fair and transparent election process, while encouraging a diverse range of students to participate and represent their peers effectively.

Nomination Process

If you're ready to step up and make a difference as a TUSA Student Representative, follow these steps to nominate yourself:

1. Check Eligibility

- Before starting the nomination process, ensure you meet all the eligibility criteria. This includes being a currently enrolled UTAS student, maintaining good academic and conduct standing, and fulfilling any role-specific requirements. For any specific questions about eligibility, contact us via elections@tusa.utas.edu.au.

2. Gather Required Documents

- **Personal Information:** Prepare your basic details such as your full name, student ID, contact information including address, and the position you're nominating for.
- **Candidate Statement:** Write a brief statement (up to 150 words) outlining why you're running for the position, your vision, and how you plan to contribute to the student community.
- **Supporting Documents:** If applicable, gather any required endorsements or letters of support. For example, candidates for the Equity President role need letters from two equity-focused organizations.

3. Complete the Nomination Form

- Access the official nomination form on the TUSA website. Fill in all the required fields accurately, including your personal information, candidate statement, and any supporting documents.

4. Submit Your Nomination

- Once your nomination form is complete, submit it online through the TUSA website by the specified deadline. Double-check that all information is accurate and that you have attached any required documents.

5. Confirmation of Eligibility

- After submission, your nomination will be reviewed by the TUSA Elections Committee to ensure you meet all the criteria. You will receive a confirmation of your eligibility via email. If any issues are found, you will be contacted to address them before the nomination period closes. If you have not received written confirmation that we have received your nomination prior to the closure of the nomination period, please contact us via elections@tusa.utas.edu.au.

6. Prepare for Campaigning

- Once your nomination is confirmed, start preparing your campaign. Review the campaign guidelines provided by TUSA to ensure you adhere to all rules and regulations. Reviewing TUSA's Election Procedure is a good first step. You'll be officially notified when you can begin campaigning.

7. Attend Mandatory Workshops

- All successful candidates are required to attend the Student Leader Onboarding Workshop and the two-day Student Leader Conference in November 2024. These workshops are designed to equip you with the knowledge and skills needed for a successful campaign and term in office.

8. Meet the Deadlines

- **Nominations Open:** 9AM, Monday 26 August 2024
- **Nominations Close:** 5PM, Monday 9 September 2024
- Ensure that all forms and documents are submitted before the deadline. Late nominations will not be accepted.

By following these steps, you'll be well on your way to becoming a TUSA Student Representative.

Campaign Guidelines

Running a successful campaign is key to achieving a TUSA Student Representative position. To ensure a fair and respectful election process, all candidates must adhere to the following campaign guidelines:

1. Adhere to TUSA Election Policies

- All campaign activities must comply with the TUSA Election Policy and Election Procedure. It's crucial to familiarize yourself with these documents to avoid any breaches that could result in penalties.

2. Campaign Period

- **Start Date:** Campaigning can only begin after you receive confirmation of your eligibility and approval of your campaign materials from the TUSA Returning Officer and/or TUSA staff with delegated authority. Campaigning before this date is strictly prohibited.
- **End Date:** All campaigning must cease by the close of the voting period. Ensure that all campaign activities, including online posts, are concluded by this deadline.

3. Campaign Materials

- **Approval:** All physical and digital campaign materials (posters, flyers, social media graphics, etc.) must be approved by the TUSA Returning Officer and/or TUSA staff with delegated authority before distribution or posting. Submit your materials for approval well in advance to avoid delays.
- **Content:** Campaign materials should be positive, focused on your vision and platform. Negative campaigning, including personal attacks on other candidates, is not allowed.
- **Branding:** You are allowed to use the TUSA logo on your campaign materials only if you have received explicit permission from the TUSA Returning Officer and/or TUSA staff with delegated authority.

4. Campaign Budget

- There is a spending cap for each candidate to ensure a level playing field. The specific amount will be communicated at the start of the campaign period. Keep all receipts for campaign-related expenses, as you may be required to submit a financial report at the end of the campaign.

5. Use of University Resources

- You may not use UTAS resources, including university email lists, printers, or other facilities, for campaign purposes. Campaigning in classrooms or during lectures is also prohibited unless explicitly permitted by the lecturer.

6. Online Campaigning

- **Social Media:** You are encouraged to use social media platforms like Facebook, Instagram, and TikTok to reach students. However, all online activity must comply with the TUSA Election Policy, and the content must be respectful and free from harassment.
- **Emails:** Campaign emails must be sent from your personal email account, not your UTAS student email. Additionally, you must not engage in spam or unsolicited mass emailing.

7. Conduct During Campaigning

- **Respect for Others:** Treat your fellow candidates, students, and university staff with respect throughout the campaign. Any form of harassment, intimidation, or disruption of other candidates' campaigns will not be tolerated.
- **Engagement:** Focus on constructive engagement with students. Use events, forums, and social media to communicate your platform and listen to student concerns.

8. Campaigning on Campus

- **Posters and Flyers:** You may place TUSA approved posters and flyers in designated areas on campus. Make sure to follow the campus guidelines for posting, which will be provided by TUSA.

- **Events:** You are encouraged to hold campaign events, but these must be scheduled in advance and approved by TUSA. Make sure to book spaces early and follow all event guidelines.

9. Reporting Misconduct

- If you observe any violations of the campaign guidelines, report them to the TUSA Elections Tribunal immediately. All complaints will be investigated, and appropriate actions will be taken if necessary.

10. Consequences of Violations

- Breaching these guidelines can result in penalties, including fines, disqualification, or other sanctions as determined by the TUSA Elections Tribunal. It is your responsibility to ensure that your campaign team also adheres to these rules.

Campaign Tips

Running an effective campaign is all about connecting with students, clearly communicating your message, and standing out from the crowd. Here are some strategies to help you run a successful campaign:

1. Know Your Audience

- **Understand Student Concerns:** Take the time to learn what issues matter most to the students you want to represent. Whether it's academic policies, campus facilities, or social events, tailoring your campaign to address these concerns will resonate more with voters.
- **Diverse Engagement:** Remember that UTAS students come from various backgrounds and study at different campuses. Make sure your campaign message is inclusive and relevant to a wide audience.

2. Craft a Clear Message

- **Key Points:** Identify three to five key points that define your platform. These should be clear, actionable, and directly address the needs of the student body. Make sure these points are consistently communicated across all your campaign materials.
- **Tagline:** Create a memorable campaign tagline that encapsulates your message. This can help with brand recognition and make your campaign more memorable.

3. Leverage Social Media

- **Consistency:** Use platforms like Facebook, Instagram, and TikTok to reach students where they are most active. Regularly post updates, share your key messages, and engage with students in the comments.
- **Visual Appeal:** Use eye-catching visuals, including infographics and short videos, to communicate your ideas. Content that is visually appealing is more likely to be shared, increasing your reach.
- **Live Engagement:** Host live Q&A sessions or discussions on social media to interact with students in real time. This allows you to answer questions, clarify your platform, and show your personality.

4. Build a Strong Campaign Team

- **Delegate Tasks:** Assemble a team of passionate supporters who can help you with various tasks, from managing social media to distributing flyers. Assign specific roles to ensure your campaign runs smoothly.
- **Empower Your Team:** Encourage your team members to share their own experiences and reasons for supporting you. Personal endorsements from peers can be powerful in persuading others to vote.

5. Engage in Face-to-Face Conversations

- **Presence on Campus:** Be visible on campus. Attend events, visit popular student hangouts, and engage with students directly. Face-to-face interactions can be much more persuasive than online messaging alone.

- **Listening Tours:** Organize small meet-and-greet sessions where you can listen to students' concerns and ideas. Showing that you're willing to listen can build trust and support.

6. Utilise Creative Campaign Tactics

- **Merchandise:** Consider creating campaign merchandise like stickers, badges, or t-shirts with your campaign slogan. These can help spread your message and create a sense of solidarity among your supporters.
- **Interactive Events:** Host interactive events, such as debates, workshops, or casual coffee catch-ups, where students can get to know you and your platform better.

7. Network with Student Groups

- **Clubs and Societies:** Reach out to student clubs and societies to discuss how your platform aligns with their goals. Offer to attend their meetings or events to speak directly with their members.
- **Endorsements:** Seek endorsements from influential student groups or leaders who share your vision. Their support can lend credibility to your campaign and broaden your reach.

8. Stay Organized and Consistent

- **Campaign Calendar:** Create a campaign calendar to plan your activities, social media posts, and events. Staying organized ensures that you maintain a consistent presence throughout the campaign period.
- **Message Discipline:** Stick to your key messages throughout the campaign. Consistency helps reinforce your platform in the minds of voters.

9. Be Authentic

- **Be Yourself:** Authenticity is key in connecting with students. Be genuine in your interactions, and don't be afraid to show your personality. Voters are more likely to support candidates they feel they can relate to.
- **Transparency:** Be transparent about your plans and how you intend to achieve them. Voters appreciate honesty and clarity, which can set you apart from other candidates.

10. Follow Up After the Campaign

- **Thank Your Supporters:** Regardless of the election outcome, make sure to thank your supporters and campaign team. Showing appreciation builds lasting relationships and reflects well on your character.
- **Post-Campaign Engagement:** If elected, continue engaging with students to keep them informed about your work. If not elected, consider staying involved in student governance or other campus activities.

Election Timeline

Stay on top of key dates for the TUSA Student Council Elections to ensure you don't miss out on your chance to participate, whether you're running as a candidate or casting your vote. Here are the important dates you need to know:

- **Nominations Begin:** 9 a.m. Monday, August 26, 2024
 - Start preparing your nomination and gather all necessary documents. Make sure to submit your form as early as possible.
- **Nominations Close:** 5 p.m. Monday, September 9, 2024
 - This is the final deadline to submit your nomination. Late submissions will not be accepted, so be sure to have everything ready.
- **Electoral Roll Closes:** 5 p.m. Monday, September 9, 2024
 - Ensure your enrolment details are up-to-date by this date to be eligible to vote or run in the elections.
- **Online Voting Ballot Opens:** 9 a.m. Monday, September 23, 2024
 - Voting begins! Check your email for the link to the online ballot and cast your vote for your preferred candidates.
- **Online Voting Ballot Closes:** Thursday midnight, September 26, 2024
 - This is your last chance to vote. Make sure your voice is heard before the ballot closes.
- **Scrutiny:** 12 p.m. Friday, September 27, 2024 (TUSA Office, Sandy Bay)
 - The votes will be scrutinized to ensure the election was conducted fairly and accurately.
- **Election Results Announcement:** 5 p.m. Friday, September 27, 2024 (The Ref, Sandy Bay; Online access available)

- The results of the election will be announced. Join us at The Ref in Sandy Bay to hear who your new student representatives will be!

Voting Process

Voting in the TUSA Student Council Elections is straightforward and designed to be as accessible as possible for all students. Here's how the process works:

1. Online Voting

- **How It Works:** Voting is conducted online to ensure that all students can participate, regardless of their location. On the first day of voting, you will receive an email from UTAS containing a unique link to the online voting platform.
- **Accessing the Ballot:** Click the link in the email to access your personalized ballot. The ballot will display the names of all candidates running for various positions, arranged in a random order each time you access it.
- **Casting Your Vote:** You can vote for candidates in the order of your preference. For each position, you'll be asked to rank the candidates you support. Once you've made your selections, review your choices, and click "Submit" to finalize your vote.
- **Security:** Your vote is confidential, and the system is designed to prevent tampering or multiple voting. Once submitted, your vote is securely recorded and cannot be changed.

2. What to Expect on Election Day

- **Email Notification:** Expect to receive the voting link in your UTAS email inbox on the morning of Monday, September 23, 2024, when voting officially opens.
- **Voting Window:** You will have until midnight Thursday, September 26, 2024, to cast your vote. The voting platform is accessible 24/7 during this period, so you can vote at your convenience.
- **Technical Support:** If you experience any issues accessing the voting platform or submitting your vote, technical support will be available throughout the voting period. Contact information for support will be included in the voting email.

3. Election Results

- **Announcement:** The results will be announced at 5 p.m. on Friday, September 27, 2024, at The Ref, Sandy Bay and available to attend online. If you can't attend in person, the results will also be posted on the TUSA website and shared via email.
- **Scrutiny:** The scrutiny of votes will take place at 2 p.m. on Thursday, September 26, 2024, at the TUSA Office in Sandy Bay. This process ensures the integrity and fairness of the election.

Voting is your chance to have a say in who represents you at UTAS. Make sure to participate, encourage your peers to participate and help shape the future of your student community!

Code of Conduct

As a candidate in the TUSA Student Council Elections and, if elected, as a Student Rep, you are expected to uphold the highest standards of behavior and ethics. The following code of conduct outlines the expectations for all participants during the election process and throughout your term in office.

1. Integrity and Honesty

- **Truthfulness:** Always provide accurate and truthful information in your campaign materials, speeches, and interactions with students and staff. Misrepresentation of facts or misleading statements will not be tolerated.
- **Transparency:** Be open about your intentions, plans, and qualifications. If any conflicts of interest arise, disclose them promptly.

2. Respect for Others

- **Dignity and Respect:** Treat all candidates, students, staff, and university officials with respect and courtesy. Avoid personal attacks, harassment, or any behavior that could be seen as bullying or intimidation.

- **Diversity and Inclusion:** Show respect for the diverse backgrounds, opinions, and identities of all members of the UTAS community. Promote an inclusive environment where everyone feels valued and heard.

3. Fair Play

- **Campaign Ethics:** Follow all campaign guidelines and avoid any unethical practices, such as bribery, vote-buying, or the use of university resources for personal gain. Ensure that your campaign team also adheres to these standards.
- **Equality:** Ensure a level playing field by respecting the campaign spending cap and avoiding any actions that could unfairly disadvantage other candidates.

4. Confidentiality

- **Student Information:** If you have access to any sensitive or personal information about students or staff, treat this information with the utmost confidentiality. Do not use it for campaign purposes or share it without permission.
- **Council Matters:** As a Student Rep, you may be privy to confidential discussions and documents. It is your responsibility to keep this information secure and only share it with authorized individuals.

5. Accountability

- **Responsibility for Actions:** You are accountable for your actions and those of your campaign team. If any rules are breached, you must take responsibility and cooperate with any investigations by the TUSA Elections Tribunal.
- **Reporting Misconduct:** If you witness any breaches of the code of conduct by other candidates or representatives, it is your duty to report them to the TUSA Elections Tribunal promptly.

6. Professionalism

- **In Office:** If elected, conduct yourself professionally at all times. This includes attending meetings, fulfilling your duties, and representing the student body with integrity.

- **Public Image:** As a representative of the student body, your actions and words reflect on TUSA and UTAS. Maintain a positive and professional public image, both online and offline.

7. Consequences for Breach

- **Disciplinary Action:** Breaches of this code of conduct may result in disciplinary actions, including fines, disqualification from the election, removal from office, or other sanctions as deemed appropriate by the TUSA Elections Tribunal or relevant council.
- **Appeals:** If you believe a decision made against you is unfair, you have the right to appeal through the appropriate channels as outlined in the TUSA Election Policy.

By adhering to this code of conduct, you contribute to a fair, respectful, and ethical election process and ensure that TUSA continues to serve the best interests of all UTAS students.

Contact Information

If you have any questions, need assistance, or require further information about the TUSA Student Council Elections, please reach out to us through the following channels:

- **Email:**
 - For general inquiries and election-related questions:
elections@tusa.utas.edu.au
- **Phone:**
 - TUSA Office: **(03) 6226 2857**
 - Monday to Friday, 9 a.m. to 5 p.m.
- **In-Person:**
 - **nipaluna/Hobart:**
 - **TUSA Hub**, Lazenby's Precinct, Sandy Bay Campus
 - **TUSA Office**, 1 Churchill Avenue, Sandy Bay, TAS 7005
 - **kanamaluka/Launceston: TUSA Office**, Student Centre (Building Y), Newnham Campus

- **pataway/Burnie: TUSA Office**, Room 135, Floor 1, Field Building, West Park Campus

- **Website:**

- Visit our elections page for more information and resources:
www.tusa.utas.edu.au/elections

- **Social Media:**

- Follow us on social media for the latest updates and news:
 - **Facebook:** facebook.com/tusa.org.au
 - **Instagram:** instagram.com/tusa.org.au

If you have specific questions about the roles or need help with the nomination process, don't hesitate to contact us. We're here to support you every step of the way!

Additional Resources

TUSA Governance Documents

- [TUSA Code of Conduct](#)
- [TUSA Constitution](#)
- [TUSA Election Policy](#)
- [TUSA Election Procedure](#)

TUSA Reports

- [2023 Election Survey Analysis - External.pdf](#)

Successful past campaigns

- [Your Uni Your TUSA campaign from 2022 & 2023](#)