

TSC 2024-25 Election Guidelines

Please review the **2025-26 TSC Manual**, *Section 8: Executive Roles, Functions, and Elections*, for a refresher on relevant TSC Program policies. Please review your Club's **2025-26 Constitution** for criteria and rules specific to your Club.

Timeline:

Date(s)	Item	Notes
February 13 th	Deadline to share Election Information with all Club members	- Share this memo and Club's election dates/format by email - Discuss at a team mtg or training session
7 days prior to election start	Deadline to Declare Candidacy	Declare in writing to Club Lead (or designate).
5+ days prior to election start	Candidates announced to Club Members	Club Lead to send email to all Club Members with list of candidates, their statements, and election date(s)/format. (include sport.clubs@ubc.ca)
March 1 st – 14 th	Election window	Election may be shorter than 2 weeks
March 16 th	Declare Executives to TSC Office	Via Slack or Email
March 20 th	Executive Registration Deadline	ALL executives (new and returning) must complete executive registration (Qualtrics)

Club Executive

- Should consist of 3-5 people
 - Sport Clubs that historically roster 25+ athletes may have a maximum of 6 executives, if approved in advance by Sport Clubs Office.
- The following **duties** must be fulfilled:
 - Club Lead
 - Finance
 - Travel & Safety
 - Marketing & Communications
 - Fundraising
- You may combine roles, double up on roles, or add additional roles, as long as you fulfill the required duties and stay within your maximum number of people on the executive. (Club Lead and Finance must be held by two different people.)
 - Must run for election as individuals (can't run in pairs/groups)
- To run for election, student-athletes:
 - Must be an active member of your club
 - Must **not** be going on exchange in Term 1 or Term 2
 - Must be in good Academic Standing
 - Must be available to attend Exec Retreat on Sunday, Sept. 6th 2026
- Candidates may run for any position; however, the Sport Clubs Office recommends that first-time executives hold a position other than Club Lead.*

Election Process

General

- The current Club Lead shall be responsible for conducting the election unless they are running for re-election. In that case, another executive who is not running for re-election shall be designated to conduct the election.

Communication

- Club Lead (or designate) must share election information (this memo and Club's election dates/format) with all Club members by Friday, February 13th.
- Club Lead (or designate) must also *discuss* election details and provide time for questions at a training session or team meeting prior to February 13th.

Candidates

- Seven (or more) days prior to the start of the election, candidates must declare their intention to run for election.
 - Send declaration to Club's team email including a statement indicating why they are running for election.
- Five (or more) days prior to the start of the election, the Club Lead (or designate) will circulate to ALL club members a list of candidates, their statements, and the date(s)/format of the election.
 - Send by email to all club members and TSC Office (sport.clubs@ubc.ca).

Voting

- Elections must take place between March 1st and 14th.
 - If conducting your election asynchronously (eg. using Qualtrics) it must remain open for a minimum of 24 hours. It does not need to be open for the entire 2 weeks. (TSC Office recommends an election of 24-72h.)
- All athletes on the roster are permitted to vote (see TSC Manual 8.24)
 - Please refer to your Club's constitution for any additional requirements of active membership for your Club. If an athlete is no longer fulfilling these requirements, they should be removed from your roster, otherwise they are entitled to vote.
- Coaches are not permitted to vote (unless they are player-coaches who are on the roster)
- Voting shall take place through secret ballot
 - If voting takes place at a General Meeting, quorum must be met.
 - If voting takes place asynchronously, a minimum number of votes equal to quorum must be received.
 - Refer to your Club's Constitution for specific quorum requirements for a General Meeting. (Must be between 50-75% of roster size).
 - The Sport Clubs Office reserves the right to collect and tabulate the votes if deemed necessary to ensure confidence in the integrity of the election.
- Executive positions shall be elected by a majority vote (more than half of votes cast).
 - If the highest voted candidate does not receive at least half of the votes, you must conduct second round of voting with the top two vote-earning candidates.