



SO 2002

STANDING ORDER GOVERNING THE ACTIVITIES ZONE

1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a. "the Zone" means the Activities Zone;
- b. "HUU" means Hull University Union;
- c. "Council" means HUU Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. Function

The primary function of the Zone is to originate and coordinate HUU's Activities action and implement HUU's Activities Strategy. The secondary functions of the Zone are to provide scrutiny and hold to account the President of Activities and other Zone Members.

All zone members with the exception of the Publicity Coordinator are members of Council; if a member resigns or is removed from either Council or their Zone position then they cease to hold both of these roles.

3. Membership

Voting membership of the Zone shall be:

- I. President of Activities (casting vote only for electing a chair of the zone);
- II. Chair RAG;
- III. Two Councillors for Scrutiny;
- IV. Chair LINKS;
- V. Society Mentors (shared vote);
- VI. HYMS Societies Representative;
- VII. Heads Media Committees (shared vote);
- VIII. Publicity Coordinator.

Ex-Officio members:

1. Volunteering Co-ordinator;
2. Such others that the Zone may deem appropriate.
3. Student Activities Co-ordinator

4. Duties of the Membership

a. President of Activities

The duties of the President of Activities are detailed in S.O. 2001.

b. Chair RAG; Society Mentors and Heads Media Committees

The particular duties of Chair RAG; Society Mentors and Heads Media Committees are detailed in SO 2008; 2011 and 2006, 2007, 2009 respectively.

c. Councillors for Scrutiny

The Councillors for Scrutiny are to:

Ensure that all members of the Zone are following their strategy objectives; Ensure that all areas of the Zone are within budget; To assist if required in tasks and projects the Zone is undertaking.

d. Publicity Coordinator

The zone Publicity Coordinator will;

Chair a 'Discretionary*' publicity sub-committee consisting of: SEC Publicity Officer, RAG Publicity Officer, LINKS PR and Fundraising Officer, Jam Radio Head of Marketing and a representative of Hullfire and Torch TV†.

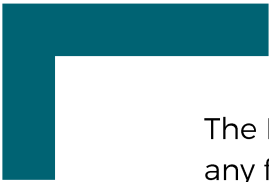
- President Activities, Sport & Societies Co-ordinator, Community Volunteering Co-ordinator and Student Opportunities Manager, will be Ex-Officio members.
- *Discretionary - These meetings will held on an adhoc basis as and when they are needed, at the request of the Publicity Coordinator or another member of the sub committee.
- †If the publicity related role is vacant then the chair of the respective committee will designate a committee member to be the point of contact for the AZ Publicity Manager.

Coordinate zone publicity through the HUU Societies & Volunteering Page on Facebook and any other appropriate social media channels.

Work with the HUU Marketing Team to ensure all publicity is in HUU's ethos and 'tone of voice'.

5. Election and Appointment

All members of the Zone, with the exception of the Publicity Coordinator shall be elected or appointed in semester two in accordance with the relevant standing order for each position and shall hold their positions for the next academic year. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.



The Publicity Coordinator shall be elected by EGM within the zone, and any full member of HUU is eligible to be a nominee. Voting will be conducted via secret ballot by the voting members of the Activities Zone, which would be overseen by and ex-officio member of the Activities zone (e.g. President Activities or Societies and Sports coordinator).

GENERAL PROCEDURE

6. Chair

The Chair shall be elected in accordance with paragraph 36 of the byelaws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 2002 annex A, which is to be circulated three clear days in advance; keeping order within the meeting and ensuring points to action are met. The Chair may call an emergency meeting of the Zone. The Chair may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

7. Meetings

Meetings of the Zone shall take place in weeks three; five; seven; nine and eleven. The day and time of these meetings shall be agreed by the membership following the first Council of each semester.

8. Quorum

The quoracy of such meetings shall be fifty percent plus one of the voting membership plus the Chair.

9. Minutes

The minutes shall be taken by the Secretary to the Zone, who shall be elected in the first Zone meeting of the academic year. These shall be handed in to General Office no later than four clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the Chair, in the form of a report under the Activities Zone section of the Council agenda.

10. Voting

All votes shall require a greater than fifty percent majority pass. All votes shall be public except those on motions of caution, censure, no confidence and the election of The Publicity Coordinator which shall be conducted by secret ballot, counted by the secretary and checked by the Chair.



11. Powers

The Zone shall be able to:

1. Pass a motion of caution against the President of Activities as detailed in the bye laws
2. Bring motions of censure and no confidence as detailed in the bye laws against the President of Activities to Council.
3. Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
4. Submit questions in writing to the trustees of HUU to be asked by the President of Activities.
5. Submit questions to an officer at council.
6. Propose a motion of caution against an officer to council.

Approved:

UEC: 7th December 2012

Union Council: 10th December 2012

UEC:

Union Council: 20 February 2017

Union Council: 8 May 2017

Union Council: 23 April 2018

Union Council: 29 April 2019

Annex A:

Activities Zone Meeting Agenda



2002 Annex A

ACTIVITIES ZONE MEETING AGENDA

1. Attendance

Apologies.
Register.
Pronoun Policy.

2. Minutes

Minutes of the previous meeting.
Matters arising.
Previous points to action – results.

3. Reports

Report by President of Activities.
Questions.

Report by Chair RAG.
Questions.

Report by Chair Activities Zone.
Questions.

Report by Society Mentors.
Questions.

Report by Heads Media Committees.
Questions.

Report by Councillors of Scrutiny.
Questions.

4. Proposals

Any proposals for action.

5. Motions

Motions of caution/ censure/ no confidence.

Questions to trustees.

Questions to Council.

6. Any Other Business