

## **STANDING ORDER GOVERNING THE SPORT ZONE**

### **1. Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, ByeLaws 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 Sport Zone;
- b. "HUU" means Hull University Union;
- c. "Council" means HUU Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays;
- e. "AU" mean Hull University Union Athletic Union.

### **2. Function**

The primary function of the Zone is to organise and develop sport within HUU.

The secondary functions of the Zone are to provide scrutiny and hold to account the President of Sports.

All Zone members 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:

- (1) President of Sports;
- (2) AU Members' Representative.
- (3) AU Secretary.
- (4) AU Participation and Inclusivity.
- (5) Non-BUCS Representative.
- (6) Two Councillors for Scrutiny.

Ex-Officio members:

- (1) Sports & Societies Co-ordinator;
- (2) Such others that the Zone may deem appropriate.

### **4. Duties of the membership**

All roles will help the President of Sports and the Sports & Societies Co-ordinator when necessary.

#### **(1) President of Sports**

i. The duties of the President of Sports are detailed in SO 4001.

#### **(2) AU Members' Representative**

- i. To represent the view of AU members at zone meetings and at Union Council.
- ii. To be a full voting member of Union Council.
- iii. To support the President of Sports in the organisation and running of AU Council.
- iv. To support the President of Sports to promote cohesion and cooperation between AU Clubs.
- v. To be an extra line of communication between AU Members and the President of Sports.
- vi. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.

#### **(3) AU Secretary**

- i. To be a full voting member of Union Council.
- ii. To be responsible for the minuting of zone meetings.
- iii. To support the President of Sports in communicating with students involved in sports (inside and outside the AU).
- iv. To promote the Sports Zone, it's achievements (BUCS and Non-BUCS) and announcements to the student body.
- v. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.

#### **(4) AU Participation and Inclusivity**

- i. To be a full voting member of Union Council.
- ii. To help AU clubs coordinate charity fundraising with RAG and to promote the expansion of charity fundraising within the AU.
- iii. To promote participation within sport, both by aiding clubs with year-round recruitment and also championing participation in intramural sports (alongside the AU Non-BUCS Representative).
- iv. To be a point of contact for AU clubs to aid them in the implementation of measures aimed at addressing welfare and wellbeing issues within clubs (They will be given the appropriate training to inform members of what services the Union/University provides in these areas and how to direct people to access them). This will include the promotion of sharing good practice among clubs and helping the President of Sports to promote campaigns and initiatives started by the Wellbeing and Community Officer within the AU.
- v. To help the President of Sports to ensure that those participating or wishing to participate in sports who would identify as being part of a minority are sufficiently represented and aware of the opportunities available.
- vi. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.

#### **(5) Non-BUCS Representative**

- i. To be a full voting member of Union Council.
- ii. To represent Non-BUCS teams/clubs at Zone meetings and Union Council.
- iii. To support the President of Sports in the expansion and success of intramural sports and teams.
- iv. To support the President of Sports to ensure that Campus Sport and Give It A Go (GIAG) provide the right opportunities for students and do not work in opposition to AU clubs.
- v. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.

#### **(6) Two Councillors for Scrutiny**

- i. To scrutinise the performance of zone members and the President of Sports in line with their objectives.
- ii. To scrutinise the zone budget.
- iii. To be a full voting member of Union Council.
- iv. To support the zone with any campaigns or activities.

#### **4a. Duties of the AU Executive Committee**

To assist the President of Sports in the planning and delivery of Sports Zone events, these must include but are not limited to; AU Ball, Varsity and AU Trophy Presentation.

To be members of the AU Awards Committee and the AU Colours Committee.

To assist and support the President of Sports in any other appropriate way that they have the time to do so.

### **5. Election process**

The President of Sports and the Councillors for Scrutiny shall be elected in line with SO 8001 governing Elections.

#### **5a. Selection Process and Criteria**

The four AU Executive positions (AU Members, AU Sec, AU P+I, Non-BUCS) will be selected via an application process. This application process will be:

- i. Applicants will submit an application consisting of their CV, a covering letter (Single side A4 max) and a supporting statement from another student (Single side A4 max).
- ii. Applications will open at the start of week 9 of Semester 2 and close at the end of week 10 of Semester 2.
- iii. All applications will be reviewed by the selection panel, in the event of a large number of applicants, these applications can be shortlisted at this stage. The criteria for selection will be decided by the panel members prior to advertisement of roles in line with role descriptions. Each shortlist for each position cannot be smaller than three applicants (if three or less applicants for a position, no shortlist is required).

iv. All applicants on the shortlists will be invited for an interview with the selection panel, each interview will be conducted by three members of the selection panel, it does not have to be the same members for every interview, but of the three, one of them must be either the President of Sports or President of Sports Elect.

v. Following the completion of all interviews, the selection panel will meet to discuss the merits of the candidates and determine who will be offered each role.

The Selection panel shall consist of: The current President of Sports, the President of Sports Elect, all current AU Exec members, the Sports & Societies coordinator, a Sports Experience Officer, a senior member of HUU staff.

The AU Members representative needs to be a current member of an AU Club.

The Non-BUCS representative needs to be a member of a Non-BUCS team/club.

## **6. Chair**

The Chair shall be elected in the first zone meeting. They are responsible for keeping a register of attendance; drafting a Zone meeting agenda, 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.

## **7. Meetings**

Meetings of the Zone shall take place at least every two weeks (excluding Holiday weeks and Exam periods) with the first meeting having taken place by the end of week three. The day and time of these meetings shall be agreed by the membership.

## **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 AU Secretary. These shall be submitted to the Democracy & Governance Coordinator 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 Sport Zone section of the Council agenda.

## **10. Voting**

All votes shall require a greater than fifty percent majority to pass. All votes shall be public except those on motions of caution, censure and no confidence 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 Sports as detailed in the Bye Laws.

- (2) Bring motions of censure and no confidence as detailed in the Bye Laws against the President of Sports 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 Sports.
- (5) Submit questions to an officer at council.
- (6) Propose a motion of caution against an officer to council.

Approved Union Council: 13/04/15

Approved Union Council: 8 May 2017

Approved Union Council: 23 April 2018