

SO4004

STANDING ORDER GOVERNING THE ATHLETIC UNION EXECUTIVE COMMITTEE

1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, bye-laws and the relevant Standing Orders (particularly 4001, 4002 and 4003) of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- i. The "Athletic Union" or ("AU") means Hull University Athletic Union;
- ii. The "Committee" means the Athletic Union Executive Committee;
- iii. "Awards Committee" means the Athletic Union Awards Committee;
- iv. "Colours Committee" means the Athletic Union Colours Committee;
- v. "AU Council" means the Athletic Union Council;
- vi. "Club" means a recognised club of the Athletic Union;
- vii. "Constituent" means a member of the Athletic Union;
- viii. "the Zone" means the Sport Zone;
- ix. "HUU" means Hull University Union;
- x. "Union Council" means HUU Council;
- xi. "Clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. Function

The principle functions of the Committee are:

- i. To assist the President of Sports in managing, organising and running the Athletic Union;
- ii. To ensure that the concerns, needs and opinions of the constituents of the Athletic Union are brought to the attention of the President of Sport;
- iii. To contribute to continued development, improvement and promotion of the Athletic Union.

3. Membership

The President of Sports;

- 1) AU Secretary;
- 2) AU Marketing and Communications;
- 3) AU BUCS Officer;
- 4) AU Non-BUCS Officer;
- 5) AU Participation and Engagement Officer;
- 6) AU Inclusivity and Diversity Officer;

Ex-Officio members:


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

4. Duties of the membership

1) **President of Sports**

In addition to the duties detailed in SO 4001, the President of Sports shall in the context of the Committee:

- i. Be the chair of the Committee, with a casting vote only;
- ii. Organise the time, date and location of all Committee meetings;
- iii. Be the chair of the Awards Committee, with a casting vote only and to convene its meeting;

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- iv. Be the chair of the Colours Committee, with a casting vote only and to convene its meeting;
 - v. To support all members of the Committee in their personal development, balancing their priorities and completing their objectives.
 - vi. To ensure that any task asked of Committee members is appropriate, meaningful and within their capability.
 - vii. To ensure that any performance review of a member of the Committee arising from a motion of the zone (see 4002 11.4) is conducted in a fair and timely manner, with due consideration to the rights and wellbeing of the Committee member.

2) AU Secretary

- i. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.
- ii. Be a voting member of the Awards Committee;
- iii. Be a voting member of the Colours Committee;
- iv. To be responsible for facilitating the administration of the Committee.
- v. To be responsible for facilitating the administration of the Zone (see 4002 9 and 10)
- vi. To assist the President of Sport by conducting appropriate administration and research tasks.

3) AU Marketing and Communications

- i. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.
- ii. Be a voting member of the Awards Committee;
- iii. Be a voting member of the Colours Committee
- iv. To be responsible for the management and monitoring of the Committee email account.
- v. To be responsible for the management, monitoring and security of the Committee Instagram account.
- vi. To be responsible for the management, monitoring and security of any and all non-specified Committee Social Media accounts.
- vii. To work with the President of Sports to create, promote and publicise relevant communications with the AU, its Clubs and Constituents. This will include but is not limited to information about the following: AU events, Event/Game of the Week/Month, Team of the Month, Team of the Trimester, AU Awards and AU Colours.

4) AU BUCS Officer

- i. To be a full voting member of Union Council.
- ii. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.
- iii. Be a voting member of the Awards Committee;
- iv. Be a voting member of the Colours Committee;
- v. To be the advocate for AU constituent interests, issues and opinions on any matters relating to BUCS sporting activity within the AU Exec and the Sports Zone.
- vi. To work with AU Marketing and Communications and other relevant parties to promote and publicise BUCS sports, Clubs, fixtures and results.

5) AU Non-BUCS Officer

- i. To be a full voting member of Union Council.
- ii. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.
- iii. Be a voting member of the Awards Committee;
- iv. Be a voting member of the Colours Committee;

- v. To be the advocate for AU constituent interests, issues and opinions on any matters relating to non-BUCS sporting activity within the AU Exec and the Sports Zone.
- vi. To work with AU Marketing and Communications and other relevant parties to promote and publicise BUCS sports, Clubs, fixtures and results.

6) AU Participation and Engagement Officer

- i. To be a full voting member of Union Council.
- ii. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.
- iii. Be a voting member of the Awards Committee;
- iv. Be a voting member of the Colours Committee;
- v. To improve participation and engagement with and within the Athletic Union by researching, proposing and working on enhancing existing procedures and processes.
- vi. To improve participation and engagement with and within the Athletic Union by researching, proposing and working on new campaigns, initiatives and procedures.

7) AU Inclusivity and Diversity Officer

- i. To be a full voting member of Union Council.
- ii. To be an active part in the planning and delivery of events that are the responsibility of the AU Executive Committee.
- iii. Be a voting member of the Awards Committee;
- iv. Be a voting member of the Colours Committee;
- v. To improve inclusivity and diversity within the Athletic Union by researching, proposing and working on enhancing existing procedures and processes.
- vi. To improve inclusivity and diversity within the Athletic Union by researching, proposing and working on new campaigns, initiatives and procedures.

5. Duties of the AU Executive Committee

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

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

5a. Athletic Union Awards Committee

The Awards Committee shall be formed of all members of the Committee as full voting members plus the President of Sports as Chair.

The Sports and Societies coordinator will attend in a non-voting capacity.

The awards committee shall review the nominations and decide the winners of all the AU awards presented at AU Trophy Presentation.

5b. Athletic Union Colours Committee

The Colours Committee shall be formed of all members of the Committee as full voting members plus the President of Sports as Chair.

The Sports and Societies coordinator will attend in a non-voting capacity.

The Colours committee shall review nominations for Athletic Union Full, Half and Club Colours, awarding the relevant colours where appropriate and deserving, for presentation at AU Trophy Presentation or any other time.

6. Selection Process and Criteria

Applications for all positions on the Committee will be submitted via online form in weeks eight and nine of Semester two.

The selection panel will consist of the following: the President of Sports, the President of Sports elect, the Sports and Societies Coordinator, one member of HUU staff who works within Membership Services and is at least management level, all current members of AU Exec with the exception of any members that are also applicants for any position.

Following the close of applications, applicants may be shortlisted but only where there are four or more applicants for a specific position. There is no requirement to shortlist.

Following this all applicants will be interviewed by a delegation from the selection panel; this will consist of the current President of Sport and a member of HUU staff, with an optional third member.

The third interviewer can be any other member of the selection panel. The same people must interview all applicants for the same position.

After the conclusion of all interviews, the selection panel will meet and decide between them which applicants shall be offered which positions.

Committee term of office will be from 1st June to May 31st the following year.

7. Chair

The Chair of all meetings shall be the President of Sport; they shall have a casting vote only.

8. Meetings

Meetings of the Committee will take place as and when needed, this is to reflect the intensity of work on the Committee surrounding AU events.

The committee are expected to attend the Zone meetings and submit reports to the Zone Chair. A retrospective schedule of AU Exec meetings shall be available to the Zone at the request of the Zone Chair.

9. Quorum

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

10. Minutes

The AU Secretary shall take the minutes of Committee meetings, the Awards Committee meeting and the Colours Committee meeting.

These minutes shall be made available to the Zone at the request of the Zone Chair.

11. Voting

All votes shall require a greater than fifty percent majority to pass. All votes shall be public except those on Awards or Colours, which shall be conducted by secret ballot, counted by the secretary and checked by the Chair.



12. Powers

The Committee shall be able to:

- i. Make recommendations to the President of Sports concerning expenditure on AU events.
- ii. To decide the winners of AU Awards when sitting as the Awards Committee.
- iii. To decide the recipients of AU Colours when sitting as the Colours Committee
- iv. To decide the winners of Team of the Month and Team of the Trimester.