

UNION COUNCIL MOTION

Title of motion:

Relocation of LINKS from Inclusivity and Diversity zone to the Activities Zone

HUU Notes:

1. The title of “Welfare and Community” was altered to “Inclusivity and Diversity” by the board of trustees in February 2019
2. LINKS were initially placed into the Welfare Zone because of their capacity to provide physical care for students at events
3. Inclusivity and Diversity is better representative of protected characteristics i.e. Sexuality, Gender, Disability, Ethnicity.
4. First aid is a participatory activity rather than a protected characteristic of an individual.

HUU Believes:

1. As LINKS does not represent the interests of a protected characteristic and is a participatory activity it would be more fitting for LINKS to be located within the “Activities Zone”.

HUU Resolves:

1. That SO 5004 (LINKS), SO 2001 (President of Activities) and SO 20002 (Activities Zone) are amended as appended with immediate effect.

Proposer: *Andrew Costigan (President Inclusivity and Diversity)*

Seconders: Thomas McNamara (President Activities)

Rory Hamill (Chair of LINKS/ Unit Manager)

Phoebe Bastiani (Women’s Officer)

SO ~~5004~~ 2012

STANDING ORDER GOVERNING LINKS FIRST AID COMMITTEE

DEFINITION

The Links First Aid Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in SO ~~5004~~ 2012. The ~~Welfare and Community Activities~~ Zone shall be responsible for the management and co-ordination of the activities of the LINKS Committee, to ensure that it provides a cost-effective, efficient and responsive service in accordance with the aims and objectives of the Union, and that duties are performed in accordance with the law, and the rules and regulations of St John Ambulance. In the event of a clash between HUU Standing Orders and St John Ambulance regulations on an event or training matter, St John Ambulance regulations will take precedence over the HUU Standing Orders.

AIMS

1. LINKS First Aid Committee is responsible for providing:
 1. First Aid at HUU functions and other places all at the discretion of the Event Services Lead (Vice-Chair);
 2. Training opportunities to all members of the committee. HUU will ensure space will be provided for this training;
 3. Social functions.

MEMBERSHIP

2. Membership is open to all full HUU members (subject to an appropriate DBS authorisation - in line with HUU policy on DBS disclosures).

LINKS LIFE MEMBERS ASSOCIATION

3. Membership of this group is decided by the Committee, and can be granted to any individual from time to time. This is in recognition of dedicated service to LINKS, and does not entitle the member to membership of HUU. This must be applied for separately, according to the relevant procedure.

EXECUTIVE COMMITTEE

4. LINKS First Aid Sub-Committee is to elect an Executive Committee to carry out the day-to-day administration and organisational tasks of the sector. The membership of the Executive Committee is:
 - (a) Chairperson, LINKS First Aid
 - (b) Event Services Lead (Vice-Chair)

- (c) Human Resources Lead
- (d) Logistics & Facilities Lead
- (e) Training Lead
- (f) PR & Fundraising Lead

and up to 2 other Executive positions as deemed necessary by a General Meeting of LINKS First Aid Committee.

ELECTIONS

5. The Chairperson and members of the Executive Committee are to be elected at the Annual General Meeting in accordance with SO 8008. Subject to the following provisions:

- (a) Only full members of the LINKS Committee present at the meeting may vote;
- (b) Postal votes from full members will be accepted providing they are given to the Chair before the start of the meeting;
- (c) A member cannot hold more than 1 position on the Executive.

Any position that becomes vacant between elections may be filled either:

- (a) by co-option of a member of LINKS on to the executive committee providing a 2/3 majority of the executive committee are in agreement. The quorum for the meeting at which such a decision is taken must be 100% of the remaining Executive Committee members. The co-option must then be ratified at the next General Meeting of the LINKS Sub-Committee;
- (b) by having an interim election at a LINKS Committee General Meeting provided that 5 clear days notice is given and the election is on the Agenda.

The choice is at the Executive Committee's discretion subject to the majority of its members agreeing to the decision at a quorate meeting.

Resignation of an Executive Committee member must be made in writing or by email to the President of ~~Welfare and Community Activities~~ and the LINKS Human Resources Lead. During the period of vacancy, the remaining Executive Committee will be collectively responsible for those members' duties.

INDIVIDUAL RESPONSIBILITIES

6. (a) Chair

The Chairperson is to:

- (1) chair both the Executive Committee and general committee meetings;
- (2) be a member of the ~~Welfare and Community Activities~~ Zone;

- (3) ensure that liaison occurs between the Event Services Lead and the Entertainments Manager;
- (4) represent the views of LINKS First Aid at the ~~Welfare and Community Activities~~ Zone;
- (5) be responsible for ensuring fortnightly committee meetings occur and for calling extra committee meetings at the request of 2 other committee members;
- (6) hold only a casting vote;
- (7) may take decisions on behalf of the committee only when it has been impossible to contact other committee members to obtain their views. In this situation, the committee must be informed as soon as possible;
- (8) ensure that all relevant St John Ambulance meetings are attended by at least one Executive Committee member;
- (9) be aware of the requirements of all relevant HUU and St. John Ambulance policies and regulations;
- (10) maintain all LINKS HUU accounts and the St. John Ambulance account;
- (11) be responsible for finances as according to the SO 9001 governing financial procedures;
- (12) provide accurate records for annual audit for HUU and St John Ambulance financial End of Year Returns;
- (13) produce grant/finance applications;
- (14) liaise with the Logistics and Facilities Lead regarding the purchase of all equipment and first aid supplies.
- (15) Provide confidential support for members in line with relevant St John Ambulance policy but limited to individual professional competence. If a cause for concern arises the Chair should be responsible for referring members to relevant support systems;
- (16) Be a point of contact for all members wishing to discuss welfare concerns
- (17) Be responsible for directing members to relevant St John Ambulance Area and/or District Management and/or LINKS Executive Committee Members regarding specific matters;
- (18) Encourage the personal development of members by widening participation within St John Ambulance and other voluntary organisations;
- (19) Encourage the documentation of members' voluntary activities;
- (20) Liaise with the PR & Fundraising Lead as well as the Training Lead to ensure all members and potential members are aware of opportunities within the wider organisation

(b) Event Services Lead (Vice-Chair)

The Event Services Lead (Vice-Chair) is to:

- (1) deputise for the Chair in all of his/her responsibilities;
- (2) ensure members provide adequate cover of all events;
- (3) ensure all event documentation is maintained and updated regularly;
- (4) liaise with St John Ambulance regarding operational issues;

- (5) liaise with the Logistics & Facilities Lead to ensure that items of equipment, as well as the first aid post, are ready for use when required;
- (6) be the point of contact for members wishing to cover an event;
- (7) be the point of contact for organisations wishing to hire LINKS for an event;
- (8) appoint a Lead First Aider for each event and an Incident Officer where necessary;
- (9) be responsible for maintaining emergency contact event lists;
- (10) undertake to understand and keep regularly updated relevant St John Ambulance Regulations, especially the Event Operational Plan and to ensure that it is adhered to on events, enhancing LINKS professional conduct and appearance on events;
- (11) be responsible for the completion of Hull University Accident Report Forms and forward to HUU General Manager where events involve the HUU;
- (12) be responsible for the organisation of First Aid provision at the End of Year Event, in conjunction with the outgoing Event Services Lead (Vice-Chair).

(c) Human Resources Lead

The Human Resources Lead is to:

- (1) be responsible for maintaining the membership database, especially member's phone and email contact details;
- (2) be responsible for maintaining the St. John Ambulance membership file;
- (3) be responsible for the completion of all necessary HUU paperwork;
- (4) be responsible for the completion of the St. John Ambulance End of Year Returns;
- (5) compile a register of attendance to LINKS meetings and training nights;
- (6) be responsible for taking minutes at all Executive Committee meetings, Annual General Meetings and Extraordinary General Meetings and distributing them for ratification at the next committee meeting and providing a copy to the LINKS member's email list and H.U.U;
- (7) inform members of any AGMs, GMs, or other necessary events, such as committee meetings;
- (8) maintaining the LINKS member's email list;
- (9) be responsible for arranging the agenda for committee meetings;
- (10) be responsible for booking rooms for the purposes of committee meetings and such like;
- (11) maintaining and updating the event hours database.

(d) Logistics & Facilities Lead

The Logistics & Facilities Lead is to:

- (1) liaise with the Chair LINKS regarding the purchase of equipment and first aid supplies;
- (2) be responsible for the maintenance of adequate stock levels in the first aid post and the re-stocking of all kits;
- (3) maintain an adequate supply of replacement stock in the storage cupboards, carrying out regular stock checks where necessary;

- (4) be responsible for the maintenance of all first aid and training equipment recording this, where necessary, in the maintenance log book;
- (5) liaise with the LINKS Training Lead to ensure that equipment is available when required for training courses;
- (6) co-ordinate the borrowing of any equipment ensuring that when returned, items are in a satisfactory condition.
- (7) maintaining an adequate clinical environment for the treatment of patients on events.

(e) Training Lead

The Training Lead is to:

- (1) be responsible for all LINKS training needs (St. John Ambulance Courses and weekly training nights);
- (2) liaise with St John Ambulance regarding training issues;
- (3) be a point of contact for volunteers requiring/wanting a course or requalification;
- (4) be a point of contact for any organisation wishing to hire LINKS to provide training;
- (5) be responsible for casualty simulation exercises;
- (6) be responsible for booking rooms for training courses and weekly training nights;
- (7) liaise with the LINKS Logistics & Facilities Lead to ensure that equipment is available when required for training courses.

(f) PR & Fundraising Lead

The PR & Fundraising Lead is to:

- (1) be responsible for all PR and active promotion within HUU and St John Ambulance;
- (2) be responsible for the organisation of recruitment campaigns especially during welcome week;
- (3) be responsible for all press/media issues;
- (4) be responsible for organising social events on a regular basis;
- (5) be responsible for organising fund raising events when needed.

- (6) be responsible for ensuring that the website is updated on a regular basis.

(g) All Positions

All Executive Committee positions are to:

- (1) ensure that all correspondence is dealt with by the relevant committee member upon receipt from the post tray at reception;
- (2) keep the Chair aware of all relevant issues being dealt with;
- (3) ensure that an adequate handover takes place when relinquishing their roles on the executive committee.

7. Resignation or Dismissal

An Executive Committee member:

(a) who misses 2 consecutive Executive Committee meetings without submitting an apology to the Chair, (or in his or her absence the Vice Chair) is deemed to have resigned;

(b) can be dismissed by a simple majority of voting members as follows:

- (1) Chairperson, by ~~Welfare and Community Activities Zone~~;
- (2) any Executive Committee member by a General Meeting of the LINKS First Aid Sub-Committee.

MEETINGS

8. Training Meetings shall normally be held weekly during each semester. A General Meeting can be called by the Chair, a majority of the Executive Committee, or at the written request of 10% of the voting membership. An Annual General Meeting requires 7 clear days notice¹ a General Meeting requires 3 clear days notice. This notice will be sent in writing and e-mail to all voting members by the LINKS Human Resources Lead. General Meetings or Annual General Meetings require 20% of the voting membership to be quorate.

9. Executive Committee meetings should be held at least fortnightly on a day chosen by the current committee. Any full member of HUU who is also a member of LINKS may attend a committee meeting apart from when part of a meeting is closed (moving into committee).

10. Moving into committee during a meeting may only take place if:

(a) The subject under discussion concerns a member of LINKS which is likely to lead to disciplinary action.

(b) A simple majority of the Executive Committee present and eligible to vote must be in favour of moving into committee. The Chair shall have a casting vote only in the event of a tied vote.

(c) As soon as the business in hand is completed, then the committee shall move out of committee

When in committee:-

(a) Only members of the Executive may be present with the exception of a member of St John Ambulance, East District Management Team and/or President of Activities who may be invited to join the committee by the Chair to give advice.

(b) No notes/minutes shall be taken other than a record of the decision.

(c) Any decision must be agreed by a simple majority of those present and eligible to vote.

NOTE: Quoracy of the executive committee is 50%.

SUSPENSIONS

11. St John Ambulance have the power to suspend any of their members, at which point all St John Ambulance and LINKS related Union responsibilities are suspended until a full investigation has been carried out. Only if a member is suspended by St John Ambulance, will the LINKS membership review procedure come in to effect. See Annex A for details on LINKS membership review procedures.

PT/JH

March 2010

Annex A: Links first Aid Committee membership review procedure

¹ Clear days shall not include Saturdays Sundays, Public Holidays or University Vacations.

LINKS First Aid Sub-Committee Membership Review Procedure

Passed at UEC: 14th June 2010

Passed at Union Council Meeting: 18th October 2010

Updated: BW/AD

Passed UEC:

Passed UC: 20 February 2017

Passed UC: 8 May 2017

Passed at UC: 23 April 2018

February 2019

LINKS FIRST AID COMMITTEE MEMBERSHIP REVIEW PROCEDURE

1. Remit In the event of a volunteer not undertaking his or her duties in accordance with these standing orders, or agreed St. John Ambulance procedures as published from time to time, the Executive Committee can refer the matter to the Membership Review Panel for consideration. The volunteer will be suspended without prejudice until the matter is resolved.

2. Membership Membership of the Review Panel is:
 - a. President of ~~Welfare and Community Activities~~ - Chairperson
 - b. Chairperson LINKS First Aid
 - c. LINKS Event Services Lead (Vice-Chair)
 - d. LINKS Human Resources Lead
 - e. An appointed member of St John Ambulance, East District Management Team, who shall be an ex-officio member of the Review Panel.

In the event that the matter referred to the Committee relates to any member of the panel, the rest of the panel shall elect a temporary member from the Executive Committee.

3. Attendance The Review Panel is to hear the case in the presence of the volunteer, who may be accompanied by a friend. Any witnesses called will only be present when giving evidence. The Panel is to meet in private to consider its verdict.

4. Procedure The volunteer should be given 14 days prior written notice of a hearing. This notice should include a copy of this procedure and full details of the reasons for the Review Panel. Any relevant evidence should be made available to the volunteer and they should be given the opportunity to submit their own evidence and call their own witnesses. They can attend with a friend but that person may be asked to leave the room during discussions of a confidential nature relating to LINKS. The volunteer and witnesses where called will each make a statement and answer questions from the Panel. After the evidence has been presented, the volunteer is to be invited to make a closing statement. The Panel, having considered the evidence and reached a verdict in private session, is to recall the volunteer when the Chairperson will announce the verdict; the verdict is to be confirmed in writing within two clear days.

5. Appeal If the volunteer is dissatisfied with the decision of the Panel, he or she may request that the issue is referred to the Union in accordance with the Code of Practice. Such a request is to be made in writing to the Union Secretary, not later than 7 clear days of the date of the hearing.

SO 2001

STANDING ORDER GOVERNING THE POST OF PRESIDENT OF ACTIVITIES

1. Interpretation
These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union and shall be interpreted accordingly.
2. Status of Officer
The President of Activities shall be a Principal Officer of the Union; a Trustee of HUU and a voting member of the Union Executive Committee. The President of Activities shall be responsible for the Societies, RAG (Raising and Giving), **LINKS** and Media committees at HUU. The President of Activities is head of the Activities Zone and is to liaise with its members on a regular basis. The President of Activities is an Ex-Officio member of The Hullfire Committee, the Broadcasting Sub-Committee (Jam Radio) and the Television Sub-Committee (Torch TV).
3. Election
The President of Activities shall be elected in accordance with Hull University Union election regulations¹.
4. Duties
The President of Activities shall fulfil those duties and obligations that arise consequentially upon signing the Student Officer Contract for the post of President of Activities.

In representing HUU's members the President of Activities shall regularly report on progress through the student media (The Hullfire/Jam Radio/Torch TV) with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

- Support all societies, volunteer groups, student media, RAG and **LINKS**;
- Represent students on all student activities matters;
- Engage with students on a regular basis;

- Run campaigns on student issues and assist in campaigns that other officers may be running;
- Be a member of a Faculty Board and represent students from that Faculty on all academic and non-academic issues in liaison with the respective Faculty Rep and Education Officer;
- Oversee all volunteering initiatives in the local communities of Hull in co-ordination with the relevant member of HUU staff;
- Ensure that all Media committees carry out their duties;
- Ensure that the Activities zone budget is not exceeded;
- Ensure all Activities Zone events and trips are risk assessed by the relevant member of HUU staff;
- Support part-time Officers and fellow Student Officers with their projects;
- Contribute to training of student volunteers and part-time elected officers;
- Liaise with relevant HUU staff on issues affecting the student body.

5. Internal

The President of Activities shall be:

- a. Voting Member of:
 - (1) Board of Trustees;
 - (2) Union Executive Committee;

- b. Ex-officio member of:
 - Activities Zone;
 - Media Committees;
 - Hullfire Committee;
 - Broadcasting Sub-Committee (Jam Radio);
 - Television Sub-Committee (Torch TV);
 - Societies Executive Committee;
 - Raising and Giving (RAG) Committee;
 - LINKS Committee.**

6. Signatory

The President of Activities shall be an authorised signatory as detailed in Standing Orders Governing Financial Procedures.

7. Budget

The President of Activities shall have responsibility for the following budget heads:

Activities;
Raising and Giving; Community
Volunteering; Societies;
Hullfire;
Jam Radio;
Torch TV;
[LINKS.](#)

UEC passed: 7th December 2012 Union
Council passed: 15/04/2013

UEC: 26 April 2016
UC: 9 May 2016

UEC:
UC: 20 February 2017

UC: 8 May 2017

UC: 23 April 2018

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 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:

- President of Activities (casting vote only for electing a chair of the zone);
- Chair RAG;
- Two Councillors for Scrutiny;
- Chair Societies Executive Committee;
- Heads Media Committees (shared vote);
- [LINKS](#).

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

President of Activities

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

Chair RAG; Chair Societies Executive; Heads Media Committees and LINKS

The particular duties of Chair RAG; Chair Societies Executive Committee; Heads Media Committees and LINKS are detailed in SO 2008; 2011, 2006, 2007, 2009 and 2012 respectively.

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.

5. Election

The members of the Zone shall be elected in semester two in accordance with S.O. 8001 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.

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 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 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

Annex A:

Activities Zone Meeting Agenda

ACTIVITIES ZONE MEETING AGENDA

ATTENDANCE

Apologies.

Register.

MINUTES

Minutes of the previous meeting.

Matters arising.

Previous points to action – results.

REPORTS

Report by President of Activities.

Questions.

Report by Chair RAG.

Questions.

Report by Chair Activities Zone.

Questions.

Report by Chair Societies Executive Committee;

Questions.

Report by Heads Media Committees;

Questions.

Report by LINKS Committee;

Questions.

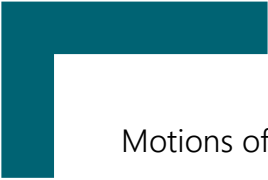
Report by Councillors of Scrutiny;

Questions.

PROPOSALS

Any proposals for action.

MOTIONS



Motions of caution/ censure/
no confidence. Questions to
trustees.

Questions for Council.

ANY OTHER BUSINESS