



UNION COUNCIL MOTION

Title of motion:

Motion to ratify SO 4004 – Athletic Union Executive Committee
And amend SO 4002 – Sport Zone

HUU Notes:

- Currently in terms of standing orders, the AU Executive Committee sits within the Sport Zone standing order (4002).
- AU Executive Committee currently has four votes on council, four positions and five members (one co-position).
- Excluding Councillors of Scrutiny, the AU Executive Committee comprises the entire Sport Zone.
- This gives the Sport Zone, four out of the eight Councillors allowed under Article 66(a) of the Bye-laws of HUU

HUU Believes:

- That the AU Executive Committee will be defined in clearer and more detailed way with its own standing order. This will avoid clogging up the zone standing order, which will aid its interpretation.
- That the with the provision of its own standing order, the AU Executive Committee can retain flexibility going forward
- That the sharing of responsibilities within the AU Executive Committee has been a success, but there is still a need for greater clarity in the individual roles as well as skill gaps in certain areas.
- That the Sport Zone needs to comprise of more than the AU Executive Committee.
- That across sport at Hull University Union there are three obvious areas at risk of under representation and/or under engagement that could benefit from elected representation within the Sport Zone. Those areas being; Female Students, Students with Disabilities and International Students.



HUU Resolves:

That SO 4004 – Governing the Athletic Union Executive Committee be ratified by Union Council.

That SO 4002 – be amended:

- To remove the AU Executive Committee detail and replace where appropriate with references to SO 4004.
- To make it clear in SO 4002 that the Sport Zone is able to hold AU Executive Committee to account.
- To stipulate within the Zone SO how many votes on UC AU Executive Committee holds.
- To update voting stipulations of what majorities are required to match HUU internal consistency.
- To give clarity of the process when the Chair of the Zone is absent (both temporarily and permanently).
- To clarify how the process for holding appointed officers to account differs from holding elected officers to account.
- That three elected positions be added to the Zone; Representative for Women in Sport, Representative for Disabilities in Sport, Representative for International Students in Sport.

Proposer: Nicholas Wright (President of Sport)

Seconded: Sian Doherty (AU Members Representative), Megan Cooke (co-AU Participation and Inclusivity), Phoebe Bastiani (Women's Officer), Rosie Russell (Postgraduate Taught Officer),

STANDING ORDER GOVERNING THE SPORT ZONE

1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, **bye-laws** and the relevant Standing Orders (**particularly 4001, 4003 and 4004**) 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.

f. "AU Exec" means Athletic Union Executive Committee.

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.

The tertiary function of the zone is to hold the AU Exec to account.

All **elected** Zone members are members of Council; if an **elected** member resigns or is removed from either Council or their Zone position, then they cease to hold both of these roles.

Council Membership of the AU Exec is to be a maximum of four members of AU Exec as detailed in SO 4004.

Any member of AU Exec that ceases to hold their role on AU Exec, ceases to be part of the Zone and where applicable, ceases to be part of Council.

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.~~

Red and Strikethrough is to be removed, yellow highlight to be added.

(2) All members of the AU Executive committee as detailed in SO 4004.

(3) Representative for Women in Sports

(4) Representative for Disabilities in Sports

(5) Representative for International Students in Sports

(6) A Maximum of Two Councillors of 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.~~

Red and Strikethrough is to be removed, yellow highlight to be added.

- 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.~~

(2) AU Executive Committee members

- i. See SO 4004 for details of AU Executive Committee member duties.

(3) Representative for Women in Sports

- i. To be a full voting member of Union Council.
- ii. To bring the issues facing female students in sport at the University of Hull to the attention of the zone.
- iii. To propose to the zone, actions to increase the engagement and/or participation of female students in sport at the University of Hull.
- iv. To ensure the zone considers the implications of its actions on female students in sport at the University of Hull.
- v. To ask questions of AU Exec to help them fulfil ii, iii, and iv above.

Red and Strikethrough is to be removed, yellow highlight to be added.

(4) Representative for Disabilities in Sport

- i. To be a full voting member of Union Council.
- ii. To bring the issues facing students with disabilities (both visible and non-visible) in sport at the University of Hull to the attention of the zone.
- iii. To propose to the zone, actions to increase the engagement and/or participation of students with disabilities (both visible and non-visible) in sport at the University of Hull.
- iv. To ensure the zone considers the implications of its actions on students with disabilities (both visible and non-visible) in sport at the University of Hull.
- v. To ask questions of AU Exec to help them fulfil ii, iii, and iv above.

(5) Representative for International Students in Sport

- i. To be a full voting member of Union Council.
- ii. To bring the issues facing international students in sport at the University of Hull to the attention of the zone.
- iii. To propose to the zone, actions to increase the engagement and/or participation of international students in sport at the University of Hull.
- iv. To ensure the zone considers the implications of its actions on international students in sport at the University of Hull.
- v. To ask questions of AU Exec to help them fulfil ii, iii, and iv above.

(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.

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.~~

Red and Strikethrough is to be removed, yellow highlight to be added.

5. Election process

The President of Sports, the Representative for Women in Sports, the Representative for Disabilities in Sport, the Representative for International Students in Sport and the Councillors for Scrutiny shall be elected in line with SO 8001 governing Elections.

The positions specified here, constitute the elected members of the zone.

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. If the Chair is absent temporarily for any reason, the President of Sport will serve as interim Chair in their absence. If the Chair is absent permanently, the President of Sport will serve as interim Chair until a new Chair is elected at the next zone meeting.

Red and Strikethrough is to be removed, yellow highlight to be added.

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~~ Student Voice Manager 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, with the exception of motions of caution, censure or no confidence, which shall require a two-thirds majority to pass. All votes shall be public except those on motions of caution, censure and no confidence, no confidence and performance review, which shall be conducted by secret ballot counted by the AU 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 elected Zone members. Motions of no confidence are to be ratified by Council and if successful, the member is removed from the Zone committee.
- (4) Pass a motion requiring the President of Sports to review the performance of any member of AU Exec and present the findings of that review to the zone in a timely manner.
- (5) Submit questions in writing to the trustees of HUU to be asked by the President of Sports.
- (6) Submit questions to an officer at council.
- (7) Propose a motion of caution against an officer to council.

Approved Union Council: 13/04/15

Approved Union Council: 8 May 2017

Red and Strikethrough is to be removed, yellow highlight to be added.

Approved Union Council: 23 April 2018

DRAFT

STANDING ORDER GOVERNING THE ATHLETIC UNION **EXECUTIVE COMMITTEE**

1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, [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

- (1) The President of Sports;
- (2) AU Secretary;
- (3) AU Marketing and Communications;
- (4) AU BUCS Officer;
- (5) AU Non-BUCS Officer;
- (6) AU Participation and Engagement Officer;
- (7) 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;
- 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.

4. 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.

4a. 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.

4b. 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.

5. 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.

6. Chair

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

7. 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.

8. Quorum

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

9. 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.

10. 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.

11. 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.