



Union Council Agenda

Monday 25th February 2019

6.30pm

Meeting Room 1, Student Central

1. Adoption of agenda
2. Apologies for absence (for acceptance)
3. Minutes from previous meeting (to note) (PAPER A)
4. **New General Business**
 - 4.1. PAPER B M.1819 – 18 Move LINKS to Activities Zone
 - 4.2. PAPER C M.1819 – 19 Remove Committees
 - 4.3. PAPER D M.1819 – 20 Budget Centralisation
 - 4.4. PAPER E M.1819 – 21 Move Environment and Ethics to Governance Zone
 - 4.5. PAPER F M.1819 – 22 Officer to Representative
 - 4.6. PAPER G M.1819 – 23 Motion to ratify SO 4004 – AU Exec and amend SO 4002 - Sport Zone
5. AOB

Next Union Council Meeting – Monday 4th March, 6.30pm, Student Central


Union Council Minutes

Monday 4th February 2019

Meeting Room 1

6.30pm

First Name	Surname	Position	Attendance						
			22 nd Oct	12 th Nov	10 th Dec	4 th Feb	4 th Mar	1 st Apr	29 th Apr
Student Presidents									
Osaro	Otobo	President							
Isobel	Hall	President of Education							
Nick	Wright	President of Sport							
Tom	McNamara	President of Activities							
Andrew	Costigan	President of Welfare & Community							
Governance Zone									
Reece	Lingard	Councillor for Scrutiny							
Daniel	Ingram	Councillor for Scrutiny							
Welfare & Community Zone									
Rory	Hamill	LINKS Officer							
Ralph	Lending	LGBT + Co-officers							
Rayan	Shipton	Trans Representative							
		BAME Officer							
Phoebe	Bastiani	Women's Officer							
Jessica	Clunan	Disabled Students Officer							
Adam	Kirk	Environment & Ethics Officer							
Mayanie	Koroma	Councillor for Scrutiny							
Education Zone									
Marc	Brooke	Mature Students Officer							
		Part-Time Students Officer							
		Foundation Students Officer							
Emma	Welch	HYMS Student Officer							
Charlotte	Durham	Postgraduate Research Students Officer							
Rosie	Russell	Postgraduate Taught Students Officer							
Zhongxiaochu (Gavin)	Gong	International Students Officer							
Sanaa	Sabir	Faculty Rep of Science and Engineering							
Alicia	Woodward/	Faculty Rep of Arts, Cultures and Education							
Amy	Heaney								
Saalo	Sparks	Faculty Rep of Health Sciences							
Lee	Tilling	Faculty Rep of Business, Law and Politics							
Lee	Pearson	Councillor for Scrutiny							



Bayard Miguel	Tarpley/Beedle	Councillor for Scrutiny							
Activities Zone									
Robert	Ackers	Society Mentors (RA							
David	Wait	Chair SEC 22/10/18)							
Olivia	Tant	Chair RAC							
		Societies Council Rep							
Charlie	Dorlin	HYMS Societies Rep							
Connor	Drake	Media Rep							
Nathan	Alcock								
Emily	Green	Councillor for Scrutiny							
Dominic	Clare	Councillor for Scrutiny							
Sports Zone									
Sian	Doherty	AU Members Rep							
Maisie	Loggie	AU Secretary							
Erin	Pettit	AU Non BUCS Rep							
Chiedza	Dzumbunu	AU Participation and							
Meg	Cooke	Inclusivity							
Daniel	Bill	Councillor for Scrutiny							
		Councillor for Scrutiny							

Attending: Nicole Steele (Student Voice Manager, SVM), Stephanie Halsey (Campaigns and Democracy Coordinator, CDC), Osaro Otobo (Student President, PRES), Isobel Hall (President of Education, PE), Nick Wright (President of Sport, PS), Tom McNamara (President of Activities, PA), Andrew Costigan (President of Welfare & Community, PWC), Jess Clunan (CHAIR), Phoebe Bastiani (Deputy Chair, D-CHAIR)

Introductions and pronouns - Introductions and pronouns were given.

1. Adoption of Agenda

Agenda adopted

2. Apologies for absence (for acceptance)

Mayanie Koroma (Councillor for scrutiny - Welfare & Community Zone), Robert Ackers (Societies Mentor - Activities Zone), Gavin Gong (International Students Officer, Education Zone),

3. Minutes from previous meeting (to note) (PAPER A)

Minutes taken as read

4. Co-opting

HYMS Students Officer Education Zone – Emma Welch. Votes in favour 19
Councillor for Scrutiny Education Zone - Miguel Beedle. Votes in favour 20
HYMS Societies Rep Activities Zone – Charlie Dorlin, Votes in favour 21

5. Student President Reports – Objective updates (Paper B)

5.1. President of the Students' Union - Taken as read

Menti – 'Which locations have you visited and how many students have you engaged with?'

PRES – Stalls in the library and looking at going to the Lawns to engage with students. Pop-ups have taken place as part of the Governance review.

Menti – 'How do you advertise the things you're doing to students eg:



social media?’

PRES – Post on Facebook and Twitter.

Menti – ‘Are there ways to incentivise people to become trustees, advertising can only go so far’

PRES – Not allowed to give incentives to trustees. The student in the role should be passionate about change. There are lots of valuable transferable skills to be gained and it’s a great experience.

Menti – ‘How else are you going to encourage campaigns amongst other minority groups?’

PRES - Working with PWC on campaigns coming up. Worked on Hate Crime Week. Any part-time officer can run a campaign.

5.2. President of Education - Taken as read

Daniel Ingram (DI) – Languages have been cut, is there a report publically available?

PE – Unaware of one being publically available, it can be asked.

DI – Other courses are being reported on, can we see those reports?

PE – Unaware of other courses being reported on.

Menti – How wide is PULSE? it’s limited, how is it a good representation?

SVM explains PULSE data and where the data is pulled from. SVM explains that the data is taken from a representative split of the student population and covers approximately 1,500 students over the course of a year.

Menti – ‘Why was your report not submitted?’

PE – A mistake, got the wrong submission day.

Menti – ‘What is your opinion on the poor discourse from the University on multiple issues... for example Languages? It appears they are constantly trying to blindside the HUU and its students?’

PE – Not handled in the best way by the University, meeting booked to discuss this.

Menti – ‘What is the new allowance for printing and is it renewed yearly?’

PE - £20 and yes renewed yearly

Menti – ‘You said you’d engaged with over 150 students, obviously this isn’t representative of the whole student cohort. How do you plan to reach out and engage with more?’

PE – These are the people that gave feedback, there wasn’t time or the capability to gather more information on the stand.

5.3. President of Welfare & Community - Taken as read

Maisie Loggie (ML) – What kind of water fountains? There are two in the Beacon already.

PWC explains the two types of water fountains and the phases of implementation.

DI – The University failed to deliver on support over exams, what are the next steps to your objective?

PWC – Contact the University’s marketing dept and Vice Chancellor with figures from the PULSE data. Over 40% of students were worried about their mental health over this period.

DI – Do you have a timescale?

PWC – Next Union Council?

DI – There have been comments about free sanitary products not being accessible due to students having to ask for them.

PWC – They can be accessed during working hours and are placed behind the desk out of working hours.

EP – Is ‘Safe Suicide’ an appropriate name for a Suicide Support service?

PWC – This is the term the University have used.

Menti – ‘Any updates on the Jenny Murray Situations?’

PWC – The University have offered to rename another lecture theatre after a Trans activist. This is an ongoing conversation.

Menti – ‘Even though you’re looking at better lighting on Salmon Grove,



what about other student 'housing' areas?

PWC – Meeting scheduled tomorrow about council safety actions.

Menti – 'Hull angels clearly don't work how are women supposed to feel safe at uni?'

PWC – This is a University initiative.

Rory Hamill (RH) – Can alarms be made available at Spar at cost price for people to purchase?

PWC – Can look into it.

5.4. President of Activities - Taken as read

Menti – 'Refreshers failed miserably, the fact the word never got out there to students (most students didn't know about it or at all) how are you improving your marketing to support societies?'

PA – We can learn from this and work to make it better next time.

Menti – 'Can we bring back Johnny Mac on a Wednesday night?'

PA – Perhaps something can be done in the new redevelopment

Menti – 'Suggested room bookings be managed by SharePoint calendar'

PA – University tool that we can't change

Menti – 'Talk to us about these 'fines' for failure to attend Soc council! Is this appropriate? Surely it's better to incentivise attendance rather than take money from a society which is effectively student money?'

Daniel Bill (DB) – Incentivise? Fines could upset people. Other students lose out for the President of the society not attending.

PA – Apologies can be sent or a proxy and this would avoid a fine.

Meg Cooke (MC) – It should be made more obvious that you can send a proxy or send apologies.

Dominic Clare (DC) – It's in the handbook

D-CHAIR – Can there be alternative days for people who can't make the meeting because they have prior commitments on that specific day?

PA – Yes

5.5. President of Sport – No Report Submitted

PS – 4 weeks off over Christmas. Currently reviewing structures of Athletic Union, overhauling the constitution, sorting funding issues, creating a vision & direction for Sports Zone. Processing results from sports and fixtures, developing campaigns with zone as a response to recent events - looking into policies & procedures of the University, creating a safer campus and challenging behaviour.

DI – There's a new partnership between the University and Team GB. Have the University told you what they are offering to students through this partnership?

PS – Research projects, focus on sports science and virtual reality.

ML – There's no mention of sport

CHAIR – Has the University told you how much they paid for the partnership?

PS – Commercially sensitive information. Apparently there is a net benefit.

PRES – The University are unsure of what will come out of the partnership, they are refining their vision over the next few months.

PE – The University is developing virtual reality which is of high interest to Team GB. The partnership will help with recruitment.

DI – Do the president team have a view for the partnership?

PS – Not at the moment

PRES – This is a brand new venture. The partnership is about more than sport, there will be workshops and internships around media, marketing and science.

Menti – 'So you're just tagging on to other people's objectives. Why don't you have your own?'

PS – Working on the debt of the Sports Zone is a huge task that no-one else is working on. It's a joint responsibility to campaign on things like student safety.



Menti – ‘Do you think your main objective is realistic? Can you honestly say you can sort out the funding problem of the AU?’

PS – Yes

Menti – ‘Any plans to make joining multiple AUs more affordable for students?’

PS – Yes this will come under the budget review in March.

Menti – ‘Is there anything in play besides hull angels to make sure students get home safe after asylum?’

ML – Ring 82 taxi service and use Student ID to pay for ride. Pick it up from the office after and pay for taxi then.

CHAIR – The Angels are not there to walk people home. Voluntary service with limited allowances.

DCHAIR – explains that Hull Angels is still quite new, small number of volunteers supporting students on night at Asylum.

ML – Angels go above and beyond.

Charlotte Durham (CD) – Piper now charge phones or call taxis for people

Miguel Beedle (MB) – Are there any plans to reduce non BUCS costs?

PS – Part of objectives, new crowdfunding platform becoming available called ‘Boost’

Menti – ‘Why wasn’t Sports Week been properly advertised? It would have been a good opportunity to show off the AU’

PS – Not enough time

Menti – ‘Would this limit students access of the facilities?’

PS – Hope not

Menti – ‘Travel cost to games are currently paid by those going to the game why isn’t there a fund available to cover this for the sports society’

PS – 50% is paid for BUCS, still have to pay subs. This doesn’t cover travel costs. Working on making the subs a one-off payment at the start of the year to make sure they’re all paid.

Menti – ‘What do you do when presidents don’t turn up to au council’

PS – Send email, but them in restriction. Looking at changing the constitution.

5.6. President Team Objectives - Taken as read

6. Zone reports (Paper C)

6.1. Governance Zone – Taken as read

6.2. Education Zone - No report submitted due to chair stepping down

Working on summer housing, new FACE rep, space for FSE, mature students meet & greet, meet 1-2-1 with zones.

6.3. Activities Zone – Taken as read

OT left

6.4. Welfare & Community Zone (no paper submitted)

MB – What’s going on with current events? (reference to welfare incidents before Christmas and present)

CHAIR – Part-time officer role is voluntary and no one individual should feel it’s their responsibility to carry out campaigns and events with regards to current events

PWC – Welfare is everybody’s responsibility and not just one zone. People need to ensure their own mental health.

DCHAIR – Explains about campaigns currently in motion

PS – There are two active investigations. Campaigns have to be general. Explains current ideas #That’sNotOK. This needs to be done in the right way at the right time.

PE – Why is the Welfare zone not getting more involved?

DCHAIR – The first issue was raised by AU exec. Welfare impacts everyone and should be across the board. Prevention is the focus. We don't want to upset people directly involved with any of the events.

PE – Has this been discussed at the zone meeting? Why is it not reflected in the reports?

CHAIR – Not everyone feels comfortable running a campaign about a sensitive issue.

DCHAIR – People should be as involved as they like, whatever they are comfortable with. Let's be more positive

Observer – Hannah Lightly – This is a negative atmosphere. Council is not effective, all I have heard is you all tearing each other down instead of taking action.

DB – Union Council does have to hold people to account.

Amy Heaney (AH) – These are personal topics and shouldn't be one person's responsibility.

ML and EP Leave

6.5. Sports Zone - (no paper submitted)

Rugby 2nd league team lost due to unpaid fees, other teams are still competing. SFC want to buy a container. AU exec are attending as many training sessions as possible as part of Sports Week.

DB – Expressed concern over poor funding of Union in general.

-BREAK-

7. Governance Review Update – Osaro Otobo

PRES – explains new proposed system for decision making at Hull University Union.

DB left

Saalo Sparkes (SS) – What happens with votes?

PRES – There are no votes, the jury decides

MB – Have Leeds Union seen an improvement?

PRES – They have seen a higher turnout, more students running for positions and the decision making process is clearer for students.

SS – Is there evidence for this?

PRES – I can provide this

Observer – How many referendums do Leeds have?

PRES – 4 last year

Observer – Are the referendums necessary? Did the response warrant a referendum? I have seen referendums fail due to lack of traction, will this be different?

PRES – It would be the job of the part-time officers to help push the change if they supported it.

Sanaa Sabir (SaS) – Would there be a place for part-time officers?

PRES – Part-time officers will prep the proposer for the forum

SaS – What if the proposer doesn't want to speak?

PRES – A delegate can speak for the proposer

AH – Are you concerned that if you are offering money for the jury that people may take advantage of this?

PRES – The jury are selected randomly so won't get the same student twice

MB – What's the selection process?

PRES – Use the database of students to select a representative jury

RH – What if people don't respond to their emails or invitation?

PRES – Selectees can be called

SaS – What other Universities use this system?



PRES – York, Leeds, Huddersfield and more

SaS – How would this affect the part-time officers' role?

PRES – Part-time officers would attend the forums relevant to their position, consult the students they represent on their opinions and have a voice to give feedback.

8. Living Wage Update – President Team

No board meeting has been held yet so no further with progress at this time.

9. New General Business

9.1. M.1819 – 17 – Motion to create a separate Part-Time Officer positions for Chair of Union Council (Paper D)

PWC – Section 4 6.12 – No member may hold more than one seat

SVM – the role of chair relies on someone wanting to do it which could be difficult if no one wants to.

Votes in favour 18. Motion Passed.

10. AOB

Observer –Matthew McMahon – Student accommodation is too expensive. The removal of the part landlord scheme has left students without protection from the University. The cheapest University accommodation is £78 a week however this is a tiny room and there are only 14 available for the whole of the student population. Can the Union engage more with the University and hold them to account over the pricing of student accommodation?

CHAIR – Advises to submit motion and to seek advice from SVM or CDC after council.

SVM asks part-time officers if they are happy to do a half-away day during a weekend.

Part-time officers agree.

Next Union Council Meeting – Monday 4th March 6.30pm MRI

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.

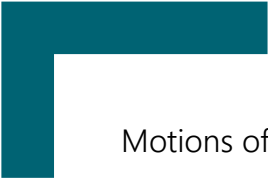
Report by Councillors of Scrutiny;

Questions.

PROPOSALS

Any proposals for action.

MOTIONS



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

Questions for Council.

ANY OTHER BUSINESS



UNION COUNCIL MOTION

Title of motion:

Remove committees from the Inclusivity and Diversity zone

HUU Notes:

1. Executive committees are written into the standing orders for part time officers in the Inclusivity and Diversity zone.
2. Part time officer candidates are frequently unaware/not told of the committee requirements as set out in their standing orders. This has the effect of alienating candidates due to perceptions of stress and excess work and responsibility.
3. Executive committee positions as written in standing orders do not often allow flexibility.
4. Having an executive committee does not inherently improve the efficiency of the group.
5. In the current zone structure – there are 34 committee positions between 6 committees. Only 19 are currently filled (56% of positions). This proportionally low engagement in committee positions has not impacted on the PTO's ability to represent students.

HUU Believes:

1. Although executive committees were intended to support part-time officers – the requirement to fill all positions can be overwhelming and additional stress on individuals
2. Students are able to enact change regardless of holding any executive committee position – and they should not feel it necessary to hold a position to make change.

HUU Resolves:

1. That SO 5001 (President Inclusivity and Diversity), 5003 (Environment and Ethics), 5005 (LGBT+), 5006 (Women), 5007 (Disabled students), 5008 (BAME) and 5009 (Trans) be amended to remove committee responsibility entirely.



Proposer: Andrew Costigan (President Inclusivity and Diversity)

Seconders: Rory Hamill (Chair of LINKS/ Unit Manager)

Phoebe Bastiani (Women's Officer)



UNION COUNCIL MOTION

Title of motion:

Centralise Inclusivity and Diversity Budgets

HUU Notes:

1. Budgets offered by HUU are difficult to understand and arguably inaccessible
2. Not all part time officers currently have a budget (Environment and ethics or are expected to share a budget (LGBT+/Trans)
3. PTOs are not given balance of spending – only expected spending in a period of year to date and are not sent drafts every quarter – the drafts are sent to President of Inclusivity and Diversity
4. Budgets have been reduced by membership services every year consecutively because budget tends to go unspent
5. Some part time officers rush to spend budget at the end of the financial year because of the fear the same amount won't be reallocated in the next year

HUU Believes:

1. The responsibility of managing a budget can be seen as a barrier to potential candidates – particularly if executive committee positions are unfilled
2. Having a centralised budget overseen by a full time member of staff means that part time officers can focus on campaigning
3. A more accurate picture of overall spending levels can be gained through one account as opposed to 6 separate accounts

HUU Resolves:

1. Budget accounts MEM BLA (BAME), MEM DIS (Disabled Students), MEM LGB (LGBT+) and MEM WOM (Women's) be combined into a centralised account

Proposer: Andrew Costigan (President Inclusivity and Diversity)

Seconder: Rory Hamill (Chair of LINKS/ Unit Manager)

Phoebe Bastiani (Women's Officer)



UNION COUNCIL MOTION

Title of motion:

Relocation of Environment and Ethics from Inclusivity and Diversity zone to the Governance 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. Inclusivity and Diversity is better representative of protected characteristics i.e. Sexuality, Gender, Disability, Ethnicity.
3. Environment and Ethics was relocated into the Welfare Zone at the beginning of 2017/2018 because of a misunderstanding of the purpose of the role.
4. Environment and Ethics is about holding the union and university to account on their practices and environmental impact as institutions rather than student wellbeing.
5. Environment and Ethics is a governance orientated role rather than a protected characteristic.

HUU Believes:

1. As Environment and Ethics does not represent the interests of a protected characteristic and is a governance orientated role it would be more fitting for Environment and Ethics to be located within the “Governance Zone”.
2. SO 5003 (Environment and Ethics) lacks clarity on the nature of the role and should be re-written to avoid misunderstanding in the future.

HUU Resolves:

1. That “M.1718-1 Motion to move the part-time officer position of Environment and Ethics Officer from the Governance Zone to the Welfare and Community zone” be repealed.
2. That SO 5003 (Environment and Ethics) is amended as appended with immediate effect.



Proposer: Andrew Costigan (President Inclusivity and Diversity)

Seconders: Rory Hamill (Chair of LINKS/ Unit Manager)

Phoebe Bastiani (Women's Officer)

SO 1003

STANDING ORDER GOVERNING THE ENVIRONMENT AND ETHICS REPRESENTATIVE

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 Environment and Ethics Representative shall be responsible for reviewing the environmental impact of Hull University Union and the University of Hull and the associated ethics of their practices.



The Environment and Ethics Representative is responsible to the President of HUU.

3. Election

The Environment and Ethics Representative shall be elected in accordance with Hull University Union election regulations in SO 8001. They will be elected once per academic year through union-wide elections and voted for by students who are full members of HUU as defined in the Bye-laws.

4. Duties

The Environment and Ethics Representative:

- (a) Inform students on issues of environmental impact, ethical issues locally, regionally and nationally
- (b) Participate in relevant university and union working groups pertaining to issues of sustainability and environmental impact
- (c) Organise and run campaigns to lobby for change in practices by Hull University Union and the University of Hull
- (d) Work towards Hull University Union leading the student union movement in both innovation and participation on environmental and ethical issues

November 2018

February 2019



UNION COUNCIL MOTION

Title of motion:

Change “Officer” to “Representative” in the Inclusivity and Diversity zone.

HUU Notes:

1. Volunteers in the Inclusivity and diversity zone are currently called officers.

HUU Believes:

1. Officers implies a greater responsibility than what the role actually entails – the role is to represent the protected characteristics and put across their views on particular matters

HUU Resolves:

1. That SO 5001, 5002, 5003, 5004, 5005 and 5006 be amended to have the title changed from officer to representative with immediate effect

Proposer: Andrew Costigan (President of Welfare & Education)

Seconded: Rory Hamill (Chair of LINKS/ Unit Manager)

Phoebe Bastiani (Women’s Officer)



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),

SO 4002

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 (BUGS and Non-BUGS) 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.

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.