



# Union Council Agenda

Monday 16<sup>th</sup> November 2020

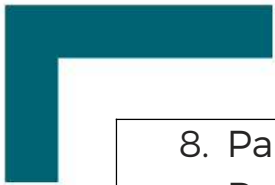
Microsoft Teams, Online

7:30pm – Union Council

1. Adoption of Agenda
2. Ground Rules
3. Apologies
4. Pronoun Policy
5. Minutes from previous meeting (taken as read)
6. Co-opting of new Part-Time Officers
7. President Reports (taken as read)
8. Part Time Officer Reports Example
9. Update on BAME Mental Health Campaign – Evie Kyte
10. New General Business
  1. M.2021 – 4 Mandatory Captions Motion
  2. M.2021 – 5 Activities Zone Standing Orders
  3. M.2021 – 6 Sport Zone Standing Orders
11. Any Other Business (AOB)

Next meeting – Monday 14<sup>th</sup> December 7.30pm on Microsoft Teams

Agenda Items	Timings
1. Adoption of Agenda	7:30 – 7:33
2. Ground Rules	7:33 – 7:38
3. Apologies	7:38 – 7:40
4. Pronoun Policy	7:40 – 7:45
5. Minutes from previous meeting (taken as read)	7:45 – 7:50
6. Co-opting of new Part-Time Officers	7:50 – 7:55
7. President Reports (taken as read)	7:55 – 8:05



8. Part Time Officer Reports Example	8:05 – 8:10
9. Update on BAME Mental Health Campaign	8:10 – 8:20
10. New General Business	8:20 – 9:20
11. Any Other Business	9:20-9:30



# Attendance Register

Title: Union Council

Date & Time: 19/10/2020

Location: Microsoft Teams, Online

Present:

Position	Name	Attendance							
		19 <sup>th</sup> Oct	16 <sup>th</sup> Nov	14 <sup>th</sup> Dec					
Student Presidents									
President of SU	Phoebe Bastiani								
President of Activities	Ellis Leonard								
President of Education	Simeon Orduen								
President of Sport	Sian Doherty								
President of Inclusivity & Diversity	Evie Kyte								
Union Development Zone									
Councillor for Scrutiny	Mavis Sarfo								
Councillor for Scrutiny	VACANT								
Chair of Union Council	Jacob Thorne								
Environment and Sustainability Officer	Lauren Barraclough								
Activities Zone									
Councillor for Scrutiny	Sumayah Yassin								
Councillor for Scrutiny	VACANT								
HYMS Society Representative	VACANT								
Societies Mentors (Shared Vote)	Kofo Beckley								
	VACANT								
	VACANT								
Education Zone									
Councillor for Scrutiny	Grace Burnett								
Councillor for Scrutiny	Josh Scott								
Part-time Students Officer	VACANT								
Foundation Students Officer	Shamarni Gaskins								
Mature Students Officer	Holly Connolly								



Postgraduate Taught Officer	Ovie Enuke								
Postgraduate Research Officer	Emily Birch								
International Students Officer	Yipeng Zeng								
HYMS Students Officer	VACANT								
Faculty Rep of Arts, Cultures & Education	Damaris Lupulesc								
Faculty Rep of Science & Engineering	Damien Ramezani								
Faculty Rep of Law & Politics	Paloma Redmond								
Faculty of Health Sciences	VACANT								
President of Sport									
Councillor for Scrutiny	VACANT								
Councillor for Scrutiny	VACANT								
AU BUCS Officer	Kate Robinson								
AU Non BUCS Rep	Aisha Foster								
AU Inclusivity and Diversity Officer	Hebe Shepherd								
AU Participation & Engagement Officer	Sam Mills								
AU Participation & Engagement Officer	Charlotte Almond								
Rep for Women in Sport	Jennifer Berthelemy								
Rep for Disabled Students in Sport	VACANT								
Rep for International Students in Sport	VACANT								
Inclusivity & Diversity Zone									
Councillor for Scrutiny	Peace Igi-Ehon								
Councillor for Scrutiny	Michelle Okere								
LGBT+ Rep	Beth Stephenson								
Trans Rep	Luciani Angel Roelofs								
Women's Rep	Abbie Gubbins								
Disabled Students Rep	Sarah Da Silva								
BAME Rep	Shekinah Komolafe								



**REGISTER KEY**

Red	Absent - no apologies
Green	Present
Yellow	Absent - sent apologies
Blue	Absent but shared vote member attended meeting
Black	Vacant role



# Minutes

**Title:** Union Council

**Date & Time:** 19/10/20 7.30pm

**Location:** Microsoft Teams

**Present:**

## 1. Order of Business

### 1. Adoption of Agenda

Meeting agenda taken as read.

### 2. Ground Rules

#### Logistics

Chair explained logistics of meeting on Teams, by utilising the 'raise your hand' symbol for voting and asking questions.

Members of council must make Chair aware that they have left the room and when they return.

To comment on a discussion members/attendees must comment their name in the chat box and the Chair will take note of the order of comments.

#### Opened the floor to add to rules

Evie Kyte (EK) suggested that when things are said that everyone needs to appreciate that we all have different lived experience

Phoebe Bastiani (PB) – Would be great for everyone to have cameras on, however no one is required to keep the videos on.

Ellis Leonard (EL) advised that polls will be called 'Nicpolls' – Chair explained the reason for the polls being named Nicpolls

### 3. Apologies

No apologies noted.

### 4. Pronoun Policy

Members and attendees provided their preferred pronouns in the chat. Name + Role + Pronoun


### 5. Minutes from previous meeting (taken as read)

Minutes from previous meeting were approved and taken as read.

### 6. Co-opting of new Part-Time Officers

**Mavis Sarfo** has been co-opted to Councillor for Scrutiny of Union Development Zone

24 in favour – 0 opposed 0 against



**Shamarni Gaskins** has been co-opted to the Foundations

25 in favour 0 opposed 0 against

**Sumayah Yassin** has been co-opted to Councillor for Scrutiny for the Activities Zone

25 in favour 0 opposed 0 against

## 7. President Reports (taken as read)

No questions were posed to the presidents regarding their report.

## 8. Update on Team GB panel

Sian Doherty (SD) provided update on the student panel and the partnership with Team GB. Currently in the planning stages of getting the panel together. Will be opening student panel applications in the next couple of weeks.

Grace Burnett (GB) How many student s will be on the panel?

SD - The amount of people isn't limited. Student from each faculty, rep from sport Zone, PGT/PGR student and anyone from the Team GB steering group

## 9. Well-being Advocates/Champions Workshop

PB presented a wellbeing champions workshop to the council to explain how advocates/champions will work with student groups/sports and societies.

## 10. New General Business

### M.2021 – 1 Postgraduate Student Forum Motion

Simeon Orduen (SO) was provided three minutes to summarise and talk through the motion. The motion was brought forward to reform the PG student forum because there has been low engagement. Other forms of engagement has been done like the PGR forums and there will be a forum created for PGT students as well.

### Technical Questions

Holly Connolly (HC): What is the procedure for PG forums


SO advised that they are arranged by staff within faculties. There were meant to be platforms for students to raise issues, however the meetings staff set up were unattended.

Peace Igi-eon (PI): How many PG students came to the last forum?

SO: There were over 20 that attended the forum.

PI: how many post grad students are there?

Emily Birch (EB): In terms of general student numbers, there are 400 PGR students. It was about 20-25 students that came to the open forum which was an increase from last year.



Angel Roelofs (AR): Was the low turnout due to the pandemic or was the increase due to the pandemic. Was this during the pandemic and were these held in person or on line.

SO: First one was held in person and the last forum was online.

### General Questions

Josh Scott (JS): Would it be better to replace the forums with something else?

SO: If there were a few students going, but no one is going and staff continued to organise the event but students weren't attending.

JS: Could this be a survey or an online place where students can ask questions of staff

SO: Agreed that this was a good idea and something to think about.

AR: Is this because of the pandemic?

SO: The forums were in place before the pandemic and there was still no interest.

### Debate:

No points of debate.

### Vote

**Motion Passed:** 21 in favour 0 abstain 0 against

### **M.2021 – 2 Student Media Executive Committee Motion**

EL provided a summary of the motion being presented. Student Media was removed from Union Council as a member and removed the formal connection to the Union and became a society. The Student Media Executive Committee was created to have a way to make sure there is cross collaboration with student media and the union. There would be a student media representative on union council. There would be a creation of a student media policy and sets out some rules to follow. Everything is subject to a Media Law specialist to review the policy.

### Technical Questions:

Abbie Gubbins (AB) Will this motion make student media feel as though they are more controlled by the union instead of having their own voice?

EL: This should not hinder student media from being controlled by the union. Student media policy states if a student media wants to criticise the union or the university as long as it is done factually and the group being criticised has a right to respond that is perfectly fine. This was to create a connection and make sure it was written in a standing order.

HC: If they are already following the contract what difference does the motion make?

EL: These things are already happening it just needs to be written down.





### General Questions:

No general questions

### Debate:

No points of debate.

### Vote

**Motion Passed:** 21 in favour 0 against 2 abstain

### **M.2021 – 3 Motion to replace Course Rep Leader**

SO steered council to the motion to review if there were any questions on the motion.

### Technical Questions

No technical questions

### General Questions:

AR: What is the difference between the two roles?

SO Course rep leaders were meant to have catch-ups with the faculty reps. The change being made to the role is that Faculty Reps will have access to the minutes from the SSFs without either of the roles having to have an extra meeting. They will be able to ask questions and raise issues at the faculty level. Faculty rep will still be able to ask to meet to Course Rep Leaders if need be.

### Points of Debate:

No points of debate.

### Vote

**Motion Passed:** 20- in favour 0 - against 3 abstain

## **11. Any Other Business (AOB)**


### **BAME Mental Health open forum**

EK provided an update that there will be a mental health open forum on 20<sup>th</sup> October to discuss mental health challenges in the BAME student experience with mental health. The forum is predominately aimed at students in the BAME community but everyone is invited.

There is a BLM protest on the 21<sup>st</sup> of October as well as other Black History Month events.

### **Meet your reps event**

EK and Beth Stephenson (BS) discussed hosting a 'meet your reps' event which would be held on teams so students could attend and speak to PTOs about what they do and what they plan to work on this year.



PB: is this open to all PTOs or just Inclusivity and Diversity reps?

EK: It is open for all PTOs in any zone.

A Nicpoll was used to gauge whether the council members were interested in the event.

The chair adjourned the meeting as there were no further questions or any other business.

# President of Activities Report

Ellis Leonard

14.10.2020

Objectives		
<u>Objective &amp; Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve.	<u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students.	<u>Next Steps</u> List your next steps and what you hope to achieve from them.
Standing Orders	<p>I didn't manage to get them quite ready for the first Union Council, however Nicole Steele and I went over them together and I feel that 3 out of 4 are ready- We just need to go over the Societies Council standing Order as it is the one that needs the most work, due to being neglected for the longest time!</p> <p>These will be ready for the November Union Council.</p>	<p>Work on Societies Council Standing Order ready for November Union Council</p> <p>Bring a motion to UC to approve the updates</p>
<p>#SOctober</p> <p>Part of my manifesto was to increase promotion of student</p>	<p>Started the #SOctober Campaign a few weeks before October to gather materials from the student groups for promotion on Instagram and social medias.</p>	<p>Continue the campaign to the end of October and continue to encourage groups to sign up</p>

<p>groups. This is an Instagram campaign to increase engagement of student groups.</p>	<p>Only 7 groups actively signed up to the campaign despite constantly pushing the link through Welcomeweeks and social media. Decided on using Virtual Fairs information from some student groups to make sure that the campaign didn't fall on its face.</p> <p>Highlighted again to me the constant issue of Societies communication to me, and how I feel like they actively ignore myself until they really want something.</p>	<p>Look at reasons why groups don't sign up, and why groups often ignore the Presidents unless they want something.</p>
<p>Academic Societies; looking into creating automatic enrolment into academic societies that connect to a student's course- and explore the possibilities of course reps being incorporated</p>	<p>Meeting on October 1<sup>st</sup> was great- we actively engaged in the information that I had gathered from Huddersfield Students Union, and talked about our own processes vs theirs, how we can create a link between Academic Societies and Course Reps.</p> <p>Currently looking into what support we will need in place for the creation of these societies, and how they will cope with the large influx of new members. Plenty of actions were taken from this meeting and we are to convene again middle November to discuss progress of all actions.</p> <p>Support from All the SVOT Staff was amazing and I appreciated every single one, as they all had different things to offer to the conversation and I now feel more confident moving forward with the project, and have more clarity in how I feel it should look due to discussions and decisions being made!</p>	<p>Meet with everyone again in the middle of November to discuss actions taken and progress to date.</p> <p>Start to compile a report on effectiveness of Academic Societies, and promote this with the University to begin the process of how we would achieve this.</p>
<p>HUSSO</p>	<p>HUSSO was removed from having a PTO position over 5 years ago- and with that decision made by the current PTO and</p>	<p>Look into how to introduce HUSSO back into Activities</p>

<p>Look at why Husso no longer exists within the Activities Zone - and look to reintroduce it</p>	<p>Sabbatical Officers also came with it the decision to remove HUSSO from the Activities Zone.</p> <p>With HUSSO not having support from a Volunteering Coordinator currently, it highlights the issue of where do they actually belong within HUSU. I want to work to bring HUSSO back under the Activities Zone, inviting them to actively engage with myself and give them their representation on Union Council back.</p> <p>Also continue to work with Alex Tute on the restructuring of HUSSO to allow for Project Leads to be more independent and take full control of their projects- with support from HUSU being the same kind of support that is given to Student Media and Societies, actively encourage them to make their own decisions.</p>	<p>zone, and what process is required to give them a vote back on UC in the Activities Zone.</p>
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Next Month I will be focussing on:

- Academic Societies; furthering the campaign and project
- HUSSO
- Society and Sports Processes

# President of Inclusivity and Diversity Report

Evie Kyte

Date 16.10.20

Objectives		
<u>Objective &amp; Context</u>	<u>Completed actions</u>	<u>Next Steps</u>
Black History Month	<ul style="list-style-type: none"> <li>Supported Shekinah (BAME students' representative) and Afro-Caribbean Society to put on events for Black History Month including a protest and fashion show.</li> <li>Attended meeting about BHM in the wider community with Shekinah.</li> <li>Researched local businesses to promote for BHM (unfortunately it was not possible to promote any of these due to the businesses not meeting the criteria).</li> <li>Myself and the other presidents put out recruitment posts on social media for any ideas for BHM.</li> <li>Written paper for relationship committee with the university recommending that having a joined up approach to celebrating History Months becomes business as usual. I am suggesting that it becomes standard practice to organising history months way in advance.</li> </ul>	<ul style="list-style-type: none"> <li>In planning stages of Disability History Month.</li> <li>Take history month paper to relationship committee.</li> </ul>
<p>BAME Mental Health</p> <p>Every member of the wellbeing team to receive</p>	<ul style="list-style-type: none"> <li>Released BAME Mental health survey at the start of October, to run throughout the month.</li> <li>Launched blog on BAME Mental health to describe reasons for the campaign and next steps.</li> <li>Brought a report on the 'Prevent' campaign to University Executive Committee. Prevent is a strand of</li> </ul>	<ul style="list-style-type: none"> <li>BAME Mental health open forum to be held on Tuesday 20<sup>th</sup> October.</li> <li>Collate results from survey and open forum</li> </ul>

<p>training on cultural competence</p> <p>-Every member of the wellbeing team to receive training on how being BME affects mental health</p> <p>-Students have the option of requesting BAME wellbeing member of staff</p>	<p>the Government's anti-terrorism strategy, that runs through many organisations. Organisations such as National Union of Students and University And Colleges Union perceive that Prevent disproportionately impacts black and Muslim communities, and makes them less trusting of mental health services. I have set up meetings to discuss our stance on Prevent and whether Prevent training is more beneficial or not for encouraging Black and Muslim students to use our mental health services.</p>	<p>in November and bring to Student services.</p>
<p>Sexual Assault Support</p>	<ul style="list-style-type: none"> <li>• Early planning stages of Reclaim the Night for November.</li> <li>• Sexual Violence task and finish group set up by Susan Lea (Vice Chancellor).</li> <li>• Early stages of planning a group where students can come to a space to discuss their experiences, ideas and concerns for us to campaign on in terms of student safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Consent content to be sent around for review and then released on MyJourney.</li> <li>• Name and meeting of sexual violence discussion group.</li> </ul>

<p><u>Core Responsibilities</u></p> <p>Includes meetings, events, extra campaigns, training, assisting student training etc. include details of student engagement and student feedback where relevant. Check your standing order for guidance.</p>	
<p>Name of activity</p>	<p>Description</p>
<p>WelcomeFest</p>	<p>I have been present at WelcomeFest talking to students, answering questions, and assisting at stalls for the societies fair.</p>

# President of Sports Report

## Sian Doherty

14/10/2020

Objectives		
<u>Objective &amp; Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve.	<u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students.	<u>Next Steps</u> List your next steps and what you hope to achieve from them.
Recognise - recognising the issues that are at the forefront of the AU by listening to student voices and organising the Sports Zone.	<u>Cost of Sport</u> <ul style="list-style-type: none"> <li>- Vicky Dean, Kevin Pearson, Steve Curtis, Matt Thompson</li> <li>- Discussed the best way to charge students for the sports pass in this unprecedented time.</li> <li>- Using Erin's Cost of Sport work from last year.</li> <li>- Asked the presidents what their expectations were for training hours and the majority said the same as last year.</li> <li>- Asked AU Exec about their thoughts on how to charge students - pay as you go, weekly, monthly, semester, year - they said either monthly or semester.</li> </ul>	<p>Will have to review the training allocations in October to see if the teams' membership to hour ratio fits in with the 3hr per person rule is being adhered to.</p> <p>Will have to review cost of sport - potentially will have to make changes due to COVID impacting the</p>



	<p><b><u>Sport storage</u></b></p> <ul style="list-style-type: none"> <li>- Vicky Dean, Steve Curtis, Matt Thompson, Nick Armstrong</li> <li>- Organised a meeting with all sports using the outdoor container to come and arrange their equipment in the facilities</li> <li>- Issues raised in regards to sports storage in general</li> </ul>	<p>student population and involvement in sport.</p> <p>Have a review about storage in general around the university, the union and the sports centre – how it is distributed, who is where etc. Work on this with Ellis.</p>
<p>Engage – engage as many students in sport, the AU and the Union as possible, both physically and socially.</p>	<p><b><u>Social Media Presence</u></b></p> <ul style="list-style-type: none"> <li>- President Team</li> <li>- Bigger presence on social media platforms</li> <li>- Videos/photos/sharing posts</li> </ul>	<p>Keep this up for the whole year – shows students what I’m doing, when I’m doing it and why I’m doing it. Keeps them in the loop.</p> <p>Helps support what other presidents, the union, the sports teams and the sports centre are doing.</p>
<p>Promote – giving all teams/events professional and consistent promotion throughout the university, union and on social media.</p>	<p><b><u>#AUGust</u></b></p> <ul style="list-style-type: none"> <li>- President Team, Marketing Team</li> <li>- Every day in August there was a new Instagram/FB/Twitter for a different team/ sometimes multiple a day.</li> <li>- Posted on the president’s page in July and asked for teams to sign up if they were interested in getting involved and 42 teams involved.</li> </ul>	<p>I hope this will continue future individuals in this role or similar roles as it was an amazing way to give promotion not only to what the union offer but also for every club to have an equal opportunity to be seen.</p>

- Promoted all teams that wanted to get involved no matter the size/popularity of the sport.
- Smaller teams were grateful for the promotion as they had not necessarily received this before.
- Great engagement over social media platforms.



### Sports Fair

- Welcomefest Team
- 15<sup>th</sup>-17<sup>th</sup> September, 11-5pm each day in the marquee.
- Space for 52 teams social distancing.
- Did a video to help explain how to access the marquee – track and trace, hand sanitizer etc.



### GIAG/Welcomefest events

- Welcomefest Team
- Attended/shared different GIAG/taster session events on my social media platforms.
- Did a video after attending a hockey taster session to promote them and GIAG in general

### Rewards and Recognition

- President Team
- Ellis and I decided that the scheme needed a covid version to adapt the criteria already put in place
- Had a meeting with other Presidents about it and made some new criteria and points to be followed so it is easily adaptable for sports and societies to use.

Notes need to be written up and presented to sports and societies so they can start tracking their progress. Aim for beginning of Oct. This will give them motivation to participate in a range of activities that are COVID appropriate and the recognition to keep taking part.

# President of the Students' Union Report

Phoebe Bastiani

14/10/20

Objectives		
<u>Objective &amp; Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve.	<u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students.	<u>Next Steps</u> List your next steps and what you hope to achieve from them.
<p><b><u>Sustainability &amp; Community</u></b> To improve environmental sustainability of HUSU and the wider University community</p>	<ul style="list-style-type: none"> <li>Met with Lauren, Environment officer, to discuss campaigns for the year</li> <li>Reviewing environmental policies, particularly those sitting in the commercial space</li> </ul> <p>BIODIVERSITY</p> <ul style="list-style-type: none"> <li>Got in touch with Yorkshire Wildlife Trust and other external organisations to discuss how we could work with them to turn Salmon Grove into a wildlife reserve</li> </ul> <p>CAMPUS WASTE</p> <ul style="list-style-type: none"> <li>Planning a recycling awareness campaign to launch on Global Recycling Day in March</li> </ul> <p>DIVESTMENT</p>	<ul style="list-style-type: none"> <li>Confirm that the University are happy for us to use Salmon Grove as a wildlife reserve</li> <li>Plan some days for Forces of Nature to clear Salmon Grove-March (Great British Spring Clean)</li> <li>Do an audit of the University campus and recycling bins</li> <li>See if Hull Employability awards will accept Green Ambassadors as a</li> </ul>

	<ul style="list-style-type: none"> <li>Discussed changing University ethics guidelines at an ethics committee to include not taking funding from fossil fuels</li> </ul> <p>AWARENESS</p> <ul style="list-style-type: none"> <li>Started to plan a Green Ambassadors scheme for students/volunteers who consistently go above and beyond in promoting sustainability</li> </ul> <p>ACCOMMODATION</p> <ul style="list-style-type: none"> <li>Continued to put pressure on local landlords to be transparent with students on their website e.g. Kexgill and UPP University accommodation</li> </ul>	<p>contributing achievement</p>
<p><b><u>Additional Costs &amp; Value 4 Money</u></b></p>	<p>STUDENTS FIRST: REFUND. RETHINK. REINVEST.</p> <ul style="list-style-type: none"> <li>Wrote a launching statement</li> <li>Helped to set up a Facebook group</li> <li>Reached out to the student who created the petition to work in partnership</li> <li>Written an open letter to Gavin Williamson with Diana Johnson MP about nursing students tuition fees</li> </ul> <p>STUDENT CREDITS</p> <ul style="list-style-type: none"> <li>Created a survey and petition to put out to students</li> </ul> <p>ADDITIONAL COSTS</p>	<ul style="list-style-type: none"> <li>Help to organise a protest</li> <li>Publish the open letter</li> <li>Launch and promote student credits survey and petition</li> <li>Write policy based on additional costs motion</li> </ul>
<p><b><u>Support, Safety, &amp; Mental Health</u></b></p>	<p>CONSENT</p> <ul style="list-style-type: none"> <li>Held an online open forum to discuss content</li> </ul>	<ul style="list-style-type: none"> <li>Campaign for SVLOs</li> <li>Improve the experience of students who have</li> </ul>

	<ul style="list-style-type: none"> <li>• Wrote the content for the online module which will be published on My Journey in October</li> <li>• Had discussions with the VC about how we can provide better support for victims of sexual assault on campus and discussed a new working group between HUSU &amp; UoH to discuss sexual assault on campus specifically</li> </ul> <p>RECLAIM THE NIGHT</p> <ul style="list-style-type: none"> <li>• Got in touch with external organisations to organise reclaim the night</li> <li>• Discussed with marketing to set up an event</li> <li>• VC will record a speech for the event</li> </ul> <p>MENTAL HEALTH</p> <ul style="list-style-type: none"> <li>• Wrote new Wellbeing Advocates signposting training</li> <li>• Started a HUSU/UoH mental health forum to discuss strategy</li> <li>• End the stigma campaign- started discussions with the University about an open and honest mental health campaign using the billboards around campus</li> </ul>	<p>made a complaint of sexual misconduct</p> <ul style="list-style-type: none"> <li>• Work in partnership with the University on projects such as the Wellbeing Champions</li> </ul>
<p><b><u>Social &amp; Transparency</u></b></p>	<p>PRESIDENT TEAM VISIBILITY</p> <ul style="list-style-type: none"> <li>• Organised PQT</li> <li>• Organised choc &amp; chat</li> </ul> <p>SOCIAL MEDIA</p> <ul style="list-style-type: none"> <li>• Done more blogs for BHM and Mental health myths</li> </ul> <p>UNION COUNCIL</p>	<ul style="list-style-type: none"> <li>• Doing a podcast with JAM about student housing</li> </ul>

Core Responsibilities

Includes meetings, events, extra campaigns, training, assisting student training etc. include details of student engagement and student feedback where relevant. Check your standing order for guidance.

Name of activity	Description
Black History Month	Working with Evie to organise a BHM campus-wide festival to celebrate



# President of Education Report

<Name> SIMEON N. ORDUEN

<Date> 22/09/2020

Objectives		
<u>Objective &amp; Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve.	<u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students.	<u>Next Steps</u> List your next steps and what you hope to achieve from them.
Lectures	<p>Raised issues regarding the lecture/learning experience of students.</p> <ul style="list-style-type: none"> <li>• Students who are dealing with learning disorders are having difficulties engaging with their lectures at the moment.</li> <li>• Students who have raised a number of complaints that have to do with face to face lectures such as a lack of social distancing at some venues, cold/lack of heating at others and how these affect the learning experience.</li> <li>• Students with parenting duties who are struggling at the moment with the current learning structures they are faced with, especially the predominantly online elements of it.</li> </ul>	I am going to have to keep chasing these up until I get an outcome
PGR Students' Open Forum	<p>We had our first Postgraduate Students' Forum. It was a well-rounded conversation overall and the PGR students found it really useful.</p> <p>I am considering the possibility of formalising this structure as it seems to appeal to PGR students, with some are starting to see value in it and find it to be a means by</p>	





	which they are able to raise their issues.	
Blended learning	<p>This section is just a bunch of stuff that I did to try and ensure that blended learning works for students:</p> <ul style="list-style-type: none"><li>• Students who are having to engage with learning from a distance (either because they are shielding or international) are struggling with some aspects of their learning at the moment and it is not the same for everyone. Being able to raise this issues and going forward, perhaps find ways to identify particular areas/students who are having these difficulties is key to finding a resolution.</li><li>• I have enquired about international students who are yet to arrive on campus. And what has been put in place to ensure that they are not negatively impacted in terms of catching up on studies and finding a decent accommodation without feeling rushed if they decided not to stay with University accommodation. The latest I have heard on this is that certain quarters within the University were currently looking at the issues I had raised.</li><li>• I have also raised a concern about how students in China are going to engage with online learning and learning resources. At the moment, third party options are being considered to ensure that students are able to access the resources they need. There was a delay but I have been told it should be up and running.</li></ul>	Continue to pay attention to the various elements of Blended learning taking into consideration as well as how it impacts on the various student demography.

### Core Responsibilities

Includes meetings, events, extra campaigns, training, assisting student training etc. include details of student engagement and student feedback where relevant. Check your standing order for guidance.

Name of activity	Description
Meeting with PGT Student officer	I met with the PGT rep, Ovie Enuke, to speak with him about the issues facing PGT students. His insight is commendable and I found great value in our chat. I will be taking forward the issues he has raised with the aim to get outcomes/resolutions.
Meeting with Course rep	I met with a course rep from the Nursing department, Samantha Kitchen. She has been splendid and doing her best to raise issues affecting student nurses. We met to discuss what the issues were and draft a strategy to get answers/responses to them. We will pursue these further together in the coming days/weeks.



# Part-time Officer Report

**Name:** Jacob Thorne

**Zone:** Union Development Zone

**Position:** Chair of Union Council

**Date Submitted:** 9th November 2020

Please describe what you have been working on, how it went and how you told other students. This can include meetings with lecturers, working on campaigns, promoting a survey or petition, organising an event, meeting with a student or anything else you have been up to. (Approximately 200 words)

## Actions:


1. Chaired the first Union Council meeting of the academic year on Monday 19th October.
2. Spoke with Elise Bateman & Nicole Steele in regards to the Agenda for the Meeting on the 19th October organising the layout of the meeting and combing through the motions in order to understand them.
3. Created a group chat for Part-Time Officers to ask questions and communicate with one another.
4. Created an informal Microsoft Teams meeting titled "UC Unofficial Cool-down" so that Part-Time Officers could talk and get to know one another.

## Outcomes:

In the meeting three motions were passed and three Part-Time Officers were co-opted into Union Council  
The Meeting allowed for the agenda to be set ready for the meeting and ensured that the meeting ran according to plan.  
The group chat has resulted in almost all Part-Time Officers being included and able to post any questions to each other  
The UC Unofficial cool-down was a success with many PTO's attending.

## How I told students:

1. The results of the meeting were distributed to facebook in the form a 5 minute video explaining what had occurred during the meeting.
2. People were added to the group chat by myself with Part-Time Officers adding anyone who was missed.
3. The UC Unofficial Cool-down was distributed via a link sent on the PTO group chat to all PTO's.



BAME (Black, Asian and Minority Ethnicity) students' experiences of mental health, and mental health treatment at university have been ignored for far too long. That's why we are running a campaign to find out what to change for the better for BAME students' mental health on campus.

BAME is a term that covers a wide range of people with a very diverse range of needs. Different ethnic groups have different experiences in society that reflect their culture and context. They are intersectional and not a homogenous group.

## Why BAME Mental Health?

Research has consistently shown that people from BAME communities have higher rates of mental health problems, worse access to treatment, and worse recovery than their white peers.

- BAME communities experience higher rates of depression and anxiety.
- People from African Caribbean communities are 3 times more likely to be diagnosed and admitted to hospital for schizophrenia than any other group.
- BAME communities are less likely to access mental health support in primary care (i.e. through their GP) and more likely to end up crisis care.

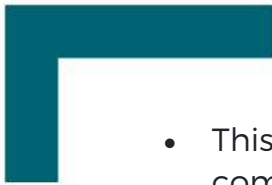
Find more info [here](#)

- 2/3 BAME students experiencing mental illness often experience discrimination from healthcare professionals.
- Existing inequalities in housing, employment and finances have had a greater impact on the mental health of people from different BAME groups than white people during the coronavirus pandemic.
- 

## Why is this?

Racism and discrimination

- Research suggests that the stress of experiencing racism throughout your life can have a negative impact on your physical and mental health. The cumulative effect of everyday discrimination is particularly linked to psychosis and schizophrenia.

- 
- This can be made worse when someone from the BAME community discloses their experiences of discrimination and its effects on their mental health to friends, colleagues or mental health professionals who have not had this lived experience. These friends and colleagues might misunderstand or downplay the impact of these experiences. This may lead the person to doubt their own experiences, and feel frustrated.

Click [here](#) to watch David Harewood speak about the impact of racism on his mental health as a young black man.

- Mental health professionals are required to follow Prevent, which is a government anti-terrorism strategy. Yet many think that this guidance is Islamophobic, as it focuses disproportionately on Muslim communities as being at risk of radicalisation, when anyone is at risk of being radicalised. This has resulted in many people from Muslim communities feeling untrusting of mental health professionals, and not accessing mental health care.

Click [here](#) to find out about why the National Union of Students (NUS) is boycotting Prevent

## Socio-economic disadvantages

BAME communities are more likely to experience poverty, have poorer educational outcomes, higher unemployment, and contact with the criminal justice system, and may face challenges accessing or receiving appropriate professional services.

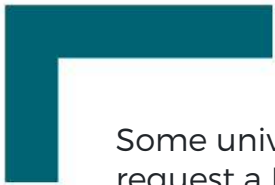
## Mental health stigma

Different communities understand and talk about mental health in different ways.

In some communities, mental health problems are rarely spoken about and can be seen in a negative light. This can discourage people within the community from talking about their mental health and may be a barrier to engagement with health services.

## What initiatives are in place to help BAME mental health around the UK?

Students Nkasi Stoll and Yannick Yalipende set up a group called 'Black Students Talk' in their university as a result of their own experiences of mental illness. These are groups that use one to one or group sessions to connect with other black students and offer resources from trained facilitators.



Some university mental health teams have given students the option to request a BAME counsellor or mental health professional when they book a mental health appointment. This gives students the opportunity to request to see someone who they may feel understands them, and their lived experience, more than a white counsellor.

[The Black, African and Asian Therapy Network](#) helps people from BAME communities find BAME counsellors, and also has mentoring programmes to encourage those from BAME backgrounds to enter counselling.

## What is Hull University Students' Union doing?

I have started a BAME mental health campaign to try and find out more about the experiences of BAME students and how the support services could more effectively meet your needs.

We have started a survey to ask you how you think your experience of and discrimination towards your culture or ethnicity has impacted your mental health, and what improvements you would like to see. Click [here](#) to access the survey. (It takes two minutes to complete!)

We will be holding an open forum for BAME students to give you the opportunity to talk more in detail about your experiences, and what you would like to see change in the wellbeing team, and on campus to benefit your mental health. Click [here](#) for the open forum.

If you have been affected by any of the topics discussed, these links below can support you;

### [University of Hull](#)

Samaritans offers 24/7 support. Call 116 123

Crisis offers 24/7 text support. Simply text "SHOUT" to 85258

CALM offer support daily from 5pm-midnight. Call 0800 58 58 58

### Hull University Students' Union

For further information please contact Evie Kyte, President of Inclusivity and Diversity

[Huu-inclusivity@hull.ac.uk](mailto:Huu-inclusivity@hull.ac.uk)

You can get in touch with our BAME students' representative, Shekinah at [hUU.bamerep@gmail.com](mailto:hUU.bamerep@gmail.com)





# **BAME Mental Health Open Forum**

## **THEMES**

These are the themes that emerged from the discussion at the BAME Mental Health Forum on Tuesday 20<sup>th</sup> October.

### **Gaslighting/Not being taken seriously**

- Lack of trust in the BAME community that issues will be taken seriously by mental health professionals- deters them from seeking help. Encourages BAME community to help each other in a community, rather than to seek support outside.
- Professionals- eg mental health professionals etc do not take issues seriously, or deny the person's experience of racism (gaslighting).
- Professionals can exploit a person from the BAME community, ie seeing them as an opportunity to ask questions about their culture, rather than simply seeing them as a person.

### **Lack of lived experience**

- Mental health professionals have a lack of lived experience- don't necessarily understand the person's experience of racism/feeling of otherness.
- Language/cultural barriers. May have different terms/slang in expressing themselves. Leading to mental health professionals not understanding where they are coming from. Or people from BAME communities feel that they have to monitor themselves and actively change their way of expressing themselves to be understood.
- BAME communities fear calling out microaggressions from experiences of white people victimizing themselves.



## **Lack of dealing with the root cause of mental health problems; Racism and otherness**

- Work often focuses on improving BAME communities' experience of mental health care, when they will still go out into the world and experience the discrimination that contributed to their mental health problems.
- Professionals need to believe in root cause (not gaslight), and institutions need to address root cause. Institutions need to focus on root cause rather than putting a plaster on (addressing mental health problems as a result of racism).


## **Issues in reporting discrimination**

- Issue of being passed from pillar to post and having to repeat same experience to different members of staff- retraumatising.
- Inadequate sanctions for discrimination- ie staff just have to apologise in many cases.
- Students need to be more supported through process, and not left to put in the time and effort themselves when reporting discrimination.
- Students need to see and believe in greater accountability for discrimination so they are more likely to come forward, and continue the process of reporting.

## **The Term 'BAME'**

- Terms such as BAME/People of Colour etc homogenise the experiences of people whose lived experience of racism and discrimination are incredibly different from one another.
- Different experiences of racism- ie whether you are black British, or you are a Black person who has grown up in another country.



- 
- Experience can also depend on the lightness of someone's skin, and experience of colourism. It can also depend on how 'British' they are perceived, for instance if they have a certain accent.

### **Solutions/Next steps**

- Change needs to be taken on by staff. Campaigning for the BAME community often rests on the shoulders of volunteers or students, and gets dropped because of time commitments, re-traumatisation and students graduating and moving on. Campaigns to tackle racial inequality need to be more taken on by permanent members of staff to make it sustainable.
- More staff training needed for responding to students who have experienced racism and discrimination, and also in cultural competence.
- Feedback system- staff ought to be held accountable when there is a lack of understanding and race literacy.
- Institutions/universities should act proactively to eliminate discrimination instead of reacting to deal with complaints, or perceiving it as a PR crisis,
- More training on empathy and understanding of generational trauma, and not an expectation for BAME students to 'get over' past experiences of genocide and slavery.

**Brought by:** Evie Kyte, President of Inclusivity and Diversity



# Union Council Motion

## **Title of motion:**

Mandatory Captions and Transcripts to all Union/University audio content

## **What do you want to change?**

Audio content should have captions or subtitles for ease of access across all students, or even a transcript provided to follow along. Captions of course being already provided over most academic sessions via Microsoft Teams in the form of 'Live Captions'. However, there is content being uploaded such as video resources without captions, or YouTube generated captions. These infamously being horrendously generated shambles and should have mandatory transcripts or edited captions. The union videos and any promotional content should also include these captions for accessibility and ease of understanding for all students.

## **Why do you want to change it?**

It is 2020 and some content being provided by lecturers or uploaded by the union doesn't have captions and/or subtitles. This is such a simple thing than can be done to make content more inclusive to everyone and yet doesn't appear to be a mandatory system. This should be covered by the Equality Act 2010 and although most content is captioned there is still some getting released without them which puts an extreme disadvantage to those having a requirement of them. The feature also allows all students to have better understanding of the content than they would without.

## **What do you want Hull University Union to do?:**

The university should be held responsible by the Union for implementing a captioning system across **ALL** faculties/years for lecture content, recorded sessions and provide transcripts for all video resources. Hull University Students' Union should also be responsible for ensuring all content put out contains captions or transcripts.

**Proposer:** Cas Nicholas (Social Mobility and Class Representative)

**Seconders:** Evie Kyte (President of Inclusivity and Diversity), Simeon Orduen (President of Education), Sarah-Marie Da Silva (Disabled Students' Representative), Grace Burnett (Education Zone Councillor for Scrutiny), Emily Birch (Postgraduate Research Students' Officer), Luciani Angel Vincent (Trans' Students' Representative), Beth Stephenson (LGBT+ Students' Representative)



# UNION COUNCIL MOTION

## Title of motion:

Updates to Standing Orders 2002 Activities Zone, 2003 Societies, 2004 Societies Executive Committee.

## Hull University Students Union Notes:

This motion is to bring the Activities Motions up to date with how we currently operate. Some of these standing orders have been neglected seemingly for quite some time as a lot of the practice reflected in them is irrelevant, and not how we operate.

Some key features to note to Standing Orders;

### 2002 Activities Zone

Updated Membership to reflect recent motion regarding Student Media

Updated Ex-Officio Members to include Student Media Heads, Links Chair, Rag Chair as to still include them in the zone as they once were, but they don't have a vote in the meetings.

Updated role names for Societies and GIAG Co-Ordinator

### 2003 Societies

Ratification to be reduced from 10 to 3 (The three required committee roles for any society must be paid for ratification)

Increased the quorum for general meetings to 25% in line with the Sports standing order. Added that if a societies is less than 10 members then they need 50% of voting membership to reach quorum at a general meeting, and that societies with odd membership must round up their numbers.

### 2004 Societies Executive Committee

Updates to responsibilities of The SEC

General updates to all the Standing Orders including changing HUU to HUSU. Removing outdated practices and bringing them in line with how the zone currently operates.





## Hull University Students Union Believes:

We need to keep our Standing Orders up to date with our practices, as that is what governs why and how we do things. By bring them up to date to what we currently do, it means we are acting in accordance with our governance.

## Hull University Students Union Resolves:

Update the standing orders to the alterations that were made, to the standing orders attached to this motion.

**Proposer:** Ellis Leonard (President of Activities)

**Seconder:** Sian Doherty (President of Sports)



# 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 Students' 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. "HUSU" means Hull University Students' Union;
- c. "Council" means HUSU 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 HUSU's Activities action and implement HUSU'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. Any student is welcome to request to attend Activities Zone meetings, at approval of The Chair.


### 3. Membership

Voting membership of the Zone shall be:

- a. President of Activities (casting vote only for electing a chair of the zone);
- b. Two Councillors for Scrutiny;
- c. Society Mentors (shared vote);
- d. HYMS Societies Representative;
- e. Student Media Representative;
- f. Two (2) additional votes from members of the Activities Zone. Votes to be decided by members of Activities Zone

Ex-Officio members;

- a. Student Media Heads
- b. LINKS Chair
- c. RAG Chair
- d. Volunteering Co-ordinator

- 
- e. Societies and GIAG Co-ordinator
  - f. Student Opportunities Manager
  - g. Such others that the Zone may deem appropriate.

#### **4. Duties of the Membership**

- a. President of Activities  
The duties of the President of Activities are detailed in S.O. 2001.
  - b. 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.
- President Activities, Societies and GIAG Co-ordinator, Volunteers and Fundraising Co-ordinator and Student Opportunities Manager will be Ex-Officio members.

#### **5. Election and Appointment**

All members of the Zone shall be elected or appointed in Trimester two in accordance with the relevant standing order for each position 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 at least 3 times every trimester (excluding holiday weeks, exam periods, and trimester 3) with the first meeting having taken place by the end of week 3. The date and time 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 secretary to the Zone, who shall be elected in the first Zone meeting of the academic year. 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. The minutes will be circulated to members and on [hulluniunion.com](http://hulluniunion.com) within five days of the meeting taking place.

## **10. Voting**

All votes shall require a greater than fifty percent majority pass. All votes shall be public except those on motions of caution, no confidence.

## **11. Powers**

The Zone shall be able to:

- a. Pass a motion of caution against the President of Activities as detailed in the bye laws.
- b. Bring motions of no confidence as detailed in the bye laws against the President of Activities to Council.
- c. Pass a motion of caution 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.
- d. Submit questions in writing to the trustees of HUSU to be asked by the President of Activities.
- e. Submit questions to an officer at council.
- f. Propose a motion of caution against an officer to council.



# SO 2003

## STANDING ORDER GOVERNING UNION SOCIETIES

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Students' Union and shall be interpreted accordingly.

### 2. Recognition

A Society will be ratified by The Societies Executive Committee provided:

- a. it has at least three Full Members of Union who will fulfil the required roles of the committee, and have paid their membership for their society.
- b. its Constitution, membership list and information sheet have been lodged with the President of Activities & Societies and Give It A Go Coordinator
- c. Specimen signatures of the President, Treasurer, and Secretary have been logged with the President of Activities and/or Societies and Give It A Go Coordinator. NB A Hull University Students' Union bank account cannot be opened by a society until it is ratified by The Societies Executive Committee.

### 3. Constitution

The Constitution of the Society must not conflict with the Bye-Laws or Articles of Hull University Students' Union or bring its charitable aims into question. The Constitution Articles having been ratified by The President of Activities & Relevant HUSU Staff, shall only be amended by a majority of two thirds of those present and eligible to vote at a duly convened general meeting of the Society, provided that the proposed amendment is published in full on the agenda. Such amendments should be notified to the President of Activities.

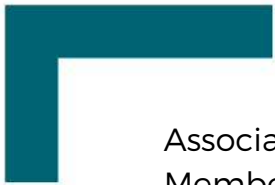
### 4. Membership

#### Full Membership

Full Membership of any Society shall be open to all Full Members of the Union on payment of the annual subscription via the HUSU Website.

#### Associate Membership





Associate Membership of the Society shall only be open to Associate Members of Hull University Students' Union as defined in the Bye Laws.

### **Membership lists**

Membership lists are to be held by HUSU Staff. These are also accessible via the Societies Dashboard on the HUSU Website.

### **Committee**

The Society must establish a committee of at least three full members who shall be elected by the Annual General Meeting, which shall be convened during weeks 5-8 of Semester 2.

A casual vacancy may be filled by co-option or by election at a general meeting. To elect a Committee a Society must hold an Annual General Meeting, where all their members are invited to attend.

### **Officers**

The Society's membership shall appoint a President, Treasurer and Secretary from amongst its membership. Persons holding these specific posts must be full members of the Union.

## **5. General Meetings**

### **Calling a General Meeting**

A general meeting of a Society shall be called by the President, the Committee, or at the written request of the voting membership.

### **Notice of Meetings**

Notice of meetings shall be as follows:

- a. for an Annual General Meeting; seven clear days<sup>[1]</sup>;
- b. for Societies Council; five clear days.

Such notice shall be posted on society social media, and if necessary emailed to all voting members

### **Voting rights and quorum**

Only full members of the Society shall have voting rights. The quorum for any general meeting shall be 25% of the voting membership.

For Societies with less than 10 members, the quorum for any general meeting shall be 50% of the voting membership.



If your full membership is an odd number, you must round up.

## 6. Financial Arrangements

### Financial Controls

The President, Secretary and Treasurer of the Society are to control the funds of the Society in accordance with HUSU Student Group Financial Agreement.

### Accounts

Committee members of the society can request account balances, and transactions via email from the HUSU Finance Office.

### Society Charge

This will be reviewed annually by the incoming relevant Sabbatical Officer in line with Hull University Students' Union funding support and inflation.



# SO 2004

## STANDING ORDER GOVERNING UNION SOCIETIES' EXECUTIVE COMMITTEE

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders (particularly 2001, 2002, 2003 and 2005) of Hull University Students' Union and shall be interpreted accordingly.

### 2. Function


The Union Societies' Executive Committee in discharging its responsibilities in accordance with the Constitution and Bye-Laws, shall:

- (a) Consider and advise on matters referred by the Societies Council and the Union Executive Committee;
- (b) Ensure that members of Hull University Students' Union know they can set up a Society and facilitate their ability to do this;
- (c) Ensure communication between Societies,
- (d) Ensure the promotion of Societies within Hull University Students' Union and University of Hull;
- (e) Monitor the activity of Societies;
- (f) Provide mediation, help and support for struggling societies
- (g) Act as a forum for the exchange of ideas;
- (h) Ensure the publication of a Society Events Calendar

### 3. Membership and Duties

The membership of the Union Societies' Executive Committee and their duties shall be:

- (a) The President of Activities shall be responsible and accountable for the management and oversight of the committee. Their responsibilities are set out in Standing Order 2001.
- (b) Society Mentors (x3), one of which will be appointed as Chair, in the absence of the President of Activities. They will be responsible for:

- 
- (i) Assisting with the development of societies and best practice for existing ones;
  - (ii) Offering 1-2-1 introductory meetings to newly-elected Society Presidents;
  - (iii) Assisting the President of Activities with the running of Societies Council by contributing to the agenda and monitoring attendance.
  - (iv) Assisting with informal complaints between and within societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics. Ensure to escalate any complaints that will require staff attention.
  - (v) Directing Society Presidents to relevant members of staff;
  - (vi) Promoting Give it a Go within Societies.
  - (vii) Taking the lead on updating and circulating the Presidents' Handbook to Presidents.

(c) Secretary They will be responsible for:

- (i) Organising the Society Council meetings, Society AGM and any other relevant meetings
- (ii) Supporting all new societies in completing their societies development form for ratification, via the whole SEC
- (iii) Organising the publication of the Society Events Calendar in partnership with the Publicity Officer.
- (iv) Replying to emails in the [hull-societies@hull.ac.uk](mailto:hull-societies@hull.ac.uk) inbox or forwarding them on to the relevant staff member.
- (v) Support staff by reminding societies to complete inventories, reminding societies that all new equipment must be registered with HUSU.

(d) Finance Officer They will be responsible for:

- i. General Society Finances
  - a. Encouraging societies to remain out of, or remove themselves from, debt.
  - b. Encouraging societies to spend their own society finances to ensure value for money for their members.
  - c. Helping societies generate income through ideas and support.



- d. Overseeing the SEC's own allocated budget through cooperation with the President of Activities.
  - ii. The Societies' Grant
    - a. Overseeing the societies grant fund and its allocation to societies; ensuring that decisions are made in line with the criteria laid out in the Bye-Laws.
    - b. Assisting the President of Activities in writing up the grant panel report following each meeting to ensure transparency in the process.
  - iii. Sponsorship
    - a. Offering advice and support on matters relating to finances and sponsorship.
  - iv. Fundraising
    - a. Liaising with the Student Opportunities Manager to promote fundraising within their student groups.
- (e) Publicity Officer. They will be responsible for:
- (i) Providing advice to societies on matters relating to marketing and promotion
  - (ii) Updating the societies calendar
  - (iii) Overseeing societies' individual social media and relaying information to the committee
  - (iv) Overseeing the use of the 'HUSU Societies & Volunteering' Facebook page
  - (v) Overseeing and establishing all other forms of social media
- (f) Events Officer, who will assume the Treasurer position in a time of succession. They will be responsible for:
- (i) Providing advice to societies on matters relating to the organisation and running of events and socials.
  - (ii) Help to arrange socials amongst societies throughout the year, to promote cooperation between student groups.
  - (iii) Working with the President of Activities to enrol interested societies up to compete at Varsity. Establishing relationships with their counterparts at Lincoln.
  - (iv) Working with the President of Activities, and relevant HUSU Staff to organise the Societies Awards Ceremony.




(g) Participation & Inclusivity Officer who will be responsible for:

- (i) Promoting participation within Societies to ensure year-round recruitment; pushing the idea that it's never too late to get involved.
- (ii) Working with the President of Activities to highlight new societies that are struggling to recruit members; offering advice on boosting membership numbers.
- (iii) Overseeing societies that represent particular religious, ethnic or cultural minorities to ensure that their needs and concerns are represented within the committee;
- (iv) Assisting the Society Mentors in dealing with all informal complaints between and within societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics;
- (v) Liaising with the President of Inclusivity and Diversity on training and support available to students, to improve inclusivity within societies.
- (vi) Promoting society participation in campaigns and projects run by HUSU.
- (vii) Working with the President of Activities to identify barriers preventing students from participating in Societies; looking at means of making Societies and the process of setting up a society more accessible and inclusive.

#### **4. Meetings of the Committee**

(a) Calling a Meeting. Meetings should take place fortnightly and shall be organised by the SEC Secretary at a time that is convenient for all members of the committee. Emergency meetings may be called by the President of Activities or at the request of a Societies Council or by four members of the Committee.

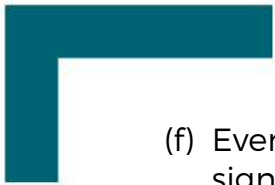
(b) Notice of Meetings. All members of the Union Societies' Executive Committee must be notified two clear days in advance of the meeting. The Agenda will be produced by the SEC Secretary in partnership with the President of Activities and must also be made available to the committee at least one day before the meeting.

- 
- i. Quorum. The quorum of the Committee shall be 50%.
  - ii. Minutes. Minutes shall be taken by the Secretary at all meetings and will be made available to all members of the SEC, and distributed to all society presidents. Minutes can be distributed to society members upon request.
  - iii. Closed Session. Any full voting member of HUSU may attend the meeting as an observer with speaking rights except when at least two thirds of the Committee vote to meet in closed session.
  - iv. Attendance. If a voting member misses two meetings without apologies, they will be deemed to have resigned.

## 5. Responsibilities

The responsibilities of the Union Societies' Executive Committee are as follows:

- (a) The President of Activities who shall Chair meetings and have a casting vote only. They shall liaise with the rest of the committee and be their main link to the rest of the Union.
- (b) Each member of the Committee shall have direct responsibility for the communication between societies. They shall also be responsible for the coordination of the activities and for supporting all societies.
- (c) The President of Activities and the SEC Secretary shall be responsible for co-ordinating the activities of the Societies Executive Committee.
- (d) Each Society Executive member will also be expected to take a full and active role in supporting the activities of other members of the Societies' Executive Committee. This may include, but is not exclusive to, assisting with fundraising activity and organising Presidents Socials.
- (e) The Society Mentors shall be responsible for representing societies to all meetings of Union Council. The three Society Mentors shall have a shared vote.

- 
- (f) Every member of the committee shall be responsible for signposting students to wellbeing services if the situation calls for it.

## **6. Appointment**

Each member of the Societies' Executive Committee shall be appointed by an interview panel consisting of the incumbent President of Activities, the Societies and Give It A Go Coordinator (or another member of HUSU staff) and a current member of the SEC. These interviews will primarily take place in week 8 & 9 of Trimester 2 or at another time if required due to resignation of a committee member.

## **7. Conflict of Interest**

Members are not permitted to handle matters regarding societies that they are paid members of, or where there otherwise may be a possible conflict of interest. If this is not possible to achieve, the committee must request additional oversight from the President of Activities on matters of finance and/or complaints, and on all other matters it is the responsibility of the least conflicted member, by discretion of the President of Activities.

## **8. Training**

The SEC will receive full training for their roles; to fulfil these duties the SEC members must complete societies training, GDPR training, and specific SEC training for their roles to help support the student groups. Other training relevant to their role will be highlighted to the SEC members for them to take part in if they wish.

## **9. Recognition**

We will ensure that each member of SEC will receive a certificate of their volunteering to demonstrate the skills they will have achieved as part of this role.





# Union Council Motion

## Title of motion:

Review Standing Order 4002, 4003 and 4004.

## What do you want to change?

Review and edit wording and information included in standing orders 4002, 4003 and 4004.

## Why do you want to change it?

The Standing Orders need to be updated as there is information/wording/terminology that needs changing.

## What do you want Hull University Union to do?

Hull University Students' Union should approve the proposed changes to Standing Order 4002, 4003 and 4004.

**Proposer:** Sian Doherty (President of Sports)

**Secunder:** William Bailey (AU Secretary)

Annex A – changes to current Standing Order 4002

Annex B - changes to current Standing Order 4003

Annex B – changes to current Standing Order 4004

# 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 [Students' 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. "HUSU" means Hull University [Students' Union](#);
- c. "Council" means HUSU Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays;
- e. "AU" mean Hull University [Students' 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 HUSU. 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: [unless two members hold a role. They will then share this membership.](#)

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:

- a. President of Sports;
- b. All members of the AU Executive committee as detailed in SO 4004;



- c. Representative for Women in Sports;
- d. Representative for Disabilities in Sports;
- e. Representative for International Students in Sports;
- f. A Maximum of Two Councillors of Scrutiny.

Ex-Officio members:

- a. Sports Co-ordinator;
- a.b. [Student Opportunities Manager](#)
- b.c. 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.~~

##### a. President of Sports

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

##### b. AU Executive Committee members

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

##### c. Representative for Women in Sports

- i. To be a full voting member of Union Council;
- ii. [Be a voting member of the Awards Committee \(see 4004 5a\);](#)
- iii. [Be a voting member of the Colours Committee \(see 4004 5b\);](#)
- iv. To bring the issues facing female students in sport at the University of Hull to the attention of the zone;
- v. To propose to the zone, actions to increase the engagement and/or participation of female students in sport at the University of Hull;
- vi. To ensure the zone considers the implications of its actions on female students in sport at the University of Hull;
- vii. To ask questions of AU Exec to help them fulfil [iii](#), [iv](#) and [v](#) above.

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##### d. Representative for Disabilities in Sport

- i. To be a full voting member of Union Council;



- ii. [Be a voting member of the Awards Committee \(see 4004 5a\):](#)
- iii. [Be a voting member of the Colours Committee \(see 4004 5b\):](#)
- ii.iv. 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.v. 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.vi. 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;
- vii. [To ask questions of AU Exec to help them fulfil iii, iv and v above.](#)
- v. ~~To ask questions of AU Exec to help them fulfil ii, iii, and iv above.~~

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#### e. Representative for International Students in Sport

- i. To be a full voting member of Union Council;
- ii. [Be a voting member of the Awards Committee \(see 4004 5a\):](#)
- ii.iii. [Be a voting member of the Colours Committee \(see 4004 5b\):](#)
- ii.iv. To bring the issues facing international students in sport at the University of Hull to the attention of the zone;
- ii.v. To propose to the zone, actions to increase the engagement and/or participation of international students in sport at the University of Hull;
- ii.vi. To ensure the zone considers the implications of its actions on international students in sport at the University of Hull;
- vii. [To ask questions of AU Exec to help them fulfil iii, iv and v above.](#)
- v. ~~To ask questions of AU Exec to help them fulfil ii, iii, and iv above~~

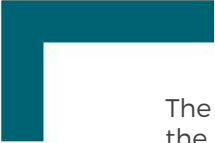
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#### f. Two Councillors for Scrutiny

- 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.

### 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.

## 6. Chair

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

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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 three times every Trimester (excluding Holiday weeks, Exam periods and Trimester 3) ~~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 circulated to members and on hulluniunion.com within four clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the Chair, in the form of a report under the Sport Zone section of the Council agenda.

## 10. Voting

All votes shall require a greater than fifty percent majority to pass. All votes shall be public except those on motions of caution, censure, 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:

- a. Pass a motion of caution against the President of Sports as detailed in the Bye Laws.
- b. Bring motions of censure and no confidence as detailed in the Bye Laws against the President of Sports to Council.
- c. 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.

- d. 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.
- e. Submit questions in writing to the trustees of HUU to be asked by the President of Sports.
- f. Submit questions to an officer at council.
- g. Propose a motion of caution against an officer to council.

[Most recently passed at Union Council on 23 April 2018](#)

# SO 4003

## STANDING ORDER GOVERNING THE ATHLETIC UNION

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of ~~Hull University Union~~Hull University Students' Union and shall be interpreted accordingly.

### ~~2.~~2. Ratification Recognition

A club may apply for ~~recognition-ratification~~ by ~~Union Council~~the AU Executive Committee provided:

- a. It has at least ~~fifteen-ten~~ Full Members of the Union (~~three must be official committee members~~) who have paid their ~~memberships~~subscription fee;
- b. Its club articles, membership list and information sheet have been logged with the President of Sports, or the Sports Co-ordinator;
- c. Specimen signatures of the President, Secretary, and Treasurer ~~and one other nominated club committee member~~ have been logged with the President of Sports and/or the Sports Co-ordinator. NB: A ~~Hull University Union~~Hull University Students' Union bank account cannot be opened by a club until it is ratified by ~~Union Council~~the AU Executive committee.

### 3. 3. Club Articles

An Athletic Union Club's Articles must not conflict with the Articles of ~~Hull University Union~~Hull University Students' Union or bring its charitable aims into question. The Articles having been ratified by ~~Union Council~~the President of Sports shall only be amended by a majority of two-thirds of those present and eligible to vote at a duly convened general meeting of the Club, provided that the proposed amendment is published on the full agenda. Such amendments should be notified to the President of Sports and shall not be valid until again ratified by ~~the President of Sports~~Union Council.

### 4. 4. Club Membership

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### Full Membership

Full membership of any Athletic Union Club shall be open to all Full Members of the Union on payment of the relevant club's annual subscription [via the HUSU website](#).

### Associate Membership

Associate membership of the Athletic Union Club shall only be open to Associate Members of ~~Hull University Union~~[Hull University Students' Union](#) as defined in the Bye Laws.

### Membership Lists

Membership lists ~~are to be held in the Athletic Union Office and~~ can be produced by the Sports Co-ordinator on request by a member of the relevant Club's Committee.

### Committee

The Club must establish a committee of at least ~~five~~[three](#) full members who shall be elected by the Annual General Meeting, which shall be convened in Week 6 or Week 7 of Semester 2. [The minimum of three elected members should be President, Treasurer and Secretary](#). A casual vacancy may be filled by co-option or by election at a general meeting. To elect a Committee, a Club must hold an Annual General Meeting, where all of the Club's members are invited to attend.

### Officers

The Club's membership shall appoint a President, Secretary and Treasurer. ~~(the latter two posts can be held by one person)~~. Persons holding these specific posts must be Full Members of the Union.

## **5. General Meetings**

### Calling a General Meeting

A general meeting of a Club shall be called by the President, the Committee, or at the written request of the voting membership. A general meeting can also be called by the President of Sports at the request of a simple majority of the Athletic Union Executive Committee and in the latter case, shall be chaired by the President of Sports or by their nominee.

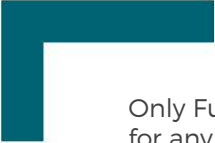
### Notice of Meetings

The notice for an Annual General Meeting must be seven clear days. Such notice shall be posted on the Athletic Union notice board and given in writing to all voting members by the President or Secretary.

### Voting rights and quorum







Only Full Members of the Club shall have voting rights. The quorum for any general meeting shall be 20% of the voting membership of the club.

## 6. Financial Arrangements

### Financial Controls

The Club President, Secretary and Treasurer are to control the funds of the Club in accordance with Standing Orders governing Financial Procedures.

### Accounts

[Club account balances and transactions are to be held by the HUSU finance team and can be produced by the Sports Co-ordinator on request by a member of the relevant Club's Committee.](#)

[Printouts of a Club's account balances and transactions can be obtained from the Athletic Union Office.](#)

## 7. Clerical Arrangements

[Members of Clubs may make use of the facilities including printing, mailing, faxing, photocopying and telephones; charges will be made for each facility.](#)

[Most recently passed at Union Council on 23 April 2018](#) [16 November 2020.](#)



# SO 4004

## STANDING ORDER GOVERNING THE ATHLETIC UNION EXECUTIVE COMMITTEE

### 1. Interpretation

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

- a. The "Athletic Union" or ("AU") means Hull University Athletic Union;
- b. The "Committee" means the Athletic Union Executive Committee;
- c. "Awards Committee" means the Athletic Union Awards Committee;
- d. "Colours Committee" means the Athletic Union Colours Committee;
- e. "AU Council" means the Athletic Union Council;
- f. "Club" means a recognised club of the Athletic Union;
- g. "Constituent" means a member of the Athletic Union;
- h. "the Zone" means the Sport Zone;
- i. "HUSU" means Hull University Students' Union;
- j. "Union Council" means HUSU Council;
- k. "Clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. Function

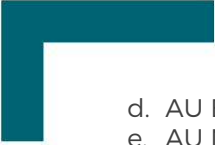
The principal functions of the Committee are:

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

### 3. Membership

- a. The President of Sports;
- b. AU Secretary;
- c. AU Marketing and Communications;



- 
- d. AU BUCS Officer;
  - e. AU Non-BUCS Officer;
  - f. AU Participation and Engagement Officer;
  - g. AU Inclusivity and Diversity Officer;

Ex-Officio members:

- a. Sports Co-ordinator;
- b. Such others that the Committee may deem appropriate.

#### 4. Duties of the membership

##### a. 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 11d.4) is conducted in a fair and timely manner, with due consideration to the rights and wellbeing of the Committee member.

##### b. 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 Sports by conducting appropriate administration and research tasks.



### c. 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.

### d. 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.

### e. 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.

**f. 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.

**g. AU Inclusivity and Diversity Officer**

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

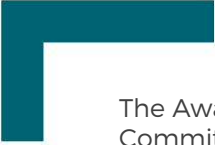
**5. Duties of the AU Executive Committee**

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

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

**5a. Athletic Union Awards Committee**





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

The Sports Coordinator will attend in a non-voting capacity.

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

### 5b. Athletic Union Colours Committee

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

The Sports Coordinator will attend in a non-voting capacity.

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

### 6. Selection Process and Criteria

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

The selection panel ~~will can~~ consist of the following: the President of Sports, ~~the President of Sports elect~~, the Sports Coordinator, one member of [HUUHUSU](#) 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 Sports and a member of [HUSU](#) 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 1<sup>st</sup> June to May 31<sup>st</sup> the following year.



## 7. Training

The Union will provide the required training deemed appropriate for the individuals to succeed in their role. This can include PTO training and GDPR training.

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## 7.8. Chair

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

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## 8.9. Meetings

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

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

## 9.10. Quorum

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

## 10.11. Minutes

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

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

## 11.12. Voting

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

## 12.13. Powers

The Committee shall be able to:

- i. Make recommendations to the President of Sports concerning expenditure on AU events;
- ii. Decide the winners of AU Awards when sitting as the Awards Committee;

- iii. Decide the recipients of AU Colours when sitting as the Colours Committee;
- iv. Decide the winners of team awards (i.e. Team of the Month and Team of the Trimester).

#### **14. Recognition**

We will ensure that each AU Exec member receives a certificate of their volunteering to demonstrate the skills achieved as part of this role.

Most recently approved at Union Council on 25 February 2019

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