

STANDING ORDERS GOVERNING STANDING COMMITTEES OF THE UNION

1. Interpretation

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

2. Definition

2.1 The Bye-laws of the University of Lincoln Students' Union allows for the Executive Committee, upon ratification by all student members meeting to form standing committees to deal with any matters they see fit. The list of Standing Committees to which this regulation applies is detailed in Annex A.

3. Application

3.1 These Standing Orders are to apply, unless otherwise prescribed, to all standing committees, hereinafter referred to as committees and are to be interpreted in such a manner as not to conflict with the Constitution and Bye-Laws of University of Lincoln Students' Union (ULSU).

4. Responsibilities

4.1 All committees are to be ultimately responsible to the ultimately responsible to the Executive Committee, and thereby the students they represent, for the proper execution of their duties and responsibilities, and for any transaction undertaken in their name. In practice, the committee will be responsible in the first place to their respective Student Leader .

5. Affiliation

5.1 No committee may affiliate to any outside organisation without the express agreement of an All Student Members meeting. A list of affiliations shall be available online for ratification by student members. Twenty (20) objections to an affiliation shall call an All Student Members meeting for the affiliation to be discussed and voted upon.

6. Terminology

6.1 The following terms apply to all Standing Orders

- a. A reference to the 'committee' shall refer to all those students who are members of the committee in the respective Standing Orders.
- b. A reference to the 'executive committee' shall refer to members of the committee, who have been elected by cross campus ballot or by members of the committee to fill casual vacancies.
- c. A reference to 'members' shall refer to student members of the committee
- d. Clear days shall not include Saturday, Sunday or Public Holidays.
- e. Ex officio – a student who is a member through the position for which they have been elected e.g. Chair of Sports Hub.
- f. Authorising officers and officials are as defined in ULSU Financial Procedures.

7 REPORT AND PLAN

7.1 Each Committee is to create and bring a plan of its activities for that year to the first Students' Union Executive Committee meeting via their respective Student Leader. At the last Students' Union Executive Committee meeting of each academic term each Committee shall bring a report on the activities and impact of the Committee via the respective Student Leader. The Students' Union Executive Committee shall report on the activities of the Standing Committees through their online monthly reports, which shall be voted upon by the Student Members.

8. MEMBERSHIP

8.1 Voting Members: The executive committee of the Standing Group/Committee may be elected in the following ways.

- a. Ex officio (Chair); such members are elected by cross campus ballot as per Bye-law 7, or in the event of no one being elected and no executive body in place, the Students' Union Executive Committee can co-opt a member to the position through a full majority vote.
- b. The executive committee are elected by the members and ratified online by the Student Body. In the event of a casual vacancy arising during a session, this shall be filled at the subsequent committee meeting and ratified online by the Student Body in accordance with bye-law 3.
- c. In the event of an ex officio casual vacancy arising during an academic year, this is to be filled by a bye-election with a five (5) % quoracy. If no one is elected a member of the executive will be co-opted at the next committee meeting and ratified online by all Student Members.

8.2 All such members must be full members of University of Lincoln Students' Union as prescribed in the Bye laws and Articles of Association.

9. Non-voting members

- 9.1 Each committee may have the following categories of non-voting members.
- a. General member; any member of the Union may join the committee as a non-voting member.
 - b. Co-option; a committee shall have power to co-opt such persons as it deems fit who are then ratified online by all Student Members.
 - c. Members of Union Staff.

10. Membership lists

10.1 The secretary of each committee is responsible for maintaining the membership list. A copy of the list is to be lodged with ULSU and amended as necessary. The membership list held by ULSU is to be used for election purposes (see paragraph 11 below).

11.0 Election for specified positions on a committee or executive committee

11.1 The election for specified positions is either by cross campus election (see Bye law 7), or by the committee with ratification online by the Student Members. For those voting members elected by the committee, the following procedures apply.

- a. Returning Officer: The Union Executive Committee, will nominate a returning officer.
- b. Notification: The returning officer is responsible for publishing the date and place of the elections, together with available positions to be elected. Such notice is to be displayed on LincolnSU.com at least ten clear days prior to the election.
- c. Electorate: All full members of the Union registered as members of the Committee at the time notification is posted are eligible to vote, unless otherwise prescribed in the relevant Standing Order.
- d. Vote: The vote is by STV ERS17.

12. Resignation

12.1 Any member of a committee wishing to resign is to send a letter of resignation to the respective Vice President. The Union Executive Committee is to be informed of all such resignations and take steps to fill the post at the earliest opportunity, in accordance with this Standing Order (8.1).

13. Performance of Committee Members

13.1 If it is felt that the performance of committee members who are not classified as Volunteer Officers, in accordance with bye-law 7, is not what is expected and there is no improvement through informal means, formal action may be taken in accordance with the Students' Union Student Disciplinary Procedure'.

13.2 If it is felt that the performance of a committee member who is classified as a Volunteer Officer, in accordance with bye-law 7, is not what is expected, and

there is no improvement through informal means, formal action in the form of an Accountability Forum may be held, in accordance with bye-law 3. This may lead to an informal warning, formal warning or removal from post.

13.3 If a vote for the 'removal from post' of a Volunteer Officer is successful, the member shall be required to resign from the committee. The member may appeal to an All Student Members meeting against a successful vote for the 'removal from post', details of which can be found in Bye-Law 5

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Annex A SO

1001 Standing Committees

1002 Activities Hub

2001 Societies Hub

2002- Societies

3001 Sports Hub

3002- Sports Clubs

4001 Senior Representatives Group

5001 The Campaigns Network

5002 The Raise & Give (RAG) Committee

5003 The Disabled Students' Campaigns Group

5004 The LGBT_ Students' Campaigns Group

5005 The Womens' Campaigns Group

5006 The Black, Asian & Minority Ethnicity Students' Campaigns Group

5007 The Mature Students' Campaigns Group

5008 The Community Campaign Group

6001 International Students' Association