

STANDING ORDERS GOVERNING **THE ACTIVITIES HUB**

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 Activities Hub exists as a forum for communications to the Vice President Activities and Sports and Societies Officers around matters affecting Sports Clubs and Societies, in addition to being a decision making body around matters affecting Students' Union Sports and Societies at a higher level. The Activities Hub is a standing committee as defined in Standing Order 1001 and will be subject to these regulations.
- 2.2 The Activities Hub is responsible to the Students' Union Executive Committee, as defined in Bye-Law 4.

3. Remit

- 3.1 The Activities Hub is responsible for:
- a) Receiving updates from each of its members (as detailed in paragraph 5) to ensure the communication of important information about the Students' Union and matters arising from Sports Hub and Societies Hub.
 - b) Making decisions about Reward and Recognition for Sports Clubs and Societies.
 - c) Receiving Programme updates regarding BUCS, Competitive and Societies
 - d) Allocating Development Grants and Events Grants based upon received applications for funding

- e) Setting the next Sports and Societies Hub agenda
- f) To award the Society and Sports Club of the month.

4. Chair

- 4.1 The Chair of the Activities Hub shall be the Vice President Activities, and the co-chairs shall be the Sports Officer and Societies Officer, on an alternating basis

5. Membership

- 5.1 The membership of the Activities Hub shall be:
 - a) Vice President Activities (Voting)
 - b) Sports Officer (Voting)
 - c) Societies Officer (Voting)
 - d) Representatives from each Cluster from the Sports Hub and Societies Hub as defined in Standing Orders 3001 and 2001. (Voting)
 - e) Activities Manager (non-voting)
 - f) Activities Co-ordinator (non-voting)

6. Elections

- 6.1 Representatives of each Cluster shall be elected in accordance with Point 6 of Standing Orders 2001 and 3001.
- 6.2 All other voting members shall be elected in semester two in accordance with Bye Law 7 and shall hold their positions for the next 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.

7. Meetings

- 7.1 Meetings of the Activities Hub shall take place at least three times per semester after the Sports Hub and Societies Hub.

- 7.2 Activities Hub meetings shall last for a maximum of two hours, and shall be divided into two sessions, a maximum of one hour each.
- 7.2.1 The first hour of the Activities Hub shall be attended by the Vice President Activities and the Sports Officer and Societies Officer, and shall be responsible for matters relating to 3.1a and 3.1b.
- 7.2.2 The second hour of the Activities Hub shall be attended by all of the membership of the Hub as defined in point 5 and will be responsible for matters relating to 3.1c, d, e and f.

8. Quorum

- 8.1 Quoracy of the first hour of the Activities Hub shall be a minimum of two members out of the VP Activities and Sports Officer and Societies Officer.
- 8.2 Quoracy of the second hour of the Activities Hub shall be 50%+1 of all voting members.

9. Attendance

- 9.1 If a voting member of the Activities Hub fails to attend 1 meeting without sending apologies. Then the Activities Department will issue an email to make them aware of the situation.
- 9.2 If a voting member of the Activities Hub fails to attend 2 meetings without sending apologies. Then the Activities Manager and the Vice-President of Activities will have a meeting with the individual to discuss the issue.
- 9.3 If a voting member of the Activities Hub fails to attend 3 meetings without sending apologies. Then they will be removed from position and an election will be reopened for the position.

10. Administration

- 10.1 Preparation of the agenda for the Activities Hub shall be the responsibility of the Chair.
- 10.2 Minutes of the Activities Hub shall be taken by the Activities Coordinator, and disseminated to the members of the Activities

Hub following approval by the Chair within 7 working days of the Activities Hub convening.

11. Voting

- 11.1 All members of the Hub shall have equal voting rights
- 11.2 A majority vote is required for a motion to pass.
- 11.3 In the result of a tied vote, the Vice President Activities shall have an additional deciding vote.
- 11.4 All votes shall be public except those votes for an informal warning, formal warning, or the removal from post which shall be conducted by secret ballot, counted by staff and checked by the Vice President Activities.
- 11.5 Proposals for an 'informal warning', a 'formal warning' or 'the removal from post' against the Vice President Activities should be dealt with in accordance with By-Law 5.

12. Power

- 12.1 The Activities Hub shall be able to:
 - 12.1.1 To monitor the performance of members and take disciplinary action in accordance with point 14 of standing order 1001.
 - 12.1.2 Submit questions in writing to the Trustees of ULSU, to be asked by the Vice President Activities.

HC August 2016

Passed at Executive Committee: