

SO:4002

STANDING ORDERS GOVERNING THE SPORT ZONE

1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a. "the Zone" means the Sport Zone;
- b. "HUU" means Hull University Union;
- c. "Council" means HUU Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.
- e. "AU" mean Hull University Union Athletic Union.

2. **Function**

The primary function of the Zone is to organise and develop sport within HUU. The secondary functions of the Zone are to provide scrutiny and hold to account the Vice President Sport and other Zone Members.

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

3. **Membership**

Voting membership of the Zone shall be:

- (1) Vice President Sport (casting vote only for electing a chair of the zone);
- (2) Secretary;
- (3) BUCS Representative;
- (4) Communications Officer;
- (5) Events Officer;
- (6) Treasurer;
- (7) Kit Representative;
- (8) Tour Representative;
- (9) Varsity Representative;
- (10) Two Councillors for Scrutiny.

Ex-Officio members:

- (1) Sports Co-ordinator;
- (2) ISA Sport Representative;
- (3) Such others that the Zone may deem appropriate.

4. **Duties of the membership**

- (1) **Vice President Sport**

- i. The duties of Vice President Sport are detailed in S.O. 4001.
- (2) **AU Secretary**
- i. The AU Secretary is Deputy President of the AU and shall assume the AU President's duties in case of absence.
 - ii. Taking the minutes of AU Council, the Zone and AU operations meetings;
 - iii. Chair of Colours Committee;
 - iv. Responsible for recording associate memberships;
 - v. Responsible for recording player and team of the month nomination.
- (3) **AU BUCS representative**
- i. Produce match packs for all Wednesday BUCS fixtures;
 - ii. Collate and record results cards from Wednesday BUCS fixtures;
 - iii. Ensure results from Wednesday BUCS fixtures are inputted to BUCScore by 10am on the Thursday;
 - iv. Facilitate booking and ticketing of team teas on Wednesday afternoons.
- (4) **Communications Officer**
- i. Provide link between AU clubs and HUU Media for requested coverage of fixtures/events;
 - ii. Ensure each edition of The Hullfire Sport section contains adequate AU information;
 - iii. Facilitate interviews for AU Player and Team of the month that are to be covered in The Hullfire.
- (5) **Events Officer**
- i. Responsible for the AU Ball, it's organisation and running;
 - ii. Organising the AU Naked Calendar;
 - iii. Organising AU team photos;
 - iv. Assist Sports Co-ordinator with organisation of Trophy Presentation.
- (6) **Treasurer**
- i. Responsible for AU Club equipment orders, both authorisation and ordering;
 - ii. Authorises AU Clubs' monetary transactions;
 - iii. Ensures all AU Clubs are solvent.
- (7) **Kit Representative**
- i. Work as a link between the chosen AU kit supplier and AU clubs to design, and process orders of club kit (playing and leisurewear, not equipment);
 - ii. Ensure strong link and communication is maintained with kit supplier;
 - iii. Help in the decision of choosing new kit supplier, should the need arise.
- (8) **Tour Representative**
- i. Work alongside VP Sport in choosing Easter Tour destination, and the subsequent organisation of the event;
 - ii. Ensures all members of the touring party are fully paid members, or associate members of the Athletic Union;

- iii. Work closely with VP Sport in resort to ensure the safety and wellbeing of HUU tourists.

(9) **Varsity Representative**

- i. Work with VP Sport to organise annual Varsity competition;
- ii. Ensures maximum participation from Athletic Union clubs and other members of HUU;
- iii. Work with the Sports Co-ordinator to re-arrange potential league fixtures with the Varsity Opponent;
- iv. Work with VP Sport to ensure smooth running of the event on the day.

(10) **Councillors of Scrutiny**

- i. Ensure that all members of the Zone are following their strategy objectives;
- ii. Ensure that all areas of the Zone are within budget;
- iii. To assist if required in tasks and projects the Zone is undertaking.

5. **Election**

The members of the Zone shall be elected in semester two in accordance with S.O. 8001 and shall hold their positions for the next academic year. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

GENERAL PROCEDURE

6. **Chair**

The Chair shall be elected in accordance with paragraph 36 of the byelaws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 4101 Annex A, which is to be circulated three clear days in advance; keeping order within the meeting and ensuring points to action are met. The Chair may call an emergency meeting of the Zone. The Chair may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

7. **Meetings**

Meetings of the Zone shall take place in weeks three; five; seven; nine and eleven. The day and time of these meetings shall be agreed by the membership following the first Council of each semester.

8. **Quorum**

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

9. **Minutes**

The minutes shall be taken by the Secretary to the Zone, who shall be the AU Secretary. These shall be handed in to General Office no later than four clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be

brought to the attention of Council by the Chair, in the form of a report under the 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 and no confidence which shall be conducted by secret ballot, counted by the secretary and checked by the Chair.

11. **Powers**

The Zone shall be able to:

- (1) Pass a motion of caution against the Vice President Sport as detailed in the Bye Laws
- (2) Bring motions of censure and no confidence as detailed in the Bye Laws against the Vice President Sport to Council.
- (3) Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- (4) Submit questions in writing to the trustees of HUU to be asked by the Vice President Sport
- (5) Submit questions to an officer at council.
- (6) Propose a motion of caution against an officer to council.

Annexes:
Annex A

AA/VW

November 2011

Passed at Union Council: 12/12/11

SPORT ZONE MEETING AGENDA

1) ATTENDANCE

1. Apologies.
2. Register.

2) MINUTES

1. Minutes of the previous meeting.
2. Matters arising.
3. Previous points to action – results.

3) REPORTS

1. Report by VP Sport.
Questions.
2. Report by Secretary.
Questions.
3. Report by Treasurer.
Questions.
4. Report by A.U. BUCS Representative.
Questions.
5. Report by Communications Officer.
Questions.
6. Report by Events Officer.
Questions.
7. Report by Kit Representative.
Questions.
8. Report by Tour Representative.
Questions.
9. Report by Varsity Representative.
Questions.
10. Report by Scrutiny Councillors.
Questions.

4) PROPOSALS

Any proposals for action.

5) MOTIONS

1. Motions of caution/ censure/ no confidence.
2. Questions to trustees.
3. Questions for Council.

6) ANY OTHER BUSINESS

1. Any Other Business

AA/VW/SZ

November 2011

Passed at Union Council: 12/12/11