

STANDING ORDERS GOVERNING THE SOCIETIES 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 Societies Hub exists as a forum for members to discuss issues and conduct business, in addition to acting as a forum for feedback and development. The Societies Hub is a standing committee as defined in Standing Order 1001 and will be subject to these regulations.
- 2.2 The Societies Hub is responsible to the overarching Activities Hub, as defined in Standing Order 1002.
- 2.3 The Hub is split into six 'clusters' made up of at least one Committee Member from each ratified Society. Only Committee Members of a Society are eligible to attend the Societies Hub.
- 2.4 The Clusters for the Societies Hub have been prescribed as having similar characteristics and are defined as follows:

Academic
Culture
Recreational
Faith and International
Campaign, politics and Lifestyle
Liberation
- 2.5 Each Cluster will have an elected Representative as per point 5.1.2 who will represent their relevant Cluster at the Activities Hub. The Representative can act as the Committee Member for their Society.

3. Remit

3.1 The Societies Hub will:

- 3.1.1 Provide a forum for Representatives and Society Committee Members to discuss Society issues affecting students and organise activity to improve representation and success.
- 3.1.2 Provide a safe space for members to inform each other on progress to date, best practice and explore how the Students' Union can support Societies to achieve success;
- 3.1.3 Provide a space for the Vice President Activities and Societies Officer to inform members on progress to date, best practice and explore how the Societies Hub can contribute to delivering change and success;
- 3.1.4 Hold itself accountable for the effective representation of Society issues;
- 3.1.5 Discuss methods of communicating the successes and impact of the Societies Hub and societies to students and stakeholders;
- 3.1.6 Discuss a monthly theme, decided by the Vice President Activities and Societies Officer, at the Activities Hub.

4. Chair

- 4.1 The Chair of the Societies Hub shall be the Societies Officer, elected annually in accordance with Bye-Law 7. The Vice President Activities shall have overall responsibility for the Societies Hub.

5. Membership

- 5.1 The membership of the Hub shall be:
 - 5.1.1 Societies Officer who will work with the Vice President Activities and relevant staff to:

- a. Support the development of the Union's Societies by attending meetings and encouraging students to become members of Societies;
- b. Identify issues raised by Societies and feedback to the Union;
- c. Support the development of the Societies Hub meetings;
- d. Raise the profile of Societies at the University of Lincoln;
- e. Lead activity and campaigns to improve the student experience students who partake in Societies have in Lincoln.

5.1.2 Elected Representatives for;

Academic

Culture

Recreational

Faith and International

Campaign, politics and Lifestyle

Liberation

Who will work with the Societies Officer to feedback to the Vice President Activities to:

- a. Support the development of Societies by attending meetings and encouraging Societies to host engaging events;
- b. Identify issues raised by students and feedback to the Societies Officer or in their absence the Vice President Activities.
- c. Support the development of the Societies Hub meetings;
- d. Raise the profile of Societies successes at the University of Lincoln;
- e. Lead activity and campaigns to improve the student experience of students who are members of Societies.

5.1.3 Society Committee Members who will work with the Elected Representative of their Cluster to feedback to the Societies Officer to;

- a. Raise any issues affecting the running of their Society
- b. Identify and feedback any improvements which could be made by the Students Union to better support Societies
- c. To discuss and feedback on the specific theme of the Societies Hub
- d. Share best practice between Societies
- e. Share achievements and promote events/ activity.

5.1.4 Vice-President Activities

5.1.5 Students' Union President, Vice-President International, Vice-President Academic Affairs, Vice-President Welfare & Community

5.1.6 A member of the Students' Union Activities Department (non voting)

6. Elections

6.1 The Representative for each Cluster shall be elected through an online election after the first Societies Hub meeting of the academic year, and shall hold their position for the remainder of the year.

6.2 Only Committee Members of Societies are eligible to be nominated and can only nominate themselves for the relevant Cluster their Society is within.

6.3 Nominations should be received within 5 working days of the first Societies Hub convening.

6.4 An online election shall be held in accordance with Procedures Governing the Election of Sports and Societies Committees.

6.5 All Members of a Society within each Cluster shall be entitled to vote for the Representative which represents their Cluster and no other.

6.6 If a Representative 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.

6.7 Candidates will be informed via email whether they have won or lost, within 24 hours of the closing of the election.

7. Meetings

7.1 Meetings of the Hub shall take place at least three times per semester.

7.2 All Members of a Society are permitted to attend meetings and will have the right to speak.

7.3 Each Society will hold one vote via their nominated Committee Member in attendance.

- 7.4 Trustees, The Chief Executive, Head of HR/ Deputy CEO and other relevant Students' Union Staff have attendance and speaking rights.
- 7.5 An Agenda will be circulated to members at least five (5) working days prior to the Societies Hub convening.
- 7.6 The Agenda will always include an update from the Vice-President Activities, and the members of the Societies Hub will support the work of the Vice-President Activities and Societies Officer at the Societies Hub.
- 7.7 If no Committee Member of a Society can attend a Societies Hub, they must send their apologies to the Representative of their relevant Cluster 24 hours before the Societies Hub unless in extenuating circumstances which will be at the discretion of the Chair of the Societies Hub.
 - 7.7.1 If a Representative misses a Societies Hub in an Academic year without providing apologies within 24 hours of the Societies Hub convening, the offending Representative will need to meet with the Chair of the Societies Hub. If they fail to comply with this or miss two consecutive Societies Hubs, the Representative will be deemed to have resigned from office with immediate effect.

8. Quorum

- 8.1 The quorum for Societies Hub will be a simple majority of the Societies, represented by one Committee Member from each Society.
- 8.2 The Vice President (VP) Activities will be an ex-officio member.

8. Administration

- 8.1 Matters arising shall be taken note of by a member of Students' Union staff.
- 8.2 Actions will be circulated to the membership of the Activities Hub within 2 working days of the Societies Hub convening.

HC August 2016

Passed at Executive Committee:

