

STANDING ORDERS GOVERNING THE COMMUNITY GROUP

1. Definition

- 1.1 The Community Group is a standing committee as defined in Standing Order 1001 and will be subject to these regulations. The Community Group is responsible to the Wellbeing Network and the Vice President Wellbeing and Community, and is supported by the Assistant Campaigns Manager.

2. Aims

- 2.1 The Community Committee, with support from the Vice President Wellbeing and Community will:
 - 2.1.1 represent the views of students of University of Lincoln Students' Union (ULSU) to ULSU, the University, City of Lincoln Council, partner organisations and local residents by attending all relevant community meetings;
 - 2.1.2 organise campaigns to increase awareness of and tackle student issues within the campus community and local Lincoln Community;
 - 2.1.3 support the Vice President Wellbeing and Community in the delivery of campus and city-wide campaigns
 - 2.1.4 forge links with other Students' Unions and relevant organisations within the local community, regional area and nationally;

3. Community Officer

- 3.1 The Chair of the Community Committee is a part-time student officer and shall be known as the "Community Officer", and shall be elected once per academic year, in accordance with Bye-Law 7. The Community Officer shall have responsibility for the Community Committee. The Community Officer represents all members of ULSU on Community matters as a compulsory, voting attendee at All Student Members' meetings and Wellbeing Network meetings, where they will report on the impact and progress of the Community Group.

4. Community Committee

- 4.1 In addition to the Community Officer there shall be a Community Committee. The Community Committee shall be active in the promotion of students' voices and rights; in ULSU, the local community, nationally and globally in accordance with ULSU's charitable objects. The Community Committee shall be responsible for the organisation, direction and performance of the group in fulfilling its strategy and delivering on campaigns. The Community Committee shall be responsible for monitoring and updating its long term strategy.
- 4.2 The membership of the Committee shall be:
- 4.2.1 Community Officer: who shall Chair the Committee and shall lead and guide the Committee members; will liaise regularly with the VP Wellbeing and Community regarding committee activities; shall be responsible for the application of the Students' Union Constitution, Bye-Laws, Standing Orders and relevant Policies; shall ensure that the Executive Committee of the Union and the Wellbeing Network are informed of planned events so that members are able to report back to their areas; be responsible for ensuring the committee engage in actively promoting the membership and engagement within the SU and to produce monthly reports to the Wellbeing Network and to the Executive Committee and shall ensure all activities are safe and follow the agreed health and safety procedures. The Community Officer shall attend

and create opportunities to collate student feedback to represent students.

- 4.2.2 **Secretary:** The Secretary shall assist the Community Officer in the administration and organisation of the Community Committee and shall operate as the Deputy for the Community Officer. They shall be responsible for maintaining the membership list of the Community Committee; preparing and circulating papers prior to meetings and taking minutes;
- 4.2.3 **Publicity Lead:** The Publicity Lead shall be responsible for liaising and collaborating with student networks including academic representatives, members of sports and societies, academic societies, and student volunteers, to ensure campaigns have the maximum impact and are communicated.
- 4.2.4 **Housing Lead:** The Housing Lead shall support the Community Officer in collating feedback and supporting students regarding housing. The Housing Lead will have regular communications with the Students' Union Advice Centre along with the Community Officer to discuss housing issues affecting students.
- 4.2.5 **Community Liaison Lead:** The Community Liaison Lead shall be responsible for supporting the Community Officer with matters arising in the local community. They may attend meetings within the community if the Community Officer is unavailable.
- 4.2.6 **Volunteering Lead:** The Volunteering Lead shall be responsible for promoting community volunteering and communicating with students the opportunities available through the Students' Union website. The Volunteering Lead shall also seek student stories regarding to volunteering in the community to celebrate.

5. Membership

5.1 The Community Group has two types of membership:

5.1.1 **Full Membership:** Full membership is open to all students, and those who have an interest in community issues, who are full members of ULSU as defined in Bye-Law 1.

5.1.2 **Associate Membership:** Associate membership is open to all students, and those who have an interest in community issues, who are associate members of ULSU as defined in Bye-Law 1.

6. Elections

6.1 The Community Officer shall be elected in semester two in accordance with Bye-Law 7 and Standing Order 1001 (8.0) and shall hold their position 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.

6.2 The committee members for the Community Committee shall be elected through an online election, commencing 7 days after an Officer has been elected or co-opted. They shall hold their position for the relevant academic year, ending 30th June.

6.3 A committee can only be elected, providing there is an elected or co-opted Officer in position for the relevant academic year.

6.4 Only members of the Community Group are eligible to nominate themselves for a Community Committee position.

6.5 Community Committee members shall be elected by the members of the Community Group. For an election to be valid there must be at least 1.5x the number of votes as candidates standing for the position(s).

- 6.6 Each Community Group Member, is entitled to one vote per Committee position.
- 6.7 If a Committee 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.
- 6.8 Candidates will be informed via email whether they have been successfully elected or not, within 24 hours (excluding non-working days) of the closing of the election.

7. Training

- 7.1 All of the Community Committee are to receive E-Learning training each year.
- 7.2 All mandatory E-Learning must be completed within one month of their term of office commencing.
- 7.3 Mandatory E-Learning will be available to Committee Members from 1st July of their elected academic year, unless co-opted or elected through an emergency election.
- 7.4 E-Learning will be available through the 'My Account' on their Students' Union Dashboard.
- 7.5 Once their term of office has commenced and upon completion of mandatory training, the Student Dashboard shall become accessible to the Committee Member.

8. Meetings

- 8.1 Meetings of the Community Committee shall take place every six (6) weeks and at least twice per academic term.
- 8.2 The Community Officer shall attend meetings of the Wellbeing Network as per Standing Order 5014.

9. Quorum

- 9.1 The quorum of such meetings shall be 50% plus one of the voting membership excluding the Community Officer.
- 9.2 If the Community Officer is unable to attend, they can give written permission to the Secretary to chair the meeting.
 - 9.2.1 This written permission will need to be included in the minutes of the relevant meeting, and circulated to other committee members.

10. Minutes

- 10.1 The minutes shall be taken by the Secretary, who will then send them to clerk of the Wellbeing Network, who shall be the Assistant Campaigns Manager.
- 10.2 In event of 9.2 occurring, then minutes shall be taken by the Publicity Lead.

11. Voting

- 11.1 All Proposals shall require a simple majority (50% +1) to pass, except those for informal warnings, formal warnings and removals from post, which require a two thirds majority to be passed.
 - 11.1.1 All votes shall be public except those on Proposals for informal warnings, formal warnings and the removal from post which shall be conducted by secret ballot, counted by the Secretary and checked by the Community Officer.
 - 11.1.2 If the Proposal is against the Community Officer then it shall be checked by the Vice President Wellbeing and Community.
 - 11.1.3 If the Proposal is against the Secretary then the count will be by the Community Officer and checked by the Vice President Wellbeing and Community.
 - 11.1.4 Proposals for informal warnings, formal warnings and the removal from post should be conducted in accordance with Standing Order 1001 (13.0) and in line with Standing

Order 1003, and the associated Process for the warnings and removals from post for Group Committee Members.

12. Powers

- 12.1 The Community Committee shall be able to:
 - 12.1.1 Pass a Proposal for an informal warning against the Community Officer;
 - 12.1.2 Bring Proposals for formal warnings and the removal from post, as detailed in Bye-Law 5, against a Community Officer to Wellbeing Network Meeting;
 - 12.1.3 Pass a Proposal for an informal warning, formal warning and the removal from post against other Community Committee members. Proposals for the removal from post are to be ratified by student members and if successful the member is removed from the Community Committee;
 - 12.1.4 Submit questions in writing to the Trustees of ULSU to be asked by the Vice President Wellbeing and Community;

13. Budget

- 13.1 The budget for members of the Wellbeing Network will be held within the Campaigns Department budget.
- 13.2 The Community Group will be able to request funding from this budget for specific campaigns, through a funding application to be approved by the Executive Committee.

KT
July 2020

Passed at Executive Committee: