

STANDING ORDERS GOVERNING
THE ENVIRONMENTAL CAMPAIGNS GROUP

1. **Definition**

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

2. **Aims**

- 2.1 The Environmental Campaigns Committee, with support from the Vice President Campaigns and Environment will:
- 2.1.1 Represent the views of students of University of Lincoln Students' Union (ULSU) to ULSU and the University based on student feedback;
 - 2.1.2 Organise and deliver campaigns to increase awareness of and tackle student issues regarding the environment within ULSU and the University;
 - 2.1.3 support the Vice President Campaigns and Environment in the delivery of campus wide campaigns
 - 2.1.4 promote links with other similar groups and organisations, within the local community, regional area and nationally;

3. **Environmental Officer**

- 3.1 The Chair of the Environmental Campaigns Committee is a part-time student officer and shall be known as the "Environmental

Officer", and shall be elected once per academic year, in accordance with Bye-Law 7. The Environmental Officer shall have responsibility for the Environmental Campaigns Committee. The Environmental Officer represents all members of ULSU on environmental matters as a compulsory, voting attendee at All Student Members' meetings and the Campaigns Network meetings, where they will report on the impact and progress of the Environmental Campaigns Group.

4. Environmental Campaigns Committee

4.1 In addition to the Environmental Officer there shall be an Environmental Campaigns Committee. The Environmental Campaigns Committee shall be active in the promotion of Students' voices and rights; in ULSU, locally, nationally and globally in accordance with ULSU's charitable objects. The Environmental Campaigns Committee shall be responsible for the organisation, direction and performance of the group in fulfilling its strategy and delivering on campaigns. The Environmental Campaigns Committee shall be responsible for monitoring and updating its long term strategy.

4.2 The membership of the Committee shall be:

4.2.1 **Environmental Officer:** who shall Chair the Committee and shall lead and guide the Committee members; will liaise regularly with the VP Campaigns and Environment 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 Campaigns 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 Campaigns Network and to the Executive Committee and shall ensure all activities are safe and follow the agreed health and safety procedures. The Environmental Officer shall attend

and create opportunities to collate student feedback to represent students.

4.2.2 **Secretary:** The Secretary shall assist the Environmental Officer in the administration and organisation of the Environmental Campaigns Committee, and shall operate as the Deputy for the Environmental Officer. They shall be responsible for maintaining the membership list of the Environmental Campaigns 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 **Climate Emergency Lead:** The Climate Emergency Lead shall be responsible for collating student feedback regarding the declared Climate Emergency and supporting the Environmental Officer to communicate to students the environmental changes taking place on campus regarding the declared emergency.

5. **Membership**

5.1 The Environmental Campaigns 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 Environmental 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 Environmental 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 Environmental Campaigns Group are eligible to nominate themselves for an Environmental Committee position.
- 6.5 Environmental Committee members shall be elected by the members of the Environmental Campaigns 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 Environmental Campaigns 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 Environmental 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 Environmental Campaigns Committee shall take place every six (6) weeks and at least twice per academic term
- 8.2 The Environmental Officer shall attend meetings of the Campaigns Network as per Standing Order 5001.

9. Quorum

- 9.1 The quorum of such meetings shall be 50% plus one of the voting membership excluding the Environmental Officer.
- 9.2 If the Environmental 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 the clerk of the Campaigns 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 Environmental Officer.

11.1.2 If the Proposal is against the Environmental Officer then it shall be checked by the Vice President Campaigns and Environment.

11.1.3 If the Proposal is against the Secretary then the count will be by the Environmental Officer and checked by the Vice President Campaigns and Environment.

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 Campaigns Group Committee Members

12. Powers

- 12.1 The Environmental Campaigns Committee shall be able to:

12.1.1 Pass a Proposal for an informal warning against the Environmental Officer;

12.1.2 Bring Proposals for formal warnings and the removal from post, as detailed in Bye-Law 5, against an

Environmental Officer to the Campaigns Network Meeting;

12.1.3 Pass a Proposal for an informal warning, formal warning and the removal from post against other Environmental Campaigns Committee members. Proposals for the removal from post are to be ratified by student members and if successful the member is removed from the Environmental Campaigns Committee;

12.1.4 Submit questions in writing to the Trustees of ULSU to be asked by the Vice President Welfare and Community;

13. Budget

13.1 The budget for members of the Campaigns Network will be held within the Employability & Campaigns Department budget.

13.2 The Environmental Campaigns Group will be able to request funding from this budget for specific campaigns, through a funding application to the Campaigns Hub as outlined in Standing Order 5007.

KT
April 2020

Passed at Executive Committee: