

STANDING ORDERS GOVERNING THE ACADEMIC 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 Academic 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 Academic Societies Hub is a standing committee as defined in Standing Order 1001 and will be subject to these regulations.
- 2.2 The Academic Societies Hub is responsible to the overarching Activities Hub, as defined in Standing Order 1002.
- 2.3 The Hub is split into two 'clusters' made up of at least one Committee Member from each ratified Academic Society. Only Committee Members of an Academic Society are eligible to attend the Academic Societies Hub.
- 2.4 The Clusters for the Academic Societies Hub have been prescribed as having similar characteristics and are defined as follows:
- College of Arts and Social Science
College of Science and Lincoln International Business School
- 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 Academic Society.

3. Remit

- 3.1 The Academic Societies Hub will:
- 3.1.1 Provide a forum for Representatives and Academic Society Committee Members to discuss Academic 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 Academic Societies to achieve success;
- 3.1.3 Provide a space for the Vice President Activities, Vice President Education and Academic Societies Officer to inform members on progress to date, best practice and explore how the Academic Societies Hub can contribute to delivering change and success;
- 3.1.4 Hold itself accountable for the effective representation of Academic Society issues;
- 3.1.5 Discuss methods of communicating the successes and impact of the Academic Societies Hub and Academic Societies to students and stakeholders;
- 3.1.6 Discuss a monthly theme, decided by the Vice President Activities, Vice President Education and Academic Societies Officer, at the Activities Hub.

4. Chair

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

5. Membership

- 5.1 The membership of the Hub shall be:
 - 5.1.1 Academic Societies Officer who will work with the Vice President Activities, Vice President Education and relevant staff to:
 - a. support the development of the Union's Academic Societies by attending meetings and encouraging students to become members of Academic Societies;
 - b. identify issues raised by Academic Societies and feedback to the Union;
 - c. support the development of the Academic Societies Hub meetings;
 - d. raise the profile of Academic Societies at the University of Lincoln;

- e. lead activity and campaigns to improve the student experience students who partake in Academic Societies have in Lincoln.

5.1.2 Elected Representatives for all Academic Societies, who will work with the Societies Officer to feedback to the Vice President Activities and Vice President Education to;

- a. Support the development of Academic Societies by attending meetings and encouraging Academic Societies to host engaging events, and deliver activities which enrich the experience of a students' time on their course through developing an academic community;
- b. Identify issues raised by students and feedback to the Societies Officer or in their absence the Vice President Activities and Vice President Education.
- c. Support the development of the Academic Societies Hub meetings;
- d. Raise the profile of Academic Societies successes at the University of Lincoln and encourage more students to create Academic Societies;
- e. Lead activity and campaigns to improve the student experience of students who are members of Academic Societies.

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

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

5.1.4 Vice President Activities who shall support and work with the Societies Officer and all Academic Societies to increase participation

5.1.5 Vice President Education, who shall work with elected representatives and academics to ensure that the provision Academic Societies offer enhances the curriculum

5.1.6. Vice President Campaigns & Environment, Vice President International, Vice President Wellbeing & Community

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

6. Elections

- 6.1 The Representative for each Cluster shall be elected through an election in April at the last Academic Societies Hub meeting of the academic year. They shall hold their position for the next academic year.
- 6.2 Only Committee Members of Societies are eligible to be nominated and can only nominate themselves for the relevant Cluster their Academic Society is within.
- 6.3 Nominations should be received within five (5) working days of the last Academic Societies Hub convening.
- 6.4 An election shall be held in accordance with Procedures Governing the Election of Sports and Societies Committees.
- 6.5 Each Academic Society within each Cluster shall be entitled to one (1) 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 (3) times per semester.
- 7.2 All Members of an Academic Society are permitted to attend meetings and will have the right to speak.
- 7.3 Each Academic Society will hold one (1) vote via their nominated Committee Member in attendance.
- 7.4 Trustees, The Chief Executive, 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 Academic Societies Hub convening.

- 7.6 The Agenda will always include an update from the Vice President Activities, and the members of the Academic Societies Hub will support the work of the Vice President Activities and Academic Societies Officer at the Academic Societies Hub.
- 7.7 If no Committee Member of an Academic Society can attend an Academic Societies Hub, they must send their apologies to academicsocieties@lincolnsu.com 24 hours before the Academic Societies Hub unless in extenuating circumstances which will be at the discretion of the Chair of the Academic Societies Hub.
 - 7.7.1 If a Representative misses an Academic Societies Hub in an Academic year without providing apologies within 24 hours of the Academic Societies Hub convening, the offending Representative will need to meet with the Chair of the Academic Societies Hub. If they fail to comply with this or miss two consecutive Academic Societies Hubs, the Representative will be deemed to have resigned from office with immediate effect.

8. Quorum

- 8.1 The quorum for Academic Societies Hub will be a simple majority of the Academic Societies, represented by one Committee Member from each Academic Society.
- 8.2 The Vice President 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 five (5) working days of the Academic Societies Hub convening.

EB May 2020

Passed at Executive Committee: