**Preparing for Activities Committee**

What is AC?

The Activities Committee will serve to develop the wide variety of societies/sports across campuses. It's made up of all signatory roles for each student activity and meets once a term to discuss changes and ways to move forward within the activities department.

**Motions**

If you have an idea about changing something about within the Activities department, then you can put this idea forward at the Committee. Perhaps it’s funding you propose we apply for, or a new activity you’d like to suggest. Anything that would benefit or adapt our current system. This is what is known as a ‘motion’.

Motions can be submitted [here](https://form.jotform.com/203493743781058). opens in new window. You’ll see that the form for doing this asks you for 3 sections – what you 'note', what you 'believe' and what you suggest to ‘resolve.’

The first, what you 'note' is about the issue you're trying to fix – it’s strictly about the facts of the problem, making it clear what the issue is, being as specific as you can.

The second, 'what you believe' is the next bit - this is where you explain WHY the above is an issue - WHY should we do something about this problem? This is where you can convince people to support your motion.

The final bit, ‘what you suggest to resolve' is key - this is about the action you want the Union to take, how you want officers to respond - what you want to HAPPEN as a result of this motion passing

**Papers**

Before each council, you’ll be sent out a deadline for when motions have to be in – usually about a week before the next council meeting. Shortly after this you’ll be emailed out the papers for the meeting – it’s part of your role to read through these (they usually won’t be very long) before coming to the meeting, so you can be informed enough to take part in the discussion. The papers will include:

*The Agenda* – a list of all the things that will be discussed in the meeting and in what order.

*The previous minutes meetings* – minutes are taken at each Council meeting so there is an accurate record of what happened. The last meeting’s minutes are approved at the start of each new meeting to ensure accuracy.

*The list of motions to be debated.*

*Any outstanding group reports and Vice President report* submit a report to Council each month that explains what they’ve done in their role over the past month. The option for Presidents and Coaches to report is there if necessary or there is a project update. This is about accountability – the officers work for you and the students you represent – if you’re not happy with something in their report, you can ask questions during the meeting, or even vote to reject the report (see below).

**Discussing motions in the meeting**

In the meeting itself, each item on the agenda will be voted on by you and all the other delegates. You can vote to either accept, reject, or abstain on each item:

Accepting something means you’re happy with it or agree with it – for a motion this means it will become Activities policy and committees, volunteers and staff of the Union will work on making it happen.

Rejecting something means you don't agree with it and think it shouldn’t become policy, or in the case of a report, that you don't think they've submitted a detailed enough report.

Abstaining means you’re unsure of how to feel about something, or otherwise don’t want to cast a vote one way or another.

Motions that come to AC can also be amended – this means altering their wording. You might really like a motion, but just have an issue with a small section of it – this would be a good time to propose an amendment. You can do this either before or during the meeting – you need to be clear how it is you’d like the motion to be changed. Once you’ve proposed it, the amendment will be debated and then voted on by the meeting via the same process as above – if the amendment passes the motion is altered and the newly worded motion is then voted on. If the amendment doesn’t pass, then the motion is voted on without any changes.

**The Chair**

All of this is controlled by the Chair of AC. The Chair runs the meeting, orders who speaks, and rules on any issues that come up during the meeting. The Chair is elected at the first AC, by the members of Council. To speak on any item, you simply raise your hand and the Chair will tell you when it’s your turn to speak. If you think a motion contradicts something in the bye-laws or Articles of the Union, or that there is some other important point that needs to be heard about the item, or you think there is something wrong with how the meeting is being run, you can raise you hand and say ‘Point of Order’ – this effectively allows you to ‘skip the queue’ and the Chair will come to you first.  
  
**The Vice Chair**  
  
The vice-chair stands in for the chair and helps with difficult decisions between meetings. The chairs should liaise regularly with the vice-chair and ensure he or she knows enough about the current issues within the organisation to be able to stand in at short notice.

**What Can Activities Committee Oversee?**

* Motions/Ideas submitted by students or the SU and make changes within the activities department
* Approving New Society Applications
* Monitoring progress of projects such as bids, sponsorship or campaigns
* Proposing society/sport disaffiliation. Perhaps due to inactivity/ breach of code of conduct or lack of signatory committee members
* Confirming memberships with national governing bodies, sponsorships or external organisations
* Hold accountancy for other organisation’s attendance at AC
* Managing appeals to AC regarding society/sport status or membership status
* Approving AGM’s, development plans, constitutions and fair/transparent elections
* Approve/ edit bye-laws and policies that student activities hold
* Reporting/ overseeing the activities department’s budget
* Reviewing complaints

**Activities Byelaws – AC – Part 19.**

19.1 The Activities Committee will serve to develop the wide variety of societies/sports across campuses. They will feed in to the Union's governance processes as a committee of the Student Council. 

19.2 The Activities Committee will be made up of all signatory roles for each student activity and it is mandatory to send one signatory delegate to each Activities Committee meeting. This is to be chaired by the Vice President. 

19.3 If an organisation fails to send a delegate more than twice without apologies, (these apologies will be reviewed by the SOC and then approved/disapproved, evidence may be requested), then they could face disciplinary action. The outcome of possible disaffiliation as stated in part 4 of these bye-laws will be confirmed by the SOC or Vice President. 

19.4 If the organisation are deemed inactive by the SOC due to their absences from Activities Committee, without apologies or without sufficient apologies, this will mean they’re invited to a meeting with the SOC, Vice President or CEO to discuss their organisation’s status. This meeting will decide if they need to disaffiliate the organisation as according to the disaffiliation procedure and any appeals procedure listed in part.

19.5 Organisations can nominate any one of the signatory roles to attend Activities Committee. If an organisation member is not happy with their delegate, they must report this to the SOC so the relevant measurers can be taken.  

19.6 On the event where no signatories can attend, they must then delegate another committee to take their place, and state this in writing, with the circumstances fully explained to the SOC and the Vice President, this will be recorded as an absence. 

19.7 Members of an organisation, who do not hold signatory status, can attend Activities Committee if they’ve submitted a motion, or to witness the council, however, they will not hold any voting status.

19.8 Minutes from the Activities Committee should be approved and posted online as soon as practically possible, but no later than a week after the council was held and available until the end of the academic year.