

SO 2004

STANDING ORDER GOVERNING UNION SOCIETIES' EXECUTIVE COMMITTEE

FUNCTION

1. The Union Societies' Executive Committee in discharging its responsibilities in accordance with the Constitution and Bye-Laws, shall:
 - (a) Consider and advise on matters referred by the Societies' and the Union Executive Committee;
 - (b) ensure the publication of a Societies' and a Presidents' handbook;
 - (c) ensure that members of Hull University Union know they can set up a Society and facilitate their ability to do this;
 - (d) ensure communication between Societies,
 - (e) ensure the promotion of Societies within Hull University Union and Hull University;
 - (f) monitor the activity of Societies;
 - (g) provide mediation, help and support for struggling societies
 - (h) act as a forum for the exchange of ideas;
 - (i) ensure the publication of a Society Events Calendar

MEMBERSHIP AND DUTIES

2. The membership of the Union Societies' Executive Committee and their duties shall be:
 - (a) The President of Activities shall be responsible and accountable for the management and oversight of the committee. Their responsibilities are set out in Standing Order 2001.
 - (b) Secretary who will act as the Chair in the absence of the President of Activities. They will be responsible for:
 - (i) Organising the Society Council meetings, Society AGM and any other relevant meetings
 - (ii) Ensuring that all new societies submit their constitution for ratification by the first Union Council of Semester 1.
 - (c) Treasurer, They will be responsible for:

- (i) Overseeing the societies grant fund and its allocation to societies.
- (ii) Overseeing the societies' individual balances and encouraging societies to remain out of, or remove themselves from, debt.
- (iii) Encouraging societies to spend their own society finances to ensure value for money for their members.
- (iv) Offering advice and support on matters relating to finances and sponsorship.
- (v) Helping societies generate income through ideas and support.
- (vi) Overseeing the committee's own allocated budget through cooperation with the President of Activities.

(d) Communications Officer who will assume the Secretary position in a time of succession, taking minutes when the Secretary is Chairing the meeting. They will be responsible for:

- (i) Updating societies and their membership, their executives and presidents of all relevant matters relating to the administration and promotion of societies.
- (ii) Forwarding all emails to their relevant committee member or union staff member.

(e) Publicity Officer, They will be responsible for:

- (i) Providing advice to societies on matters relating to marketing and promotion
- (ii) Updating the societies calendar
- (iii) Overseeing societies' individual social media and relaying information to the committee
- (iv) Overseeing the use of the 'HUU Societies & Volunteering' Facebook page
- (v) Overseeing and establishing all other forms of social media

(f) Events Co-ordinator, who will assume the Treasurer position in a time of succession. They will be responsible for:

- (i) Providing advice to societies on matters relating to the running of events.
- (ii) Setting up Presidents' Social, to be held within the first two weeks of semester one.
- (iii) Setting up additional events throughout the year to promote societies and cooperation between them.

(iv) Working with the President of Activities to enrol interested societies up to compete at Varsity. Establishing relationships with their counterparts at Lincoln.

(g) Welfare Officer who will be responsible for:

(i) Overseeing societies that represent particular religious, ethnic or cultural minorities to ensure that their needs and concerns are represented within the committee;

(ii) Assisting in all informal complaints between and within all societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics;

(iii) Liaising with relevant Welfare Officers at HUU;

(iv) Signposting students to wellbeing services.

(h) Society Mentors (x2), who will be the primary port of call for:

(i) Assisting with the development of societies and best practice for existing ones.

(ii) Directing Society Presidents to relevant members of staff.

(iii) Promoting Give it a Go within Societies.

MEETINGS OF THE COMMITTEE

3. Calling a Meeting. Meetings should take place fortnightly and shall be organised by the SEC Secretary at a time that is convenient for all members of the committee. Emergency meetings may be called by the President of Activities or the SEC Secretary on their own initiative or at the request of a Societies Council or by four members of the Committee.
4. Notice of Meetings. All members of the Union Societies' Executive Committee must be notified two clear days in advance of the meeting. The Agenda will be produced by the SEC Secretary in partnership with the President of Activities and must also be made available to the committee at least one day before the meeting.
5. Quorum. The quorum of the Committee shall be 50%.
6. Minutes. Minutes shall be taken by the Secretary at all meetings and will be made available to all members of the SEC, and distributed to all society presidents. Minutes can be distributed to society members upon request.

7. Closed Session. Any full voting member of HUU may attend the meeting as an observer with speaking rights except when two thirds of the Committee wish to meet in closed session.
8. Attendance. If a voting member misses two meetings without apologies, they will have deemed to have resigned.

RESPONSIBILITIES

9. The responsibilities of the Union Societies' Executive Committee are as follows:

(a) The President of Activities who shall Chair meetings and have a casting vote only. They shall liaise with the rest of the committee and be their main link to the rest of the Union.

(b) Each member of the Committee shall have direct responsibility for the communication between societies. They shall also be responsible for the coordination of the activities and for supporting all societies.

(c) The President of Activities and the SEC Secretary shall be responsible for co-ordinating the activities of the Societies Executive Committee.

(d) Each Society Executive member will also be expected to take a full and active role in supporting the activities of other members of the societies' executive committee. This may include, but is not exclusive to, assisting with fundraising activity and organising Presidents Socials.

(e) The SEC Secretary, Welfare Officer and two Society Mentors shall be responsible for representing societies to all meetings of Union Council.

ELECTION

10. Each member of the Societies' Executive Committee, excluding the President of Activities, shall be elected in the Societies' Annual General Meeting in week 8 of Semester 2 and shall hold position from week one of the following academic year, or in the event of a vacant position by Union Council. Any society member can stand.

CONFLICT OF INTEREST

11. Members are not permitted to handle matters regarding societies that they are paid members of, or where there otherwise may be a possible conflict of interest. If this is not possible to achieve, the committee must request additional oversight from the President of Activities on matters of finance and/or complaints, and on all other

matters it is the responsibility of the least conflicted member, by discretion of the President of Activities.

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