

# SO 2004

## STANDING ORDERS 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' handbook;
  - (c) ensure there is at least one Societies Bazaar in Welcome week and whenever one is needed;
  - (d) ensure that members of Hull University Union know they can set up a Society and facilitate their ability to do this;
  - (e) ensure communication between Societies,
  - (f) ensure the promotion of Societies within Hull University Union and Hull University;
  - (g) monitor the activity of Societies;
  - (h) act as a forum for the exchange of ideas;
  - (i) ensure the publication of a Society Events Calendar;
  - (j) report to societies council;
  - (k) create a societies newsletter.

### MEMBERSHIP AND DUTIES

2. The membership of the Union Societies' Executive Committee and their duties shall be:
  - (a) **The Chair Societies** who shall be Chair and have a casting vote only. Their responsibilities are set out in Standing Order 2011.
  - (b) **The VP CommunityActivities** who shall offer advice and provide Support to the committee. They shall not have a vote.
  - (c) **Secretary**. They will be responsible for:
    - (i) Compiling, refreshing and keeping up to date a list of contacts detailing the e-mails and phone numbers of individual society executives.
    - (ii) Organising the Society Council meetings, Society AGM and any other relevant meetings

- (iii) Compiling a list of regular society meetings.
  - (iv) Compiling and updating a Societies Calendar with important dates, meetings and regular society meetings.
  - (v) Ensuring that all continuing societies are ratified by semester 1, week 5.
  - (vi) Sending general e-mails to all society contacts
- (d) **Finance Officer.** They shall be responsible for:
- (i) All duties relevant to the societies grant including; making sure grants do not exceed the Societies Grant budget and regular reports on the financial state of the Societies Grant.
  - (ii) Offering advice and support to societies about fees and charges.
  - (iii) Offering general financial advice to Societies.
  - (iv) Helping societies generate income by providing ideas and support and finding sponsorship.

(e) **Safety Officer and**

~~(e)~~ (i) Offering advice, help and guidance to societies on Trip packs and Risk Assessments.

~~(f)~~(ii) Supporting the Student Activities Co-ordinator where applicable on trip packs and Risk Assessments

~~(e)~~(f) **Training Officer.** They shall be responsible for:

- (i) Supporting and liaising with VP ~~CommunityActivities~~ , Student Activities Co-ordinator and Chair Societies to ensure that all relevant Society members have been trained fully.
- (ii) Collating feedback on Society training programmes.
- (iii) Promoting any extra-curricular training opportunities.
- (iv) ~~Offering advice, help and guidance to societies on Trip packs and Risk Assessments.~~
- (v) ~~Supporting the Student Activities Co-ordinator where applicable on trip packs and Risk Assessments~~

~~(h)~~(g) **Communications Officer.** They shall be responsible for:

- (i) Promoting Society events in Hullfire, ~~JamHullfire~~ Radio and ~~HUU-tv~~-ullfire TV
- (ii) Ensuring that Society notice boards are kept up to date with relevant Society information.
- (iii) Encouraging and looking for opportunities for ~~s~~Societies to get involved in ~~CommunityActivities~~ events.
- (iv) Ensuring Hullstudent.com has up to date information for all societies

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(h) Events Officer. They shall be responsible for:

- (i) Supporting and liaising with VP CommunityActivities, Student Activities Co-ordinator and Chair Societies in the organisation of Fresher's and Re-Fresher's fare.
- (ii) Supporting and liaising with VP CommunityActivities, Student Activities Co-ordinator and Chair Societies in the organisation of the HUU Awards.
- (iii) Publicising society events to the general student body.
- (iv) Supporting, facilitating and helping societies to organise events.

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(i) Marketing Officer. They shall be responsible for:

- i. Liaising with the HUU Marketing department to create packages for publicity, being the main point of contact between all societies and HUU Marketing.
- ii. Helping societies to develop their software skills in programs for design (e.g. GIMP, Photoshop etc).

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## MEETINGS OF THE COMMITTEE

3. Calling a Meeting. Meetings shall be called by the VP CommunityActivities or the Chair Societies 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 must also be posted on relevant notice boards by the VP CommunityActivities or the Chair Societies. The Committee shall meet once every three weeks during semester time.
5. Quorum. The quorum of the Committee shall be 50%.
6. Minutes. Minutes shall be taken by the Secretary, who shall be elected at the first meeting of the academic year, at all meetings and forwarded to a Societies' Council, after ratification by a subsequent meeting of the Executive Committee.
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 Chair Societies who shall be Chair and have a casting vote only. They shall liaise with the rest of the committee.
  - (b) The VP ~~CommunityActivities~~ who shall be deputy chair to Societies executive committee. They will provide advice and support to the executive committee.
  - (c) Each member of the Committee, excluding the VP ~~CommunityActivities~~ and the Chair Societies, shall have responsibility for the communication between societies. They shall also be responsible for the coordination of the activities and for supporting all societies.
  - (d) The VP ~~CommunityActivities~~ and the Chair Societies shall be responsible for co-ordinating the activities of the Societies Executive Committee.
  - (e) 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 assisting with the organisation of events such as the Volunteer Awards.
  - (f) The Chair Societies shall be responsible for representing societies to all meetings of Union Council.
  - (g) The Societies Officer (Scarborough Campus) shall co-ordinate all Societies based at the Scarborough campus to ensure safe practice is maintained and support and training is provided;

## ELECTION

10. Each member of the Societies' Executive Committee, excluding the VP ~~CommunityActivities~~, the Chair Societies and the Scarborough Societies Officer 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 full member can stand.

Passed at HUU Council: 17<sup>th</sup> October 2011