



UNION COUNCIL MOTION

Title of motion:

Updates to Standing Orders 2002 Activities Zone, 2003 Societies, 2004 Societies Executive Committee.

Hull University Students Union Notes:

This motion is to bring the Activities Motions up to date with how we currently operate. Some of these standing orders have been neglected seemingly for quite some time as a lot of the practice reflected in them is irrelevant, and not how we operate.

Some key features to note to Standing Orders;

2002 Activities Zone

Updated Membership to reflect recent motion regarding Student Media

Updated Ex-Officio Members to include Student Media Heads, Links Chair, Rag Chair as to still include them in the zone as they once were, but they don't have a vote in the meetings.

Updated role names for Societies and GIAG Co-Ordinator

2003 Societies

Ratification to be reduced from 10 to 3 (The three required committee roles for any society must be paid for ratification)

Increased the quorum for general meetings to 25% in line with the Sports standing order. Added that if a societies is less than 10 members then they need 50% of voting membership to reach quorum at a general meeting, and that societies with odd membership must round up their numbers.

2004 Societies Executive Committee

Updates to responsibilities of The SEC

General updates to all the Standing Orders including changing HUU to HUSU. Removing outdated practices and bringing them in line with how the zone currently operates.





Hull University Students Union Believes:

We need to keep our Standing Orders up to date with our practices, as that is what governs why and how we do things. By bring them up to date to what we currently do, it means we are acting in accordance with our governance.

Hull University Students Union Resolves:

Update the standing orders to the alterations that were made, to the standing orders attached to this motion.

Proposer: Ellis Leonard (President of Activities)

Seconder: Sian Doherty (President of Sports)



SO 2002

STANDING ORDER GOVERNING THE ACTIVITIES ZONE

1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Students' Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a. "the Zone" means the Activities Zone;
- b. "HUSU" means Hull University Students' Union;
- c. "Council" means HUSU Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. Function:

The primary function of the Zone is to originate and coordinate HUSU's Activities action and implement HUSU's Activities Strategy. The secondary functions of the Zone are to provide scrutiny and hold to account the President of Activities and other Zone Members.

All zone members are members of Council; if a member resigns or is removed from either Council or their Zone position then they cease to hold both of these roles. Any student is welcome to request to attend Activities Zone meetings, at approval of The Chair.

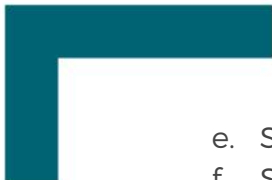
3. Membership

Voting membership of the Zone shall be:

- a. President of Activities (casting vote only for electing a chair of the zone);
- b. Two Councillors for Scrutiny;
- c. Society Mentors (shared vote);
- d. HYMS Societies Representative;
- e. Student Media Representative;
- f. Two (2) additional votes from members of the Activities Zone. Votes to be decided by members of Activities Zone

Ex-Officio members;

- a. Student Media Heads
- b. LINKS Chair
- c. RAG Chair
- d. Volunteering Co-ordinator

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- e. Societies and GIAG Co-ordinator
 - f. Student Opportunities Manager
 - g. Such others that the Zone may deem appropriate.

4. Duties of the Membership

- a. President of Activities
The duties of the President of Activities are detailed in S.O. 2001.
 - b. Councillors for Scrutiny
The Councillors for Scrutiny are to:
Ensure that all members of the Zone are following their strategy objectives;
Ensure that all areas of the Zone are within budget;
To assist if required in tasks and projects the Zone is undertaking.
- President Activities, Societies and GIAG Co-ordinator, Volunteers and Fundraising Co-ordinator and Student Opportunities Manager will be Ex-Officio members.

5. Election and Appointment

All members of the Zone shall be elected or appointed in Trimester two in accordance with the relevant standing order for each position and shall hold their positions for the next academic 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.

GENERAL PROCEDURE

6. Chair

The Chair shall be elected in accordance with paragraph 36 of the byelaws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 2002 annex A, which is to be circulated three clear days in advance; keeping order within the meeting and ensuring points to action are met. The Chair may call an emergency meeting of the Zone. The Chair may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

7. Meetings

Meetings of the Zone shall take place at least 3 times every trimester (excluding holiday weeks, exam periods, and trimester 3) with the first meeting having taken place by the end of week 3. The date and time shall be agreed by the membership.



8. Quorum

The quoracy of such meetings shall be fifty percent plus one of the voting membership plus the Chair.

9. Minutes

The minutes shall be taken by the secretary to the Zone, who shall be elected in the first Zone meeting of the academic year. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the Chair, in the form of a report under the Activities Zone section of the Council agenda. The minutes will be circulated to members and on hulluniunion.com within five days of the meeting taking place.

10. Voting

All votes shall require a greater than fifty percent majority pass. All votes shall be public except those on motions of caution, no confidence.

11. Powers

The Zone shall be able to:

- a. Pass a motion of caution against the President of Activities as detailed in the bye laws.
- b. Bring motions of no confidence as detailed in the bye laws against the President of Activities to Council.
- c. Pass a motion of caution or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- d. Submit questions in writing to the trustees of HUSU to be asked by the President of Activities.
- e. Submit questions to an officer at council.
- f. Propose a motion of caution against an officer to council.



SO 2003

STANDING ORDER GOVERNING UNION SOCIETIES

1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Students' Union and shall be interpreted accordingly.

2. Recognition

A Society will be ratified by The Societies Executive Committee provided:

- a. it has at least three Full Members of Union who will fulfil the required roles of the committee, and have paid their membership for their society.
- b. its Constitution, membership list and information sheet have been lodged with the President of Activities & Societies and Give It A Go Coordinator
- c. Specimen signatures of the President, Treasurer, and Secretary have been logged with the President of Activities and/or Societies and Give It A Go Coordinator. NB A Hull University Students' Union bank account cannot be opened by a society until it is ratified by The Societies Executive Committee.

3. Constitution

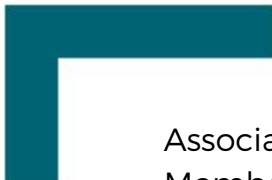
The Constitution of the Society must not conflict with the Bye-Laws or Articles of Hull University Students' Union or bring its charitable aims into question. The Constitution Articles having been ratified by The President of Activities & Relevant HUSU Staff, shall only be amended by a majority of two thirds of those present and eligible to vote at a duly convened general meeting of the Society, provided that the proposed amendment is published in full on the agenda. Such amendments should be notified to the President of Activities.

4. Membership

Full Membership

Full Membership of any Society shall be open to all Full Members of the Union on payment of the annual subscription via the HUSU Website.

Associate Membership



Associate Membership of the Society shall only be open to Associate Members of Hull University Students' Union as defined in the Bye Laws.

Membership lists

Membership lists are to be held by HUSU Staff. These are also accessible via the Societies Dashboard on the HUSU Website.

Committee

The Society must establish a committee of at least three full members who shall be elected by the Annual General Meeting, which shall be convened during weeks 5-8 of Semester 2.

A casual vacancy may be filled by co-option or by election at a general meeting. To elect a Committee a Society must hold an Annual General Meeting, where all their members are invited to attend.

Officers

The Society's membership shall appoint a President, Treasurer and Secretary from amongst its membership. Persons holding these specific posts must be full members of the Union.

5. General Meetings

Calling a General Meeting

A general meeting of a Society shall be called by the President, the Committee, or at the written request of the voting membership.

Notice of Meetings

Notice of meetings shall be as follows:

- a. for an Annual General Meeting; seven clear days^[1];
- b. for Societies Council; five clear days.

Such notice shall be posted on society social media, and if necessary emailed to all voting members

Voting rights and quorum

Only full members of the Society shall have voting rights. The quorum for any general meeting shall be 25% of the voting membership.

For Societies with less than 10 members, the quorum for any general meeting shall be 50% of the voting membership.



If your full membership is an odd number, you must round up.

6. Financial Arrangements

Financial Controls

The President, Secretary and Treasurer of the Society are to control the funds of the Society in accordance with HUSU Student Group Financial Agreement.

Accounts

Committee members of the society can request account balances, and transactions via email from the HUSU Finance Office.

Society Charge

This will be reviewed annually by the incoming relevant Sabbatical Officer in line with Hull University Students' Union funding support and inflation.



SO 2004

STANDING ORDER GOVERNING UNION SOCIETIES' EXECUTIVE COMMITTEE

1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders (particularly 2001, 2002, 2003 and 2005) of Hull University Students' Union and shall be interpreted accordingly.

2. Function


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 Council and the Union Executive Committee;
- (b) Ensure that members of Hull University Students' Union know they can set up a Society and facilitate their ability to do this;
- (c) Ensure communication between Societies,
- (d) Ensure the promotion of Societies within Hull University Students' Union and University of Hull;
- (e) Monitor the activity of Societies;
- (f) Provide mediation, help and support for struggling societies
- (g) Act as a forum for the exchange of ideas;
- (h) Ensure the publication of a Society Events Calendar

3. Membership and Duties

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) Society Mentors (x3), one of which will be appointed as Chair, in the absence of the President of Activities. They will be responsible for:

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- (i) Assisting with the development of societies and best practice for existing ones;
 - (ii) Offering 1-2-1 introductory meetings to newly-elected Society Presidents;
 - (iii) Assisting the President of Activities with the running of Societies Council by contributing to the agenda and monitoring attendance.
 - (iv) Assisting with informal complaints between and within societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics. Ensure to escalate any complaints that will require staff attention.
 - (v) Directing Society Presidents to relevant members of staff;
 - (vi) Promoting Give it a Go within Societies.
 - (vii) Taking the lead on updating and circulating the Presidents' Handbook to Presidents.

(c) Secretary They will be responsible for:

- (i) Organising the Society Council meetings, Society AGM and any other relevant meetings
- (ii) Supporting all new societies in completing their societies development form for ratification, via the whole SEC
- (iii) Organising the publication of the Society Events Calendar in partnership with the Publicity Officer.
- (iv) Replying to emails in the hull-societies@hull.ac.uk inbox or forwarding them on to the relevant staff member.
- (v) Support staff by reminding societies to complete inventories, reminding societies that all new equipment must be registered with HUSU.

(d) Finance Officer They will be responsible for:

- i. General Society Finances
 - a. Encouraging societies to remain out of, or remove themselves from, debt.
 - b. Encouraging societies to spend their own society finances to ensure value for money for their members.
 - c. Helping societies generate income through ideas and support.



- d. Overseeing the SEC's own allocated budget through cooperation with the President of Activities.
 - ii. The Societies' Grant
 - a. Overseeing the societies grant fund and its allocation to societies; ensuring that decisions are made in line with the criteria laid out in the Bye-Laws.
 - b. Assisting the President of Activities in writing up the grant panel report following each meeting to ensure transparency in the process.
 - iii. Sponsorship
 - a. Offering advice and support on matters relating to finances and sponsorship.
 - iv. Fundraising
 - a. Liaising with the Student Opportunities Manager to promote fundraising within their student groups.
- (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 'HUSU Societies & Volunteering' Facebook page
 - (v) Overseeing and establishing all other forms of social media
- (f) Events Officer, 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 organisation and running of events and socials.
 - (ii) Help to arrange socials amongst societies throughout the year, to promote cooperation between student groups.
 - (iii) Working with the President of Activities to enrol interested societies up to compete at Varsity. Establishing relationships with their counterparts at Lincoln.
 - (iv) Working with the President of Activities, and relevant HUSU Staff to organise the Societies Awards Ceremony.




(g) Participation & Inclusivity Officer who will be responsible for:

- (i) Promoting participation within Societies to ensure year-round recruitment; pushing the idea that it's never too late to get involved.
- (ii) Working with the President of Activities to highlight new societies that are struggling to recruit members; offering advice on boosting membership numbers.
- (iii) Overseeing societies that represent particular religious, ethnic or cultural minorities to ensure that their needs and concerns are represented within the committee;
- (iv) Assisting the Society Mentors in dealing with all informal complaints between and within societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics;
- (v) Liaising with the President of Inclusivity and Diversity on training and support available to students, to improve inclusivity within societies.
- (vi) Promoting society participation in campaigns and projects run by HUSU.
- (vii) Working with the President of Activities to identify barriers preventing students from participating in Societies; looking at means of making Societies and the process of setting up a society more accessible and inclusive.

4. Meetings of the Committee

(a) 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 at the request of a Societies Council or by four members of the Committee.


(b) 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.

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- i. Quorum. The quorum of the Committee shall be 50%.
 - ii. 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.
 - iii. Closed Session. Any full voting member of HUSU may attend the meeting as an observer with speaking rights except when at least two thirds of the Committee vote to meet in closed session.
 - iv. Attendance. If a voting member misses two meetings without apologies, they will be deemed to have resigned.

5. Responsibilities

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 Society Mentors shall be responsible for representing societies to all meetings of Union Council. The three Society Mentors shall have a shared vote.

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- (f) Every member of the committee shall be responsible for signposting students to wellbeing services if the situation calls for it.

6. Appointment

Each member of the Societies' Executive Committee shall be appointed by an interview panel consisting of the incumbent President of Activities, the Societies and Give It A Go Coordinator (or another member of HUSU staff) and a current member of the SEC. These interviews will primarily take place in week 8 & 9 of Trimester 2 or at another time if required due to resignation of a committee member.

7. Conflict of Interest

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.

8. Training

The SEC will receive full training for their roles; to fulfil these duties the SEC members must complete societies training, GDPR training, and specific SEC training for their roles to help support the student groups. Other training relevant to their role will be highlighted to the SEC members for them to take part in if they wish.

9. Recognition

We will ensure that each member of SEC will receive a certificate of their volunteering to demonstrate the skills they will have achieved as part of this role.