



# SO2003

## 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 Union and shall be interpreted accordingly.

### 2. Recognition

A Society may apply for recognition by Union Council provided:

- a. it has at least ten Full Members of Union who have paid their subscription;
- b. its Articles, membership list and information sheet have been lodged with the President of Activities, the Chair Societies & Student Activities Co-ordinator with a copy filed with the Societies Co-ordinator;
- c. specimen signatures of the Chairperson, Treasurer, Secretary and one other nominated Executive member have been logged with the President of Activities and/or Societies Co-ordinator. NB A Hull University Union bank account cannot be opened by a society until it is ratified by Union Council.

### 3. Articles

The Articles of the Society must not conflict with the Articles of Hull University Union or bring its charitable aims into question. The Articles having been ratified by Council 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 and shall not be valid until ratified by Union Council.

### 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 to the relevant Society's President.

#### Associate Membership

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

#### Membership lists

Membership lists are to be held in the Students' Union and can be emailed to society presidents from Hull University Union reception, they can also be accessed by the Societies Co-ordinator.

### Committee

The Society must establish a committee of at least five 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 Chairperson, 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 Chairperson, the Committee, or at the written request of the voting membership. A general meeting can also be called by the Chair Societies at the request of a simple majority of the Societies' Executive Committee and in the later case, shall be chaired by the Chair Societies or by their nominee.

### Notice of Meetings

Notice of meetings shall be as follows:

- a. for an Annual General Meeting; seven clear days<sup>1</sup>;
- 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 20% of the voting membership.

## **6. Financial Arrangements**

### Grant Application

A grant application is to be made in accordance with Annex B to Standing Order governing Financial Procedures.

### Financial Controls

The Chairperson, Secretary and Treasurer of the Society are to control the funds of the Society in accordance with Standing Orders governing Financial Procedures.

### Accounts

Printouts of a Society's account balances and transactions can be obtained from the Cash Office in Membership Services.

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<sup>1</sup> Clear days shall not include Saturdays, Sundays, Public Holidays or University vacations.



### Society Charge

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

### **7. Clerical Arrangements**

Members of Societies may make use of the facilities including printing, mailing, faxing, photocopying and telephones; charges will be made for each facility.

TP/MP/SR October

Passed at UEC Meeting: 24/11/10

Passed at Hull University Union Council: 13/12/10

Passed at UEC: 26 April 2016

Passed at UC: 9 May 2016

Passed at UC: 8 May 2017

Passed at UC: 23 April 2018

Passed at UC: 22 October 2018