

# 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 there is at least one Societies Fair 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) provide mediation, help and support for struggling societies
  - (i) act as a forum for the exchange of ideas;
  - (j) ensure the publication of a Society Events Calendar;
  - (k) run societies council;

### MEMBERSHIP AND DUTIES

2. The membership of the Union Societies' Executive Committee and their duties shall be:
  - (a) The Chair Societies who shall be responsible and accountable for the management and overseeing of the committee. Their responsibilities are set out in Standing Order 2011.
  - (b) The President of Activities who shall offer advice and provide Support to the committee. They shall not have a vote.

- (c) Secretary who is first in the line of succession, will be responsible for:
- (i) Organising the Society Council meetings, Society AGM and any other relevant meetings
  - (ii) Ensuring that all societies are ratified as of week five of semester one.
- (d) Treasurer who is second in the line of succession, shall 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 President of Activities.
- (e) Communications Officer who will assume the Secretary position in a time of succession, 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.
- (f) Marketing Officer who will assume the Treasurer position in a time of succession, 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 relying information to the committee

- (g) Events Co-ordinator They shall 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
- (h) Graphic Designer They shall be responsible for:
- (i) Providing advice to societies on matters relating to graphic design and visual advertising
  - (iii) Assisting the Marketing Officer and the Communications Officer through the creation of graphics for the purpose of marketing the committee, societies in general, or events that the committee are running.
  - (iv) Assisting individual societies with the creation of graphics on a purely discretionary basis
  - (v) Overseeing the use of the 'HUU Societies' Facebook page.
  - (vi) Overseeing the use of the 'HUU Societies' Twitter account.
  - (vii) Overseeing the use of the 'Secil the Bear' Facebook account.
  - (viii) Overseeing the 'HUU Societies' YouTube account
  - (ix) Overseeing and establishing all other forms of social media
- (j) 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. Overseeing Secil the Bear and his transportation between events, where possible.

## MEETINGS OF THE COMMITTEE

3. Calling a Meeting. Meetings should take place at least twice a month and shall be organised by the Chair at a time that is convenient for all members of the committee. Emergency meetings may be called by the President of Activities 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 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 society members should they request this.
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 President of Activities who will provide advice and support to the executive committee.
  - (c) Each member of the Committee, excluding the President of Activities, 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 President of Activities 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 Activities Awards.
- (f) The Chair Societies, the SEC Secretary, Welfare Officer and one nominated societies council member 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 and the Chair Societies, 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 Chair.

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