



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:

- (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 huu-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.

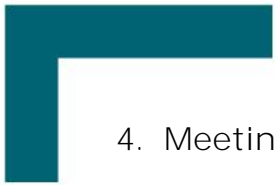


- b. Encouraging societies to spend their own society finances to ensure value for money for their members.
 - c. Helping societies generate income through ideas and support.
 - d. Overseeing the SEC's own allocated budget through cooperation with the President of Activities.
 - ii. The Societies' Grant
 - 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.

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- (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.

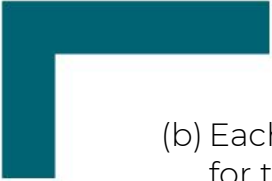
(b) Notice of Meetings. All members of the Union Societies' Executive Committee must be notified two clear days in advance of the meeting. The Agenda will be produced by the SEC Secretary in partnership with the President of Activities and must also be made available to the committee at least one day before the meeting.

- 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.

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- (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.
 - (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.

Most recently updated at Union Council on 16 November 2020