



SO 2007

STANDING ORDER GOVERNING UNION STUDENT MEDIA 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 Student Media Executive Committee in discharging its responsibilities in accordance with the Constitution and Bye-Laws, shall:

- (a) Create, Promote, and Distribute Student Media products and all related activities
- (b) Entertain Students
- (c) Ensure communication between Student Media Societies
- (d) Inform Students of Student Media Activities
- (e) Monitor the activity of Student Media
- (f) Provide mediation, help and support for Student Media
- (g) Act as a forum for the exchange of ideas;
- (h) Provide social opportunities for Student Media Members

3. Membership and Duties

The membership of the Union Student Media 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) Student Media Heads(x3), one of which will be appointed as Chair, in the absence of the Student Media Representative. They will be responsible for:

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- (i) Leading their respective Student Media Societies, giving insight into what they're able to offer up and what they would like to work on;
 - (ii) Discuss and draft policy which relates solely to the business and activities of Student Media Groups or the Student Media Executive Committee;
 - (iii) Promoting Give it a Go within Student Media Societies.

(c) Student Media Representative They will be responsible for:

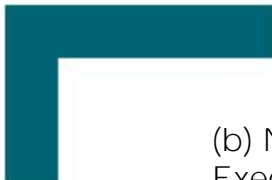
- (i) Attending the Activities Zone Meeting.
- (ii) Sitting on Union Council under the Activities Zone in Representation of Student Media
- (iii) Chairing the Student Media Executive Committee
- (iv) Support staff by reminding student media societies to complete inventories, reminding student media societies that all new equipment must be registered with HUSU.

(d) Publicity Officer, They will be responsible for:

- (i) Providing advice to student media societies on matters relating to marketing and promotion
- (ii) Overseeing student media societies' individual social media and relaying information to the committee
- (iii) Overseeing the use of the 'HUSU STUDENT MEDIA' Facebook page
- (iv) Overseeing and establishing all other forms of social media

4. Meetings of the Committee

- (a) Calling a Meeting. Meetings should take place three times a trimester, not including trimester 3, and shall be organised by the Publicity Officer 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 Student Media Executive Committee must be notified three clear days in advance of the meeting. The Agenda will be produced by the Student Media Representative 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 Student Media Head at all meetings and will be made available to all members of the Student Media Executive Committee, and distributed to all Members.
- 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 wish to meet in closed session.
- iv. Attendance. If a voting member misses two meetings without apologies, they will have deemed to have resigned.

5. Responsibilities

The responsibilities of the Union Student Media Executive Committee are as follows:

- (a) The President of Activities who 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 student media societies. They shall also be responsible for the coordination of the activities.
- (c) The President of Activities and the Student Media Representative shall be responsible for co-ordinating the activities of the Student Media Executive Committee.
- (d) Each Student Media Executive Committee member will also be expected to take a full and active role in supporting the activities of other members of the student media executive committee. This may include, but is not exclusive to, assisting with fundraising activity and organising Media Socials.



(e) The Student Media Representative shall be responsible for representing student media societies to all meetings of Union Council.

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

6. Appointment

Student Media Representative 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 one of the current Student Media Heads, agreed upon by the three. 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. Training

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

8. Recognition

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

First passed at Union Council on 16 October 2020