

SO 5006

STANDING ORDER GOVERNING THE WOMEN'S COMMITTEE

1. Definition

The Women's Committee is a Standing Committee as defined in SO 8008 and will be subject to these regulations unless otherwise stated in SO 5006. The Women's Officer and the Committee are accountable to the Welfare & Community Officer and the Welfare & Community Zone.

2. Aims

The Women's Committee will:

- a) Provide, encourage and campaign for positive images of women within HUU;
- b) Strive, through education, representation, campaigning and by providing a politically independent focus for all campaigns to counteract all forms of discrimination by promoting equal opportunities and diversity;
- c) Determine ways and means of encouraging and increasing the participation of women in Hull;
- d) Promote links with other similar groups and organisations, within the local community, regionally and nationally;
- e) Raise funds to support these aims.

3. Women's Officer

The Women's Officer shall be elected in accordance with SO 8001 once per academic year. The Women's Officer shall chair the Women's Committee and have responsibility for both the Executive and the Committee and is a voting members of the Welfare & Community Zone.

4. Membership

The Women's Committee has two types of membership:

a) Full Membership:

Full membership is open to all full members of HUU as defined in the Byelaws identifying as female.

b) Associate Membership:

Associate membership is open to all female associate members of HUU as defined in the Byelaws identifying as female.

5. Elections

The Women's Officer is elected in semester two in accordance with SO 8001 and members of the Executive Committee in accordance with SO 8008. They shall hold their positions for the next academic year. Vacancies are to be elected in accordance with SO 8008. 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.

6. Executive Committee

In addition to the Women's Officer, there shall be an Executive Committee. The Executive shall be active in the promotion of Women's Rights; in HUU, regionally, nationally and globally in accordance with HUU's charitable objects. The Executive shall be responsible for the organisation, direction and performance of the Committee in fulfilling its strategy. The Executive shall be responsible for monitoring and updating its long term strategy.

The voting membership of the Executive Committee shall be:

(1) Chair Women's Committee:

The Chair Women's Committee is Chair of the Executive;

(2) Secretary:

The Secretary shall assist the Chair Women's Committee in the administration and organisation of the Committee. The Secretary shall be responsible for maintaining the membership list of the Committee; ensuring the Committee meets all relevant dates detailed in the Regulations; preparing and circulating publicity prior to meetings and taking minutes;

(3) Treasurer:

The Treasurer shall be responsible for keeping the Committee's Primary and Secondary accounts solvent. Responsibilities shall include budgeting; monitoring expenditure and signing claim forms;

(4) Campaigns Officer:

The Campaigns Officer shall assist the Committee in the running of its campaigns and awareness campaigns;

(5) Fundraising Officer:

The Fundraising Officer shall be responsible for raising funds to support the campaigns and activities of the Committee;

(6) Social Secretary:

The Social Secretary shall be responsible for ensuring that the Committee engages its membership in social activities.

7. Meetings

Meetings of the Committee shall take place at least monthly and meetings of the Executive Committee on a bi-weekly basis.

Quorum: The quorum of such meetings shall be 50% of the voting membership.

Minutes: The minutes shall be taken by the Secretary.

Attendance of voting members: Any voting member of the Executive Committee who fails to attend two consecutive meetings of the Committee, other than for reasons of health, or University or Union business, is deemed to have resigned. Apologies for non-attendance due to these reasons should be submitted to the Chairperson of the Committee.

8. Powers

The Executive shall be able to:

- (a) Pass a motion of caution against the Women's Officer as detailed in SO 8008;
- (b) Bring motions of censure and no confidence as detailed in SO 8008 against Women's Officer to Council;

- (c) Pass a motion of caution, censure or no confidence against other Executive or Committee members as detailed in SO 8008. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Executive;
- (d) Submit questions in writing to the trustees of HUU to be asked by the Welfare & Community Officer.

9. **Budget**

The Welfare & Community Officer is the budget head for the Committee in accordance with SO 5001 and shall ultimately control expenditure. The Welfare & Community Officer may request the Treasurer attend Welfare & Community Zone and/or Council to report on the financial performance of the Committee.

KLH March 2013

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