

6002

STANDING ORDERS GOVERNING SCARBOROUGH EXECUTIVE COMMITTEE

1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a. "the Committee" means the Scarborough Executive Committee;
- b. "HUU" means Hull University Union;
- c. "Council" means HUU Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. **Function**

There shall be a Committee based at the Scarborough Campus. The Committee shall have the following remit:

- a) To act as a channel of communication between members and University staff at Scarborough Campus;
- b) To establish a Scarborough standpoint over issues raised or to be raised in committee meetings;
- c) Hold the VP Scarborough to account for meeting the agreed Scarborough operations plans.

3. **Membership**

Voting membership of the Committee shall be:

- (1) Vice-President Scarborough;(casting vote only for electing a chair of the committee)
- (2) Scarborough Education Officer;
- (3) Scarborough Sport Officer;
- (4) Scarborough Welfare Officer;
- (5) Scarborough Campaigns Officer;
- (6) Scarborough Community Officer;
- (7) Scarborough Equality & Diversity Officer;

Ex officio

- (8) President of HUU

4. **Generic Duties of all Members**

- i. Shall work alongside the Vice-President Scarborough and the Scarborough Union Manager to ensure that HUU financial policies and procedures are adhered to at all times;
- ii. Shall be an active member of the Committee and attend all meetings wherever possible;

- iii. Shall be aware of the standing orders governing HUU;
- iv. Should support other Committee members wherever possible;
- v. Shall be responsible for informing the Marketing and Publicity Assistant of issues that require internal publicity;
- vi. Shall be responsible for communicating issues to the Vice-President Scarborough that require external publicity;
- vii. Shall be in charge of the maintenance and upkeep of their HUU notice boards. All notices should be approved by VP Scarborough.
- viii. Shall be responsible for communicating issues with relevant Sabbatical Officers in Hull on a regular basis with regards to their Zone areas;
- ix. Email reports prior to the meeting to the Student Activities Co-ordinator.
- x. Organise the annual RAG appeal
- xi. Organise all campaigns on the campus
- xii. Manage the affairs and activities of Hull University Union on behalf of those members based at the Scarborough campus in accordance with the Constitution, Byelaws and regulations set out in these standing orders
- xiii. Manage the general welfare of members at Scarborough campus (in conjunction with the University)
- xiv. Create, promote and maintain clubs, societies and social activities at Scarborough Campus
- xv. Report to Union Council through the Chair of the committee
- xvi. Execute the instructions and mandates of a Union General meeting and Council at Scarborough

5. **Election**

The members of the Committee shall be elected in semester two in accordance with standing orders governing elections and shall hold their positions for the next academic year. 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.

GENERAL PROCEDURE

6. **Chair**

The Chair shall be elected in accordance with paragraph 36 of the byelaws and is responsible for keeping a register of attendance; following and approving the committee meeting agenda as laid out in S.O. 6002 Annex A, which is to be circulated three clear days in advance; keeping order within the meeting and ensuring points to action are met. The Chair may call an emergency meeting of the committee. The chair may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

7. **Meetings**

Meetings of the Committee shall take place in weeks three; five; seven; nine and eleven. The first day and time of these meetings shall be agreed by the membership following the first council of semester.

8. **Quorum**

The quoracy of such meetings shall be fifty percent plus one of the voting membership plus the chair.

9. **Minutes**

Minutes shall be taken at all committee meetings and forwarded to council for acceptance after ratification by a subsequent meeting of the committee.

10. **Voting**

All votes shall require a majority to pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by a member of staff and checked by the chair.

11. **Powers**

The Committee shall be able to:

- (1) Propose policy to UEC, Zones and Council
- (2) Submit questions in writing to the Trustees of HUU to be asked by the President
- (3) Submit questions to an Officer at council.
- (4) Pass a motion of caution against the Vice-President Scarborough as detailed in the Bye Laws
- (5) Propose motions of censure and no confidence against the Vice-President Scarborough to Council.
- (6) Propose a motion of caution, censure or no confidence against other Committee members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Committee..
- (7) Propose a motion of caution against an Officer to council.

Annexes:
Annex A

CL/SR
July 2012

Passed at UEC: September 2012
Passed at Union Council: 15th October