

## How To - Guide

### Calling a Referendum

Relevant references: MMA (Section 14), Bye-Laws (4c,9-13), SO 8002

- Resolution of the Trustee Board OR
- Majority vote of Union Council OR
- Petition signed by at least 50 members
- Referendum only valid if 5% of FTE members vote and it is passed with a simple majority of those voting

### Making decisions at the AGM

Relevant references: MMA (Sections 15-31.9), Bye-Laws (14-47), SO 8004

- Resolutions passed by simple majority
- Quorum: 1% FTE members; required to use the latest published University Statistics and each part time student shall count as 0.5 full time student for purposes of the calculation
- Members can also call a GM by bringing a request to the Board of Trustees supported by 50 signatures of eligible voting members

### Making changes to our Governance

Relevant references: MMA (Sections 9), Bye-Laws (Section 1), SO 8003

- Changing the MAA: Referendum with a quorum of 10% FTE students, passed by 2/3 majority
- Changing Bye-Laws: 2/3 majority vote at Union Council and approval from Board of Trustees
- Changing Standing Orders: Motion to Union Council → Approval from UEC, UC and Board of Trustees

### Removal of Sabbatical Officers

Relevant reference: MMA (Section 39.2)

- Secure Petition of no confidence signed by at least 100 Members → motion of no confidence in the Elected Officer passed by a simple majority of the Members voting in a Referendum, provided that at least 10% of FTE Members cast a vote in the Referendum

- Secure Petition of no confidence signed by at least 20 Members of UC → motion of no confidence in the Elected Officer is passed by a two thirds majority in a vote at Union Council

#### Removal of Trustees

Relevant reference: MMA (Section 37)

- 20 members of Union Council signing a petition → motion of no-confidence in the trustee passed by 2/3 majority of Union Council
- 100 members of HUU signing a petition → motion passed by a simple majority vote in a referendum with a quorum of 10% of FTE members voting

#### Opting-out of Membership

Relevant reference: Bye-Laws (Section 4)

Any full-time or part-time student who wishes not to be a Member shall inform the President in writing. Subject to the agreement of the Union Executive Committee, any such student shall be entitled to re-apply for membership within the same academic year.

#### Rights and Restrictions of Students who opt out of Membership

Students who choose not to be Members of the HUU shall:

- (a) not be entitled to participate in the governance of HUU through the means of elections or by holding an elected office on any HUU standing committee, club or society; but
- (b) be entitled to equal access to the services and activities provided by the HUU for Members except that they may be charged a differential rate of membership fee to join a club or society, or to attend a function organised by HUU and shall not in any case be entitled to a hardship fund or other financial help available. Where such students join a club or society, or use the facilities provided by HUU, they shall be subject to the same regulations that apply to Members of HUU.

#### Hierarchy

Policy set by Referendum

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Policy set by AGM

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Policy set by Union Council

## Abbreviations

AGM Annual General Meeting

FTE Full-time equivalent

GM General Meeting

HUU Hull University Union

MMA Memorandum & Articles of Association

SO Standing Order

UEC Union Executive Committee

UC Union Council