



UNION COUNCIL MOTION

M.1819 – 4 A motion to update the Structure & Responsibilities of the Societies Executive Committee (SEC).

HUU Notes:

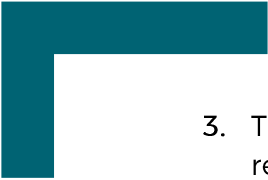
1. That the SEC play an integral role in engaging and supporting societies and their committees.
2. The Committee is comprised of eight roles: Societies Chair, Secretary, Treasurer, Communication Officer, Graphic Designer, Marketing Officer, Welfare Officer and Events Coordinator.
3. Currently, the Societies Chair leads and chairs the SEC meetings; reporting to the President of Activities with any feedback and issues from societies.
4. In 2017/18, the responsibility for chairing Societies Council moved from the Societies Chair to the President of Activities. Council is mandatory for all Society Presidents and is their main chance to hear about what is going on in the Union and give their feedback.
5. The HUU sports-equivalent, the Athletic Union Executive Committee (AU Exec), is chaired and led by the President of Sport, which allows them to work effectively with their Exec to support and celebrate sports at the University.

HUU Believes:

1. Communication has suffered over the past few years between Societies, the SEC and the Union. A more streamlined model for the committee should help improve communication, transparency and overall improve the effectiveness of the committee.
2. Societies make up such a large part of the responsibilities of the President of Activities, it seems strange that they do not work with the SEC in a similar way to how the President of Sport does with the AU Exec.
3. The standing orders for the SEC contains roles (such as the Graphics Designer) that have not been actively filled and have role descriptions that need updating for the current year in order to make the committee as a whole, fit for purpose.

HUU Resolves:

1. That the position of Societies Chair should be removed with the responsibility of leading and chairing the committee moving to the President of Activities.
2. To accommodate for the Societies Chair's role to support societies, 2 new positions would be introduced: Society Mentors. Mentors would be responsible for sharing best practise and advising new societies. The elected Societies Chair would in turn take on one of the mentor roles.

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3. That the position of graphics designer is also removed with necessary responsibilities moving to the Marketing Officer which would in turn be renamed to Publicity Officer.
 4. Other minor changes as mentioned below including updating the Events Coordinator description to include responsibilities around signing societies up to Varsity.
 5. The new committee would be comprised of eight positions: Secretary, Treasurer, Communication Officer, Publicity Officer, Welfare Officer, Events Coordinator and Society Mentors (x2), with the President of Activities chairing.
 6. The 2 Society Mentors to have one vote as a role share on Union Council and be members of the Activities Zone.

Proposer: Tom McNamara (President, Activities)

Seconded: Rob Ackers (Chair Societies & President of Dr Who Society),

Luke Blair (SEC Communications Officer),

James Hibberd (SEC Treasurer),

Dominic Clare (Councillor of Scrutiny for the AZ and President of Computer & Gaming Society,

Kathryn Burrows (President of Arts & Crafts Society),

Ashley Tasker (President of Zoology Society),

Monica Costa (President of Film Society),


David Wait (President of Physics Society)

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STANDING ORDER GOVERNING UNION SOCIETIES' EXECUTIVE COMMITTEE

FUNCTION

1. 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' and the Union Executive Committee;
 - (b) ensure the publication of a Societies' and a Presidents' handbook;
 - (c) ensure there is at least one Societies Fair in Welcome week and whenever one is needed;
 - (d) ensure that members of Hull University Union know they can set up a Society and facilitate their ability to do this;
 - (e) ensure communication between Societies,
 - (f) ensure the promotion of Societies within Hull University Union and Hull University;
 - (g) monitor the activity of Societies;

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- (h) provide mediation, help and support for struggling societies
 - (i) act as a forum for the exchange of ideas;
 - (j) ensure the publication of a Society Events Calendar;
 - (k) run societies council;

MEMBERSHIP AND DUTIES

2. The membership of the Union Societies' Executive Committee and their duties shall be:

(a) The Chair Societies who shall be responsible and accountable for the management and overseeing of the committee. Their responsibilities are set out in Standing Order 2011.

(b) The President of Activities who shall offer advice and provide Support to the committee. They shall not have a vote.

(c) Secretary who is first in the line of succession, will be responsible for:


- (i) Organising the Society Council meetings, Society AGM and any other relevant meetings
- (ii) Ensuring that all societies are ratified as of week five of semester one.

(d) Treasurer who is second in the line of succession, shall be responsible for:

- (i) Overseeing the societies grant fund and its allocation to societies.
- (ii) Overseeing the societies' individual balances and encouraging societies to remain out of, or remove themselves from, debt.
- (iii) Encouraging societies to spend their own society finances to ensure value for money for their members.
- (iv) Offering advice and support on matters relating to finances and sponsorship.
- (v) Helping societies generate income through ideas and support.
- (vi) Overseeing the committee's own allocated budget through cooperation with President of Activities.

(e) Communications Officer who will assume the Secretary position in a time of succession, will be responsible for:


- (i) Updating societies and their membership, their executives and presidents of all relevant matters relating to the administration and promotion of societies.



(ii) Forwarding all emails to their relevant committee member or union staff member.

(f) Marketing Officer who will assume the Treasurer position in a time of succession, 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 relying information to the committee



(g) Events Co-ordinator They shall be responsible for:

- (i) Providing advice to societies on matters relating to the running of events
- (ii) Setting up Presidents' Social, to be held within the first two weeks of semester one.
- (iii) Setting up additional events throughout the year to promote societies and cooperation between them

(h) Graphic Designer They shall be responsible for:

- (i) Providing advice to societies on matters relating to graphic design and visual advertising
- (iii) Assisting the Marketing Officer and the Communications Officer through the creation of graphics for the purpose of marketing the committee, societies in general, or events that the committee are running.
- (iv) Assisting individual societies with the creation of graphics on a purely discretionary basis
- (v) Overseeing the use of the 'HUU Societies' Facebook page.
- (vi) Overseeing the use of the 'HUU Societies' Twitter account.
- (vii) Overseeing the use of the 'Secil the Bear' Facebook account.
- (viii) Overseeing the 'HUU Societies' YouTube account
- (ix) Overseeing and establishing all other forms of social media

(j) Welfare Officer who will be responsible for:

- (i) Overseeing societies that represent particular religious, ethnic or cultural minorities to ensure that their needs and concerns are represented within the committee;
- (ii) Assisting in all informal complaints between and within all societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics;
- (iii) Liaising with relevant Welfare Officers at HUU;
- (iv) Overseeing Secil the Bear and his transportation between events, where possible.



MEMBERSHIP AND DUTIES (updated)

2. 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) Secretary who will act as the Chair in the absence of the President of Activities. They will be responsible for:
 - (i) Organising the Society Council meetings, Society AGM and any other relevant meetings
 - (ii) Ensuring that all new societies submit their constitution for ratification by the first Union Council of Semester 1.
- (c) Treasurer. They will be responsible for:
 - (i) Overseeing the societies grant fund and its allocation to societies.
 - (ii) Overseeing the societies' individual balances and encouraging societies to remain out of, or remove themselves from, debt.
 - (iii) Encouraging societies to spend their own society finances to ensure value for money for their members.
 - (iv) Offering advice and support on matters relating to finances and sponsorship.
 - (v) Helping societies generate income through ideas and support.
 - (vi) Overseeing the committee's own allocated budget through cooperation with the President of Activities.
- (d) Communications Officer who will assume the Secretary position in a time of succession, taking minutes when the Secretary is Chairing the meeting. They will be responsible for:
 - (i) Updating societies and their membership, their executives and presidents of all relevant matters relating to the administration and promotion of societies.
 - (ii) Forwarding all emails to their relevant committee member or union staff member.

- (e) Marketing 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 'HUU Societies & Volunteering' Facebook page

(v) Overseeing and establishing all other forms of social media

(f) Events Co-ordinator, 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 running of events.

(ii) Setting up Presidents' Social, to be held within the first two weeks of semester one.

(iii) Setting up additional events throughout the year to promote societies and cooperation between them.

(iv) Working with the President of Activities to enrol interested societies up to compete at Varsity. Establishing relationships with their counterparts at Lincoln.

(g) Welfare Officer who will be responsible for:

(i) Overseeing societies that represent particular religious, ethnic or cultural minorities to ensure that their needs and concerns are represented within the committee;

(ii) Assisting in all informal complaints between and within all societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics;

(iii) Liaising with relevant Welfare Officers at HUU;

(iv) Signposting students to wellbeing services.

(h) Society Mentors (x2), who will be the primary port of call for:

(i) Assisting with the development of societies and best practice for existing ones.

(ii) Directing Society Presidents to relevant members of staff.

(iii) Promoting Give it a Go within Societies

MEETINGS OF THE COMMITTEE

3. Calling a Meeting. Meetings should take place at least twice a month fortnightly and shall be organised by the Societies Chair 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 the Chair Societies SEC Secretary on their own initiative or at the request of a Societies Council or by four members of the Committee.
4. 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.
5. Quorum. The quorum of the Committee shall be 50%.
6. Minutes. Minutes shall be taken by the Secretary at all meetings and will be made available to all members of the SEC, and society members should they request this and distributed to all society presidents. Minutes can be distributed to society members upon request.
7. Closed Session. Any full voting member of HUU may attend the meeting as an observer with speaking rights except when two thirds of the Committee wish to meet in closed session.
8. Attendance. If a voting member misses two meetings without apologies, they will have deemed to have resigned.

RESPONSIBILITIES

9. The responsibilities of the Union Societies' Executive Committee are as follows:

(a) The Chair Societies who shall be Chair and have a casting vote only. They shall liaise with the rest of the committee.


(b) The President of Activities who will provide advice and support to the executive committee.

(c) Each member of the Committee, excluding the President of Activities, shall have responsibility for the communication between societies. They shall also be responsible for the coordination of the activities and for supporting all societies.

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(d) The President of Activities and the Chair Societies shall be responsible for co-ordinating the activities of the Societies Executive Committee.

(e) 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 assisting with the organisation of events such as the Activities Awards.

(f) The Chair Societies, the SEC Secretary, Welfare Officer and one nominated societies council member shall be responsible for representing societies to all meetings of Union Council.

RESPONSIBILITIES (updated)

10. 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.

(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 President's Socials.

(e) The SEC Secretary, Welfare Officer and two Society Mentors shall be responsible for representing societies to all meetings of Union Council.

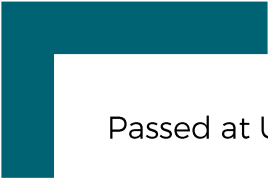
ELECTION

11. Each member of the Societies' Executive Committee, excluding the President of Activities and the Chair Societies, shall be elected in the Societies' Annual General Meeting in week 8 of Semester 2 and shall hold position from week one of the following academic year, or in the event of a vacant position by Union Council. Any society member can stand.

CONFLICT OF INTEREST

12. 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.

Passed at UEC: 26 April 2016
Passed at UC: 9 May 2016
Passed at UC: 8 May 2017



Passed at UC: 23 April 2018