

**UNION COUNCIL – Monday 20 February 2017 – Meeting Room 1,  
6:30pm**

**AGENDA**

- 1. Adoption of the agenda**
- 2. Resignations** (to note)
- 3. Apologies for absence** (for acceptance)
- 4. Minutes from previous meeting** (for approval) (Paper A)
- 5. Student Officer Reports** (Paper B)
  - a. VP Scarborough
  - b. VP Education
  - c. VP Welfare & Community
  - d. VP Sport
  - e. VP Activities
- 6. Zone Reports** (Paper C)
  - a. Scarborough Executive Committee
  - b. Governance Zone
  - c. Activities Zone (no report submitted)
  - d. Education Zone (no report submitted)
  - e. Sport Zone (no report submitted)
  - f. Welfare & Community Zone (no report submitted)
- 7. Board of Trustee Minutes 13 October 2016** (to note) (Paper D)
- 8. New General Business**
  - 8.1 M.1617-11** Motion to update Standing Orders 8001 and 8002 relating to Elections and Referenda (Paper E)
  - 8.2 M.1617-12** Motion to remove the position of Campaigns & Democracy Officer (SO 1005) (Paper F)
  - 8.3 M.1617-13** Motion to remove the position of Chair Media (SO 2010) (Paper G)
  - 8.4 M.1617-14** Motion to amend SO 5004 (LINKS) (Paper H)
  - 8.5 M.1617-15** Motion to amend the Bye-Laws and remove Standing Orders 6001-6010 (Paper I)
  - 8.6 M.1617-16** Motion to lobby the University to increase space for student activities (Paper J)
- 9. AOB**

**Date of next meeting:** Monday, 27 March 2017, 6.30pm, Meeting Room 1.

# HULL UNIVERSITY UNION

UNION COUNCIL – Monday, 5 December 2016 – Hull Campus, 7:30pm, Meeting Room 1

## MINUTES

### Attendance

First Name	Surname	Position	Attendance		
			17 <sup>th</sup> Oct	14 <sup>th</sup> Nov	5 <sup>th</sup> Dec
Student Officers					
Matthew	Evans	President			
Matthew	Thorneycroft	VP Education			
George	Bainbridge	VP Welfare & Community			
Amy	Jackson	VP Activities			
Matthew	Bramall	VP Sport			
Simon	Hernandez	VP Scarborough			
Governance Zone					
Edward	Towers	Campaigns and Democracy Officer			
Aona	Stuart	Environment and Ethics Officer			
Welfare & Community Zone					
Oliver	Woodroffe	LINKS Officer			
Connor	Massey	LGBT+ Officer (Role share)			
Rayne	Goddard				
Claire	Govera	Black Asian Minority and Ethnic (BAME) Officer			
Kym	Cardona	Women's Officer			
Georgina	Lord	Disabled Students			

		Officer			
Education Zone					
Michael	Fox	Mature Students Officer			
VACANT		Part-time Students Officer	N/A	N/A	N/A
VACANT		Postgraduate Taught Officer			N/A
Rebecca	Devine	Postgraduate Research Officer			
Qiwen	Wu	International Students Officer			
Vassili	Crispi	Faculty Rep Hull York Medical School	N/A	N/A	
Steven	Storey	Faculty Rep Faculty of Science and Engineering			
Jack Price		Faculty Rep FACE			Co-opted
Victoria	Welborn	Faculty Rep Faculty of Health and Social Care			
Charlie	Banks	Faculty Rep Business, Law and Politics	N/A		
Theodoros	Stylianou	Faculty Rep Business, Law and Politics	N/A		
Lisa	George	Course Rep Forum Rep	N/A		
Carla	Busuttil	Course Rep Forum Rep	N/A		
Activities Zone					
Christopher	Knott	Chair SEC			
VACANT		Chair Media			N/A
Danielle	Griffin	Chair RAG			

Max	Cummins	Societies Council Rep			
Scarborough					
Bernhard	Budin	Campaigns Officer			
Josiah	Barker	Community Officer			
James	Lamb	Sports Officer			
		Welfare Officer			N/A
Rebecca	Potter	Education Officer			
Rosalyn	Davey	Equality and Diversity Officer		N/A	
Sports Zone					
Evie	Edmed	AU Tour Officer			
Declan	Whiting	AU Kit & Equipment Officer			
Jags	Sanghera	AU BUCS Officer			
Millie	Rowbotham	AU Participation & Inclusivity Officer			
Laura	Webb	AU Secretary & Communications Officer			
Kimberley	Houghton	AU Varsity & Events Officer			
Councillors for Scrutiny					
Ben	Howard	Councillor for Scrutiny - Education			
Oliver Edward	Taylor	Councillor for Scrutiny – Governance			
Christian	Calgie	Councillor for Scrutiny – Governance			
		Councillor for Scrutiny – Welfare & Community			N/A
Joshua	McMullan	Councillor for Scrutiny			

		- Activities			
Salman	Anwar	Councillor for Scrutiny – Activities			

In attendance:

Emily Normington, Executive Support Co-ordinator (ESC, Minutes)

Tania Struetzel, Democracy & Governance Co-ordinator (DGC)

Rebekah Greaves, Student Trustee

1. Adoption of the agenda  
The agenda was adopted without amendments.
2. Resignations (to note)  
  
Emma Heseltine, Faculty Rep Arts, Cultures & Education  
Dean Adamson, PGT Students Officer  
Lana Goldthorpe, Scarborough Welfare Officer  
Ben Gartside, Chair Media  
Jack Price, Councillor for Scrutiny (Welfare & Community Zone)
3. Apologies for absence (for acceptance)  
  
Accepted as noted above.
4. Minutes from previous meeting (for approval) (Paper A)  
  
Approved as a correct record.
5. Co-option for the positions of Councillor for Scrutiny Education Zone and Faculty Representative FACE  
  
Jack Price was the only candidate to stand for the position of Faculty Rep FACE.  
He felt he could help represent people in the faculty as he has been a School rep and presented good ideas. He would like to introduce a PG committee to engage those students. He would further like to increase representation by gaining more school and course reps.  
Question about FBLP course reps being at an all-time low. JP said to speak to Education Co-ordinator to liaise with departments.  
Scarborough Education Officer queried whether he would be representing Scarborough. JP said he would be happy to work on any issues and include in committees.  
Question about how he would recruit course reps. JP replied that he would try to be around departments, do lecture shouts and speak to students.  
  
With 20 in the affirmative, 0 in the negative and 0 abstentions Jack Price was co-opted as Faculty Rep for FACE.  
  
Elizabeth Barraclough was the only candidate to stand for Councillor for Scrutiny in the Education Zone. She is a 3<sup>rd</sup> year student and has experience of being on the zone in her first and second year, having been an Academic Council rep and Faculty Co-ordinator. She wants to make sure the best is being gained for the zone.

With 21 in the affirmative, 0 in the negative and 0 abstentions Elizabeth Barraclough was co-opted as Councillor for Scrutiny for the Education Zone.

6. Student Officer Reports (Paper B)

a. President

Referendum on full-time Officer roles is taking place from 5<sup>th</sup>-7<sup>th</sup> December, President encouraged attendees to vote. No questions received.

b. VP Scarborough

Started planning WelcomeFest Reunion, it will have a wellbeing theme to prepare students for exams. There will also be a Scarborough through the years project running across the year, with local schools being involved.

Scarborough Exec has changed a few times this year. VPSc has held Talk Scarborough forums to increase support for students on campus. Activities on campus are changing due to low numbers, starting deals with local teams for students to join.

VPSc's liberation campaign is behind due to resignation of Equality & Diversity Officer, progress can continue now a new officer is in place.

c. VP Education

Not present.

d. VP Welfare & Community (no report submitted)

VPWC submitted no report due to holiday. There is a charity campaign on Thursday night and VPWC is running a tampon drive.

e. VP Sport

VPS report taken as read. No questions received.

f. VP Activities

VPA report taken as read, updated on good ideas received for the fringe festival that have gone to City of Culture for consideration. The latest edition of Hullfire is available on campus now. VPA and Hannah Cooper are working on Employability Awards for semester 2. No questions received.

7. Zone Reports (Paper C)

a. Scarborough Executive Committee

Education Officer has been promoting SSCs to course reps.

Welfare Officer has resigned, there will be a consent follow up event.

Supported RAG event and marketing material.

Sport: Christmas super team events and sport on the beach, Thursday session changed to badminton. Organising kit for rugby team and supporting VPSc organising sessions in town. Working with Campus Sport.

Equality & Diversity: Being inducted.

Campaigns Officer is supporting the liberation campaign.

b. Governance Zone

No report from Campaigns and Democracy Officer or Environment & Ethics Officer.

Councillors for Scrutiny attended training with DGC, and met with DGC to discuss the referendum.

c. Activities Zone

Report taken as read, update that Chair Media has resigned. SEC, RAG and Student Media have been getting on with their work as usual.

VPS asked for thoughts on Chair Media role – conversations with former Chair Media, DGC added that resignation letter wanted the position removing as the heads of each area are happy as they are, removal of Chair Media would make each committee run more effectively. Media committees encouraged to bring a motion to Union Council to remove the position.

d. Education Zone

Report taken as read, no questions received.

e. Sport Zone (no report submitted)

Kit & Equipment rep has completed two open forums with the contract going out for tender, requirements to be finalised for kit suppliers to come in and present to teams in semester 2.

Welfare in sport session was attended by over 70 people in co-ordination with VPWC.

This weekend LGBT+ are doing their second event along with the Exec.

Hullfire edition is now available on campus, with wheelchair basketball and American football articles.

Tour is quiet at the moment, teams voted for half board meal plan option presented by ILT.

Going to Lincoln to plan Varsity next week.

AU Ball was a great success.

f. Welfare & Community Zone (no report submitted)

VPWC has been away so there have been no meetings. There is a full Disabled Students Committee in place now. The Women's Officer has returned from leave. There will be a zone meeting this week.



8. Societies for Ratification (Paper D)  
Chair asked whether there were any objections to ratifying the listed societies.

It was queried how closely the Masonic Society was affiliated to masons. Chair SEC clarified that they are not affiliated to any external societies and that they will be monitored to ensure equality. It was further questioned whether Catholic students would be able to join the society. Chair SEC responded that they would be checking on them but the society could not be discriminatory in any way.

All societies were unanimously ratified.

9. New General Business

9.1 M.1617-9 Motion to update the HUU Student Event External Speaker Policy (Paper E)

VPA has updated the policy based on feedback from the last Union Council, amendments have been highlighted in the paper.

LGBT+ Co-Officer proposed an amendment to the fourth paragraph on page one to change "gender reassignment" to "gender identity" as not all trans students go through gender reassignment. The amendment was seconded.

With 21 in the affirmative, 0 in the negative and 0 abstentions, the amendment passed.

No further amendments.

With 21 in the affirmative, 0 in the negative and 0 abstentions, the motion as amended passed.

9.2 M.1617-10 Motion to vote in the NUS National Ballot to risk and equality impact assess before a boycott of the National Student Survey (Paper F)

President updated on NUS motion passed at National Conference to boycott 2017 NSS survey. The survey is used by Students' Unions to work with the university on the subvention (block grant) and action planning. UEC agreed a boycott was not the way forward for HUU and supported the call for an equality impact assessment by NUS to review the effect on the HE sector. President asked UC for a mandate to vote in favour of asking for an equality impact assessment in the current National Ballot before a boycott begins.

Chair RAG queried how this boycott related to HUU's disaffiliation from NUS. President responded that this vote was more about the wider

student movement and supporting smaller Students' Unions or SUs that may not have a good working relationship with their University. There will be no consequence when Hull goes ahead with NSS. This motion/vote is to ensure the impact of a boycott has been risk assessed.

It was further queried what would happen if the outcome of the assessment was to proceed with the boycott. President clarified that NUS is not in a position to tell SUs to participate in the boycott, however they will be providing marketing materials and guidelines about the boycott and this equality impact assessment could determine the direction of these.

With 18 in the affirmative, 0 in the negative and 3 abstentions, the motion passed.

10. AOB

VPA announced the winners of November Volunteer of the Month. Due to the number of strong nominations, Danielle Griffin (Chair RAG) and Steven Storey (Faculty Rep Science & Engineering) were chosen to be joint winners.

Scarborough Education Officer queried when UC was going to be held in Scarborough. DGC responded that she would discuss this with VPSc.

Date of next meeting: Monday, 20 February 2017, 6.30pm, Meeting Room 1.

## VP SCARBOROUGH Report – Union Council 20<sup>th</sup> February 2017

<b>NAME: Si Hernandez</b>	
<b>General updates</b>	<p>Met with Linda Hockley to discuss the proposed plans for Grimsby. A number of changes will be made to the building, it is important that we ensure minimal disruption to students, especially as this is suggested to be around dissertation deadlines.</p> <p>Attended Senate Away Day where the new workload templates for academics were discussed. Judging from conversations, staff are expecting little impact to students, and in small cases improvements.</p> <p>Interviewed Chris Long (VP Scarborough 2012-2013) and Mark Alcorn (VP Scarborough 2008-2009), and Darius Navickas (Chair Scarborough Campus 2009-2010) for Seaside Story. Have also visited the archives at Scarborough News, for research for the project.</p> <p>Attend regular meeting for the Getting It Right feedback scheme, where the team receives feedback and suggestions from students surrounding all aspects of student life.</p> <p>Met with Campus Sport to finalise the semester two programme, which consists of football, network, and dodgeball participation sessions.</p> <p>Met with Glenn Burgess to discuss contingency for students at the end of the transition.</p> <p>Supported events on Campus, which included Chinese New Year and The Be Your Best 2017 Fair, which was a welcome back fair that included a smoothie bar, Zumba, and music workshop.</p> <p>Attended Appointments and Governance Development Committee, where a review of the timescales of the second referendum was decided.</p>
<b>Update on my objectives</b>	<p>Following feedback from Talk Scarborough, Catering are providing homemade food options.</p> <p>New objective and update to second objective now agreed:</p> <p><b>Objective Two:</b></p> <p>Establish a programme of a minimum of ten opportunities in Scarborough town for students to participate in, by the middle of February.</p> <p>Marketing for local activities in Scarborough has been completed, ensuring these opportunities can now be advertised. This objective is now complete.</p> <p>Discussed next steps of the E&amp;D policy. With this now being in place, staff and students need to be aware of it. This could be linked in with Liberation Education as an engagement method.</p>

	<p><b>Objective Four:</b></p> <p>To produce a standardised training programme for Part-Time Officers across all Zones, implemented in time for June 2017.</p> <p>Have created a questionnaire for FTOs to gauge points that may need to be covered in PTO training.</p>
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## VP EDUCATION Report – Union Council 20<sup>th</sup> February 2017

<b>NAME: Matt Thorneycroft</b>	
<b>General updates</b>	<p><b>Student Voice project</b> I've created a Student Voice Working Group with the University to review and improve the current voice structure we have from SSC to Faculty Level.</p> <p><b>PGR Forum</b> The Postgraduate Research forum was a huge success with just under 40 people attending. Shout out to Rebecca Devine (PGR Rep) for all of her hard work on this forum.</p>
<b>Update on my objectives</b>	<p><b>1. Student Engagement</b> All Online Course Rep Forums have been planned. Student Sofas have been booked.</p> <p><b>2. Technology</b> The “Your Idea” scheme will be launched soon which is incredibly exciting. The website rework provides a really good opportunity to get the ‘Who is my course rep’ functionality. Excellent time to update all of our representation and academic content on the website to ensure it’s up to date. Functionality with the website and iHull is in process.</p> <p><b>3. Placements and Year Abroad</b> The Student Mobility Project is in the process of being set up and I will be attending. Here I can work on placement regulations.</p>

## VP Welfare & Community Report – Union Council 20<sup>th</sup> February 2017

<b>NAME: George Bainbridge</b>	
<b>General updates</b>	<p>The litter pick that was performed on 25<sup>th</sup> January was a success, we had five student volunteers and also local residents that came to help. Overall we collected over 100 bags of rubbish from the Newland Area. Due to this success we are planning on a larger litter pick on March 5<sup>th</sup> as part of the #LoveHullHateLitter campaign. The positive reaction of the local residents and community to this event has influenced me further to one of my objectives, the charity collections.</p> <p>Student Sofa has been booked in, inflatable couches have been uncovered, the gazebo is daring to go in a menacing stance, yet we got snowed off on 10/02/2017. Future events will still occur on a weekly basis providing the impending doom of climate change does not impede us further. This is part of an initiative by the whole officer team to increase student engagement. I personally will do this and a further definite two hours a week commencing 20/02/2017.</p> <p>Formulating a campaign that intends to increase silent study space within the library following a request from a student. I will be holding polls outside the library to gain information on the subject. Providing the majority of students want more quiet space I will take this to the university to incite change.</p>
<b>Update on my objectives</b>	<p><b>1. The Festival of Wellbeing</b></p> <p>All ready to go on the 15<sup>th</sup> February.</p> <p><b>2. Support liberation groups to hold at least four campaigns throughout the year</b></p> <p>Tampon Drive was a success, although amendments are required following the opening of the new Spar shop.</p> <p>Women's Committee – Varsity event is being organised. International Women's Day is March 8<sup>th</sup> for which an event is being planned within the Union along the theme of 'bold for change'.</p> <p>Disabled Students' Committee – Work is in place to ensure that the new shop is accessible, most notable feature is the raised platform near the clothing area that will be lowered. I also need to ensure that the new website is accessible for those with visual disabilities.</p> <p><b>3. Charity collection</b></p> <p>I have performed two similar events, a charity collection on the 5<sup>th</sup> December which was a success, eight large boxes of food were collected and donated to a local food bank. Admittedly, more work could have been done for this, as we only covered The Lawns and had collections within the Union. With more marketing and hopefully more volunteers we may have targeted other student accommodation and possibly even the local community.</p>

	<b>4. Community Handbook</b>
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	<p>The community handbook is almost complete. I have written all the content necessary and so it is now in the review stage that includes the university and the local council. So far we have had interest from many local authorities such as the police to be involved and so this is very much a community project. The handbook will be released as a working in partnership piece with the university.</p>
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## Union Council Report VP SPORT – 20<sup>th</sup> February 2017

<b>NAME: Matthew Bramall</b>	
<b>General updates</b>	<p>Training for Presidents, Treasurers &amp; Fundraisers, Social Sec and Welfare Officers successful.</p> <p>University Sporting Excellence Programme and TAP Launch – poorly attended by the AU; concern over wrong information spreading, working with sports centre to prevent this.</p> <p>Working on coordination of sport partnerships; upcoming Hull City Friendly with free student tickets, shirts and transport.</p> <p>Ice Hockey EGM held – members were unaware – highlights concerns raised regarding internal club communication – accessibility issue?</p>
<b>Update on my objectives</b>	<p><b>1. Club Profiles</b> – Waiting on release of first semester 2 Hullfire Paper. Meeting with new editor and AU Secretary and Communications. Exec Instagram training did not take place, I am investigating this. Marketing have asked how they can help digitally in the second semester; to discuss with them. Campus Sport/AU Intramural Captains workshop was successful; a number of teams have asked for meetings with HUU.</p> <p><b>2. Improve Match day Experience:</b> Penguin Mascot purchased. Game of The Week schedule ongoing.</p> <p><b>3. Sport Investment:</b> Sporting Excellence and TAP poorly attended, directed students to the right places for questions. Further blogs to be released. Information regarding delays on Rugby 3G have been circulated. Roadshows to take place soon.</p>



## VP Activities Report – Union Council 20<sup>th</sup> February 2017

<b>NAME: Amy Jackson</b>	
<b>General updates</b>	<p>RAG raised over £25,000 for charity in semester 1, and over £1000 in their first major event of the year, Animal Sanctuary.</p> <p>Fringe Festival has launched providing opportunities for students to showcase their talents and a number of slots taken up by societies.</p> <p>Met with Anji Gardiner (Director of University Student Services) to discuss student room bookings and she's very hopeful for a positive outcome.</p>
<b>Update on my objectives</b>	<p><b>1. Membership</b> A number of societies, as well as RAG and student media had the opportunity to recruit new members through the allocation of stalls at refreshers fair. RAG are now in a position where they can allocate a number of volunteers to each event, a huge success. Hullfire Radio are looking to interview for a new engineer to ensure that broadcasting quality improves. Torch TV involved a number of members in their latest project "We're Doing Ok" which is now in post-production. The Hullfire shall now have a full editorial team and a new edition going to print.</p> <p><b>2. Employability</b> The media alumni event has been scheduled and most of the planning is complete. I shall be meeting with RAG very shortly in order to start organisation on a similar event for those interested in a career in the charity sector. I have been added to a staff networking meeting in relation to the Hull Employability Awards and shall use this to ensure the support of HUU volunteers in completing the award.</p> <p><b>3. Reward and Recognition</b> Volunteer of the month is continuing to go well, with people continuing to nominate. The societies' ball has been organised and shall be taking place. Torch TV members have booked their tickets to the NASTA awards and conference and shall be submitting films for nomination. Hullfire Radio have contacted the Student Radio Association about membership. All those taking part in the Fringe Festival will be presented with thank you postcards.</p>



*Your Union*

## Scarborough Executive Committee Report – Union Council 20<sup>th</sup> February 2017

<b>Officer updates</b>	<p><b>Education Officer:</b></p> <p>No updates, on placement.</p> <p><b>Welfare Officer:</b></p> <p>No updates, on placement.</p> <p><b>Community Officer:</b></p> <p>No updates, on placement.</p> <p><b>Sports Officer:</b></p> <p>Beginning to engage with students for the Sports on the Beach event, first step is to find out the preferred time to host it.</p> <p><b>Equality and Diversity Officer:</b></p> <p>No updates, on placement.</p> <p><b>Campaigns Officer:</b></p> <p>Planning an environment campaign that promotes the benefits of the environment on wellbeing.</p>
<b>Team updates</b>	<p>Following resignations, a new Equality and Diversity Officer and Welfare Officer were elected.</p> <p>Discussed how events on Campus might work in the final semester, with suggestions being that arranging discounts at local venues would be the best step forward, allowing flexibility.</p>

## Governance Zone Report – Union Council 20<sup>th</sup> February 2017

<b>Officer updates</b>	<p><b>Campaigns &amp; Democracy Officer</b> CDO will meet with the Research &amp; Campaigns Co-ordinator and the VPE to continue work on the mitigating circumstances policy.</p> <p><b>Environment &amp; Ethics Officer</b> No updates.</p> <p><b>Union Council Chair</b> JM would like to encourage councillors to use Union Council to scrutinise officers more.</p> <p><b>Councillors for Scrutiny</b> OT – No updates. CC - No updates.</p>
<b>Team updates</b>	No update.

## Education Zone Report – Union Council 20<sup>th</sup> February 2017

No report submitted.

## Activities Zone Report – Union Council 20<sup>th</sup> February 2017

No report submitted.

## Sports Zone Report – Union Council 20<sup>th</sup> February 2017

No report submitted.

## Welfare & Community Zone Report – Union Council 20<sup>th</sup> February 2017

No report submitted.

**MEETING OF THE BOARD OF HUU LIMITED**  
**Held on 13 OCTOBER 2016 at University House**

- Present: Trustees: Simon Clements (SC), Stuart Ferguson (SF), Robin Gilchrist (RG)  
Student Officers: Matt Evans (President); Matthew Thorneycroft, Vice-President Education (VPE); George Bainbridge, Vice-President Welfare & Community (VPWC); Amy Jackson, Vice-President Activities (VPA); Matt Bramall, Vice-President Sport (VPS); Simon Hernandez, Vice-President Scarborough (VPSc)  
Student Trustees: Rebekah Greaves (RGr), Osaro Otobo (OO), Shannon Webb (SW), Andrew Paulszkiewicz (AP)
- Attending: Jackie Berry (CEO); Andy King, Commercial Services Director (CSD); Liz Pearce, Membership Services Director (MSD); Stephen Willis, University CFO (UCFO)
- Apologies: Kevin Pearson, Finance Manager (FM)

Apologies

Received from Kevin Pearson, Finance Manager (FM).

- 1 Minutes of last meeting  
The minutes were approved.
- 2 Matters arising from last meeting  
The matters arising from the last meeting were noted as completed or on the agenda.
- 3 Governance Review Presentation  
Tania Struetzel, Democracy & Governance Co-ordinator (TS) presented the HUU governance review proposals to the board; supporting the proposals with student feedback and research from visiting other student's unions to see their governance models. The proposed changes are to amend the Student Officer teams to include 4 Vice-Presidents who each represent a different faculty and a Union Affairs Officer. There would then be a student panel of randomly selected students to replace Union Council and ensure fairer student representation; along with 3 forums to replace the Academic, Activities and AU Council meetings. Accountability panels for Student Officer Teams are being trialled at other unions and could be implemented at a later date.

AP asked if there had been enough promotion of course and faculty rep positions to returning students, as in his first year, information was in the induction pack. TS advised that the roles have been promoted online and around campus, a by-elections video covered all roles. VPE added that feedback from first year students is positive, but communication needs to be maintained when welcoming back returning students.

RG asked how we would maintain the positive levels of international nominations seen in the 2016 by-elections if the governance review proposals were to be implemented. TS advised that the new structures would make it easier for all students to get involved; it is hoped this will increase diversity within Student Officer Teams and part time officer roles.

VPWC queried whether 25 students on the student panels would be enough, as Liverpool Guild currently use 50. TS said the student selection process would use more staff time, as they would need to invite students and follow up on attendance; the number of attendees would be reviewed after the first year. SF asked if HUU have the technology and staff in place to support the student panel process; TS advised that the website is being updated to make it easier to use and that extra money will be available following the closure of the Scarborough campus next summer. TS added that other unions have seen an increase in student engagement once new governance structures were introduced.

SC asked whether the Student Officer team support the proposed changes, President said the team would be discussing their views at the next UEC meeting to agree on a formal stance from the team.

AP asked the board if low engagement was due to the current structures or was more due to communication with students. TS said Officer teams have tried different ways of engaging with students, but engagement and turnout at elections is still low, which may reflect political apathy in the wider community. Students have advised through surveys and forums that the current governance structure does not work.

OO likes the proposed changes, but it needs to be made clear to students that sports and activities will still be a part of the process and will be more efficient with the new structures. VPA added that staff have raised questions over increased workloads and said the change should have minimal impact on staff. President said that AGD hope to remove the administrative side of Officer roles and allow knowledgeable staff to cover the admin. VPS agreed that the proposed changes need to be clearly communicated to students during the consultation. SW asked if the new forums would restrict attendance, ME advised that the new system would be more inclusive.

#### 4 Governance Review

The board agreed to call a referendum in December 2016 to propose changes to Student Officer roles following the governance timeline. TS received thanks for her work on the governance review and presentation.

#### 5 Building Development

President updated the board on changes to the CAPEX agreed at the last meeting to reflect a change in approach. President and CEO are working with the University to create a joint strategy for the building; which aims to look holistically at the offering to students and how the building and its services can be used effectively. The building approach will be considered in line with other changes on campus. SF said it was positive that the project would be joint and recommended that service delivery across campus and within the wider community is considered. CEO said there may be the opportunity to have some space within the proposed accommodation on the West Campus. It was agreed that there was also potential opportunity with the new faculty hubs being set up.

CEO said that the costs for the CAPEX agreed earlier in the year were higher than expected, but some priority works will be carried out in the next 12 months. The University Director of Estates (UDOE) has been positive about possible funding for refurbishment for example, the toilets. CEO asked the board for their views on which areas should be a priority. AP said the delayed works should be communicated to students, as some expected the building to have changed when they returned in September. CSD advised that new furniture has been added

to improve the atmosphere in the Clubhouse and Asylum. Investment had also been made with Asylum lighting, the Sanctuary kitchen and the Union Shop bakery.

AP asked if technology and charging ports within the building could be better located or be signposted, as students regularly ask in the Union shop if there is anywhere to charge phones when they've forgotten their chargers. CSD advised that EATS has 60 sockets. VPSc agreed with the paper but asked for a breakdown of CAPEX at the December board.

UCFO said it is important to consider the digital strategy in line with the building, which will soon be renamed 'Student Central'. The University would be keen to include HUU in the strategy and encourage use of digital University services. SF asked if we know where on campus students are ie the "hot spots" , UCFO said once attendance measuring begins, this information could be used to engage students.

SC asked the board if they would approve the proposals and suggested that the University Director of Estates presented at the December board. The board approved the proposals.

#### 6 Financial Performance Update

VPE presented the financial results for 2015/16 subject to audit, which show a provisional £46k surplus. UCFO asked the board how HUU can deal with what is next, CEO said this will link into the strategic work streams, which have been delayed due to various stakeholders being on annual leave.

RGr asked if monthly offers could be added to the infinity card to increase sales. CSD updated the board on the recent decision to extend the card to last 12 months from date of purchase; infinity card holders will also be eligible for two or three exclusive offers in each financial period.

AP suggested the idea of a 'man vs food' style challenge in Sanctuary, with nachos or burgers with an infinity card or HUU vouchers as a reward. CSD and Communications Manager will be reviewing promotion of events to students. CEO suggested that changing student trends mean more people want to pay on the door. CSD said this week more students have paid Asylum entry on the door. UCFO added that student registration numbers appear to be up by around 400 students, which is positive for the University and HUU.

VPS asked if issues with QR codes for returning students had been resolved, CSD said that these will improve as students get used to the new system. SW said some students were not happy with having to queue, CSD advised that there was no queue jump last year, but that entry was quicker this year due to the new entry system.

#### 7 HUU Strategic Plan Update

CEO updated on the changes to HUU's strategy, with input from SF to apply the theory of change to the strategy; the approach will now be more outcome focused. The strategy was shared with staff at the summer staff meeting, to get their views on the areas of activity. CEO, President and SF will be meeting to look at ways of bringing the strategic plan to life, CEO asked for the boards input on streaming outcomes whilst the strategy is evolving.

SF said the document is starting to feel like a live document; which will evolve and reviewed regularly. VPSc said it is good that the strategy is now a priority following other board issues

in recent years and asked if KPI's and a timeline will be set. CEO believes there is more work to be done before a timeline is agreed. President advised that the strategy and some services need to be looked at in line with University services. President is keen for staff to be involved in the strategy, so they can see where their roles fit in and how they can reflect this in their daily work. MSD said that the impact of sports and activities on mental health need to be taken into consideration.

RG would like to know how the strategy can be tested with current work; his view was that the governance review tested well against some of the key "branches" on the strategy tree; adding that the strategy document is already live. RG advised including more about alumni in the strategy. CEO agreed that the document is more fluid and enables a change in focus as appropriate. VPE believes the focus should be on academic representation, as this is part of a trend across the higher education sector and the governance review; with some other HUU services being reviewed as appropriate. VPA said some societies are academic focused and that other HUU activity needs to be considered alongside academic offerings.

CEO has been approached by York University Union CEO, to consider funding a review of the implications of changes to NSS on Student's Unions and their strategies; a review may enable the board to better understand the impact of NSS. If progressed, the CEO to bring to the board to show the impact of the NSS on the strategy.

SC summarised that the board agree with the updates to the strategy and appreciated the work done on the document so far. CEO to bring the updated strategy to the December board meeting.

**Action: CEO**

8 Defined Contribution Pension Scheme

VPE updated the board on the decision made at Finance Audit & Risk Committee following the decision to no longer use the Universities Staff Superannuation Scheme (USS). The committee had agreed that it would be best to commission an external financial advisor to find an appropriate scheme, at a cost of around £2,000. The Board supported this decision.

10 Student Officer Reports

VPSc and CEO highlighted that it's a challenging time for Scarborough, with long term University staff numbers decreasing weekly due to the voluntary leaver scheme. SC recognised the challenges and thanked VPSc for a well written, detailed report.

VPS updated the board on two objectives; results from AU fixtures were shown on the screens in Asylum for the first time this week, which has received positive feedback so far. The University have today advised that work on the hockey pitch, which were due to reopen next week has been delayed by two weeks. The Sports & Fitness Centre have communication plans in place to keep HUU and students updated. VPS is meeting with AU presidents and captains to explain the Tour decisions and enable them to make choices. SW said some sports clubs are concerned that no Tour arrangements have been made so far; VPS said that planning will begin now clubs are back. VPS has worked closely with the Tour Rep during the process and explained how changes to Tour will affect the role. VPS would like to see HUU more involved with the Hull City Football partnership, VPS has found out about recent events that require HUU or AU involvement at short notice. VPS would like to have a clearer plan of the expectations from HUU and how they fit into the partnership.

VPA is currently working with the University to resolve society issues with room bookings and finding suitable spaces for societies to meet. VPS asked if societies and sports teams would be considered in the wider plans to develop University House; President said student use of space will be reviewed.

AP thanked VPWC for his detailed and well written report.

VPE updated on the by-elections taking place this week, Faculty Reps will be elected for the 5 faculties and there will be 184 course reps. HYMS remains a vacant position, VPE and President are working on a joint project with York to review representation; VPS asked to be updated as some areas may link into HYMS sports teams.

President is involved in the Vice-Chancellor recruitment, all Officers will meet with recruitment consultants Veredus in the coming days. Veredus were chosen by the University for their inclusive approach to recruitment. The Officers have sent a letter to the Chief Returning Officer and National President of NUS calling for a national ballot to carry out an equality impact assessment ahead of the proposed NSS boycott.

SC said all reports were concise and relevant; RG thanked Officers for their briefing notes before his recent meeting with the University's alumni department.

#### 11 Chief Executive & Senior Management Team Reports

The detailed reports were taken as read and SMT gave updates. MSD said the student interns have been engaging with students to promote elections, a full elections report will be brought to a future meeting. MSD updated the board on media law training for the student media, the first session was well attended, with another scheduled for next week.

HRM updated the board on the NUS Employee Engagement survey for 2017, HUU can still take part in the survey despite disaffiliating from NUS in December. This will be the third year HUU have taken part in the national survey. SC said it is good that HUU Homes numbers are up in the FM report, before suggesting that the strategic review of HUU Homes commissioned at a previous meeting takes place soon.

VPE thanked SMT for the level of detail in their reports and for keeping Officers updated with their projects between meetings.

The board thanked HUU Officers and staff for how the fraud announcement was handled; SC suggested that a 3 monthly update letter is sent to the Crown Prosecution Service in relation to regaining missing funds.

#### 12 Report from Finance, Audit & Risk Committee

VPE updated on the Finance, Audit & Risk Committee (FARC) from 5 October, which covered some earlier items on the board agenda. The committee agreed that RG and VPE would be involved in the panel to select a new supplier for the commercial services, following HUU's disaffiliation from NUS. CSD hopes to finalise the new supplier details at FARC in January.

The internal audit process is being reviewed, FM was actioned by the committee to get more information from Armstrong Watson about their internal audit offering. FARC agreed to extend the Business Interruption cover supplied by Endsleigh from 18 to 24 months, at an additional cost of £342.

The committee discussed declining wet sales and actioned CSD to bring hot topics to future meetings and keep the committee updated with any areas for concern.

FM brought an updated risk register to the FARC meeting, many high or medium risks have been reduced due to the implementation of a new financial framework. RG added that feedback following the external audit so far has been positive; an Armstrong Watson auditor



has agreed to be a non-voting member on the committee. SC thanked FM and Finance, Audit & Risk committee members for the level of detail documented.

The Trustee Board agreed to adopt the Financial Framework which had been proposed by the FARC Committee.

13 Report from Appointments & Governance Development Committee

SC updated the board on the Appointments & Governance Development Committee meeting on 8 September. The committee discussed the detail of the governance review and agreed that President would chair future meetings as he is closer to the regular issues.

14 Health & Safety Report

The board had no queries for the health and safety report.

Any Other Business

SF asked if any progress had been made with recruitment for an external trustee; CEO advised that the recruitment process has been agreed, with a focus on finding a trustee with a marketing and communication background. Recruitment has been delayed due to changes in staff, but CEO hopes to have appointed an external trustee by the end of 2016.

Next Meeting

15 December 2016 at 10.30am



## **M.1617-11 Motion to update Standing Orders 8001 and 8002 relating to Elections and Referenda**

### **HUU Notes:**

1. That SO 8001 and 8002 outline details for HUU Elections and Referenda respectively.
2. That SO 8001 and 8002 have not been updated in 2 and 7 years respectively.
3. That the process for referenda is also outlined in the Bye-Laws (Section 9) and the Memorandum & Articles of Association (Section 14) both of which supersede anything detailed in the Standing Orders.
4. That the Returning Officer Team publishes Rules & Regulations for each election and referendum containing all the necessary details.
5. That HUU is disaffiliated from the National Union of Students as of 1 January 2017 and can no longer use the NUS elections support service.
6. That a RON (Re-Open Nominations) campaign occurred during the spring elections 2016 due to two full-time Officer positions being uncontested.

### **HUU Believes:**

1. That Standing Orders should set a framework for elections and referenda. However, the details should be determined in the Rules & Regulations to allow them to be adapted to changing circumstances and reviewed on a regular basis.
2. That the Standing Orders for Elections and Referenda should be consistent with the Bye-Laws and not contradict each other.
3. That the Standing Orders for Elections and Referenda should reflect current practice.
4. That following HUU's disaffiliation from NUS, the Chief Returning Officer should be a member of staff from another Students' Union to ensure a fair appeals process for complaints.
5. That campaigns for RON (Re-Open Nominations) cannot be prohibited by the Returning Officer Team as it does not have the means to do so given RON is not a real candidate.

6. That whether slates (a group of candidates campaigning together) are allowed or not should be detailed in the Rules & Regulations and not in the Standing Orders so it can be reviewed on a regular basis<sup>1</sup>.

**HUU Resolves:**

1. That SO 8001 and SO 8002 are amended as appended with immediate effect.

**Proposer:** Si Hernandez (VP Scarborough)

**Seconders:** Matt Thorneycroft (VP Education)

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<sup>1</sup> According to the [2015 NUS Elections report](#), 72% of participating Students' Unions allow slates.

STANDING ORDERS GOVERNING  
ELECTIONS

1. Context

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union and the Returning Officer Rules, and shall be interpreted accordingly. In these Standing Orders:

- a. “HUU” means Hull University Union;
- b. “clear days” excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. General

HUU will elect its major Union Officers by election.

This may be by cross-campus ballot (all registered students have a vote) or restricted/limited ballot (only students of a certain group or who define as a certain group have a right to vote).

3. Notice of Elections

HUU will publish details of any elections it intends to hold at least 7 clear days before the intended close of nominations.

4. Eligibility & Nominations

In all cross-campus elections all registered students have the right to stand as a candidate.

In restricted/limited elections only registered students who are from the relevant group or self-define as the group have the right to stand as a candidate.

All nominations for all elections will be submitted via the HUU website. If a student requires assistance in completing a nomination form this will be offered as long as the deadline for nominations has not passed.

Nominations will not be accepted after the deadline has passed.

5. Voting

Voting will be done through the HUU website.

If a student requires assistance voting it will be offered as long as voting is still open.

Unless otherwise stated in the notice of elections, all voting will be conducted according to the Single Transferable Voting system.

All results will be published on the HUU website.

#### 6. Returning Officers

HUU will appoint a Returning Officer team to oversee elections and ensure that they are run fairly and transparently.

The Returning Officer team may include a Returning Officer and Assistant Returning Officers.

The Returning Officer team may be made up of permanent members of HUU staff or ~~NUS~~-staff members from other Students' Unions.

The Returning Officer team will publish a set of rules at the point the election is announced. The Returning Officer team has ~~ve~~ complete discretion over the actions they take if candidates are found to have broken these rules.

#### 7. Complaints

All complaints regarding the conduct of elections must be made to a member of the Returning Officer team in writing.

Only candidates can make complaints about the conduct of elections or candidates.

The decisions of Assistant Returning Officers can be appealed to the Returning Officer. The decision of the Returning Officer is final.

#### 8. Campaigning

All campaigning must be positive.

~~Campaigning for a slate (a group of candidates campaigning together) is not allowed.~~

~~Campaigning to Re-Open Nominations is not allowed.~~

All campaigning must be in accordance with the rules published by the Returning Officer team.

#### 9. Neutrality

All HUU employees and volunteers must remain neutral throughout the election period whilst performing their duties.

~~President, Membership Services Operations Manager, Governance and Democracy Intern~~

Approved by Union Executive Committee: 09/12/14

Approved by Union Council: 15/12/14

Approved by UEC:

Approved by UC:

# SO 8002

## STANDING ORDERS GOVERNING A REFERENDUM

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union ~~and the Returning Officer Rules~~ and shall be interpreted accordingly. "Clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. Introduction

A referendum may only be called in the following circumstances to consider a proposal:

- (a) to amend the HUU Constitution;
- (b) to overturn a successful motion of no confidence in a ~~Studentabbatical~~ Officer by Union Council;
- (c) to approve new policy recommended by a Union General Meeting;
- (d) ~~to approve new policy submitted and signed by at least 15-50 full members-and approved by the Governance Zone; and~~
- (e) for direct action against the University.

### 3. Confidence in a ~~Sabbatical-Student~~ Officer

A Full Member may request that a motion of no confidence in a ~~Studentabbatical~~ Officer, be overturned by a secret ballot in which all Full Members are entitled to vote, provided that the request is lodged with the President or Chief Executive no later than 5 clear days after the Union Council at which the motion was passed.

### 4. Amendment to the HUU Constitution

A Full Member may request that a proposal to amend the HUU Constitution be put to a secret ballot in which all Full Members are entitled to vote provided that:

- (a) The amendment has been approved for referendum at a General Meeting.
- (b) The issue has not been the subject of a referendum in the same academic year.
- (c) The result shall not be taken as indicative if quorum is not attained.

### 5. Conduct of a Referendum

The President shall arrange for the referendum to take place not later than 10 clear days after receipt of the request, except in the case of making policy (see paragraph 6). ~~The election of the Returning Officer, and arrangements for polling and the count, shall be in accordance with S.O. 8001.~~

### 6. Campaigning Weeks on Policy to go to Referendum

#### **Commented [T1]:**

##### **The M&AA state:**

A Referendum may be called on any issue by:  
14.1.1 a resolution of the Trustees;  
14.1.2 a majority vote of the Student Council; or  
14.1.3 a Secure Petition signed by at least 50 Members.

##### **The Bye-Laws state:**

Referenda may be called as detailed in the Articles. Referenda shall be required to consider a proposal to:  
(a) amend the HUU Constitution  
(b) overturn a successful motion of no confidence in a Sabbatical Officer by the Council  
(c) overturn policy approved by a Union General Meeting and/or the Council;  
(subject to the authority of the Board of Trustees as detailed in the Articles)  
(d) approve any direct action against the University.

Referenda called to approve policy in paragraphs 2(c) and 2(d) will take place ~~over 5 days in Week 8 of Semester 1 and Week 7 of Semester 2~~ as required. Members will be allowed to campaign for/against the policy throughout the referenda. The President shall ensure notice of the policies to be put to referenda are advertised 5 clear days before the start of voting.

#### 7. **Quorum**

The quorum shall be 10% of ~~Full Time Equivalent~~ students at the University of Hull for referenda called in paragraph 2 (a).

The quorum shall be 5% of ~~Full Time Equivalent~~ students at the University of Hull for referenda called in paragraph 2 (b) and (e).

Spoiled/rejected votes will count towards the quorum.

8. The referendum shall pass with a majority of over 50% in favour, with the exception of 2(a) which shall need 2/3rds majority (see Constitution). Spoiled/rejected votes will not be included in determining the threshold for the votes to pass.

#### 9. **Voting**

Voting will be done through the HUU website.

If a student requires assistance voting it will be offered as long as voting is still open.

All results will be published on the HUU website.

#### **10. Returning Officers**

HUU will appoint a Returning Officer team to oversee referenda and ensure that they are run fairly and transparently.

The Returning Officer team may include a Returning Officer and Assistant Returning Officers.

The Returning Officer team may be made up of permanent members of HUU staff or staff members from other Students' Unions.

The Returning Officer team will publish a set of rules at the point the referendum is announced. The Returning Officer team has complete discretion over the actions they take if candidates are found to have broken these rules.

#### **11. Complaints**

All complaints regarding the conduct of the referendum must be made to a member of the Returning Officer team in writing.

The decisions of Assistant Returning Officers can be appealed to the Returning Officer. The decision of the Returning Officer is final.

#### **12. Campaigning**

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All campaigning must be positive.

All campaigning must be in accordance with the rules published by the Returning Officer team.

**13. Neutrality**

All HUU employees and volunteers must remain neutral throughout the referendum period whilst performing their duties.

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**Commented [T2]:** Bringing it in line with SO Elections

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PT/JH

Passed at UEC: 1<sup>st</sup> December 2009  
Passed at Union Council: 14<sup>th</sup> December 2009

Passed at UEC:  
Passed at UC:



## **M.1617-12 Motion to remove the position of Campaigns & Democracy Officer (SO 1005)**

### **HUU Notes:**

1. That the main duties of the Campaigns & Democracy Officer as detailed in the Standing Order include: ensuring democratic processes are followed correctly; running campaigns; supporting the Student Officer Team with their priority campaigns; ensuring elections and referenda are advertised; having a thorough knowledge of HUU's governance documents and ensuring they are kept up to date.
2. That the position of Campaigns & Democracy Officer was uncontested in the elections of 2014 and 2016.
3. That the current and previous office holder have noted the redundancy of the role and proposed other means of incorporating the objectives of the role.
4. That the permanent staff position of Democracy & Governance Co-ordinator was created and has been filled since January 2016.
5. That a fund for [student-led campaigns](#) was introduced at the start of the academic year 2016/17 that is open to all students to apply.
6. That a ["Your Idea" scheme](#) has been introduced at the start of the second semester in February 2017 through which any student can submit ideas or suggestions for campaigns to Hull University Union.
7. That Student Officers receive adequate support by permanent members of staff if they are running a campaign.

### **HUU Believes:**

1. That the tasks outlined in SO 1005 have been absorbed by the role of the Democracy & Governance Co-ordinator.
2. That the role of the Campaigns & Democracy Officer does not have a representative function and therefore no specific constituency, rather its role was intended to facilitate and support.
3. That engaging students with HUU's democratic processes and encouraging students to run campaigns should be at the core of every full-time and part-time Officer role and not be limited to one part-time Officer in particular.
4. That the newly established campaigns fund and Your Idea scheme provide an excellent opportunity to increase outreach to the wider student body and to

demonstrate that students do not have to be elected to make change. Both should be promoted by all elected Officers.

**HUU Resolves:**

1. That SO 1005 (Campaigns & Democracy Officer) is removed with effect from the Academic Year 2017/18. This means that the position will not be included in the 2017 March elections.
2. That SO 1002 (Governance Zone) is appended as amended with effect from the Academic Year 2017/18.
3. That the current Student Officers and any Officer teams thereafter actively promote the student campaigns fund and Your Idea scheme to the wider student body to increase engagement.

**Proposer:** Edward Towers (Campaigns & Democracy Officer)

**Seconders:** Si Hernandez (VP Scarborough)

# SO: 1002

## **STANDING ORDER GOVERNING THE GOVERNANCE ZONE**

### 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 Zone” means the Governance Zone;
- (b) “HUU” means Hull University Union;
- (c) “Council” means HUU Council;
- (d) “clear days” excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. **Function**

The primary function of the Zone is to act as the recognised means of communication and liaison between all areas of HUU. In particular, the Zone shall:

- (a) Provide support for the President in co-ordinating campaigns and issues of mutual concern.
- (b) Provide scrutiny of the role of the President and hold the President’s actions to account.
- (c) Scrutinise motions brought forward for approval by referenda checking for grammar; ensuring that they meet the objects of the Charity; are legal; and any financial costs can be met out of that year’s approved budget.
- ~~(d) Work with the Campaigns and Democracy Officer to ensure all elections and referenda are run in accordance with regulations.~~

### 3. **Membership**

Voting membership of the Zone shall be:

- ~~(1) Campaigns and Democracy Officer;~~
- ~~(2)~~(1) Chair, Union Council;
- ~~(3)~~(2) Chair, Welfare & Community Zone;
- ~~(4)~~(3) Chair, Education Zone;
- ~~(5)~~(4) Chair, Sport Zone;
- ~~(6)~~(5) Chair, Activities Zone;
- ~~(7)~~(6) Two Councillors for Scrutiny;
- ~~(8)~~(7) Environment & Ethics Officer.

Non-voting membership of the Zone shall be:

- (1) The President.

Ex-Officio members:

- (1) Governance & Democracy Co-ordinator;
- (2) Such others that the Zone may deem appropriate.

## **GENERAL PROCEDURE**

### **4. Chair**

The Chair of the Zone shall be elected in accordance with the bye-laws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 1002 annex A, which is to be circulated 3 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 Zone. The Chair may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

### **5. Councillors for Scrutiny**

The Councillors for Scrutiny are to:

- i. Ensure that all members of the Zone are following their strategy objectives;
- ii. Ensure that all areas of the Zone are within budget;
- iii. Assist if required in tasks and projects the Zone is undertaking.

### **6. Meetings**

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

### **7. Quorum**

The quorate of such meetings shall be fifty percent plus one of the voting membership plus the Chair.

### **8. Minutes**

The minutes shall be taken by the Secretary to the Zone, who shall be elected from the voting membership at the first meeting of the committee in each academic year. These shall be handed in to Main Reception no later than 4 clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the President, in the form of a report under the Governance Zone section of the Council agenda.

### **9. Voting**

All votes shall require a greater than fifty percent 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 the secretary and checked by the Chair.

### **10. Powers**

The Zone shall be able to:

- (1) Pass a motion of caution against the President as detailed in the Bye-Laws.
- (2) Bring motions of censure and no confidence as detailed in the Bye-Laws against the President to Council.

- (3) Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- (4) Submit questions in writing to the trustees of HUU to be asked by the President.
- (5) Submit questions to an officer at Council.
- (6) Propose a motion of caution against an Officer to Council.
- (7) Reject motions brought forward by the membership to go to referenda on the grounds that they would place HUU in financial or legal jeopardy. Rejected motions will then be eligible to be resubmitted after amendment by the proposer.
- (8) The Chair Steering will provide support and training for those members wishing to write motions to bring them to referenda.

SR/AM October 2010

Annex A:

Governance Zone Meeting Agenda

Passed at UEC: 7/12/10

Passed at Union Council: 13/12/10

Updated: OT/CC

Passed UEC: 6 April 2016

Passed UC: 11 April 2016

## **GOVERNANCE ZONE MEETING AGENDA**

### **1) ATTENDANCE**

1. Apologies.
2. Register.

### **2) MINUTES**

1. Minutes of the previous meeting.
2. Matters arising.
3. Previous points to action – results.

### **3) REPORTS**

1. Report by President.  
Questions.

~~2. Report by Campaigns and Democracy Officer.  
Questions.~~

~~3.2. Report by Chair, Council.  
Questions.~~

~~4.3. Report by Chair, Welfare & Community.  
Questions.~~

~~5.4. Report by Chair, Education.  
Questions.~~

~~6.5. Report by Chair, Sport.  
Questions.~~

~~7.6. Report by Chair, Activities.  
Questions.~~

~~8.7. Reports by Councillors for Scrutiny.  
Questions.~~

~~9.8. Report by Environment and Ethics Officer  
Questions.~~

### **4) PROPOSALS**

Any proposals for action.

5) MOTIONS

1. Motions of caution/ censure/ no confidence.
2. Questions to trustees.
3. Questions for Council.

6) ANY OTHER BUSINESS

1. Any Other Business





### **M.1617-13 Motion to remove the position of Chair Media (SO 2010)**

#### **HUU Notes:**

1. The role of Chair Media is outlined in SO 2010 as the key liaison between all three Media subcommittees and the Vice-President Activities.
2. Student Media receive adequate support from the VP Activities and Student Activities Co-ordinator and liaise with them directly on relevant matters.
3. The elections for Chair Media have been uncontested or had to be rerun in by-elections since at least 2014.
4. The previous two Chairs of Media strongly recommended the removal of their position noting its redundancy.
5. All three Media subcommittees support this motion.

#### **HUU Believes:**

1. The Chair Media position is outdated and does not reflect the needs of Student Media as all have strong and thought out executive subcommittees.
2. It is counterproductive to have members of these subcommittees (The Hullfire Newspaper, Hullfire Radio and Torch TV) go through Chair Media in order to communicate with the VP Activities and Student Activities Co-ordinator.
3. The Chair Media role is elected in a cross-campus ballot despite not being a representative role, and committees such as student media should be able to have more autonomy over their running.

#### **HUU Resolves:**

1. To remove SO 2010 and thus the Chair Media position with immediate effect. This means that the currently vacant position will not be advertised for co-option and the position will not be included in the HUU elections in March.
2. To amend SO 2001, 2002, 2006, 2007 and 2009 as appended to make the three subcommittee heads full members of the Activities Zone and give them one shared vote on Union Council.

**Proposer:** Amy Jackson (VP Activities)

**Seconders:**

Josh Baker (Station Manager, Torch TV)

Tim Goodfellow (Chief Editor, The Hullfire)

Ben Grocock (Co-Station Manager, Hullfire Radio)

Henry Smith (Co-Station Manager, Hullfire Radio)

Connah Thompson (Producer, Torch TV)

Sarah Pike (Head of Production, Torch TV)

Henry Taylor (Head of Production, Torch TV)

Zach Glasby (Producer, Torch TV)

Megan O'Keeffe (Marketing Co-ordinator, Torch TV)

Tom Lyons (Head of Technical, Torch TV)

Max Lilley (Head of Music, Hullfire Radio)

# SO: 2001

## **STANDING ORDER GOVERNING THE POST OF VICE PRESIDENT ACTIVITIES**

1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union and shall be interpreted accordingly.

2. **Status of Officer**

The Vice President Activities shall be a Principal Officer of the Union; a Trustee of HUU and a voting member of the Union Executive Committee. The Vice President Activities shall be responsible for the Societies, RAG (Raising and Giving) and Media committees at HUU. The Vice President Activities is head of the Activities Zone and is to liaise with its members on a regular basis. The Vice President Activities is the Editor in Chief of The Hullfire and is an Ex-Officio member of The Hullfire Committee, the Broadcasting Sub-Committee (Hullfire Radio) and the Television Sub-Committee (Torch TV).

3. **Election**

The Vice President Activities shall be elected in accordance with Hull University Union election regulations<sup>1</sup>.

4. **Duties**

The Vice President Activities shall fulfil those duties and obligations that arise consequentially upon signing the Sabbatical Officer Contract for the post of Vice President Activities. The Vice President Activities is required to liaise with the VP Scarborough and the Community Officer at Scarborough Campus. They shall spend time at the campus when appropriate for them to lead or support on relevant projects.

In representing HUU's members the Vice President Activities shall regularly report on progress through the student media (Hullfire/Hullfire Radio/Torch TV/Hullstudent) with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

Overseeing all volunteering initiatives in the local communities of Hull and Scarborough;

Ensuring that the ~~Chair~~ Media committees ~~carryies~~ out their duties and specifically:

- (1) Monitoring the content of Hullfire magazine, Hullfire Radio, Torch TV
- (2) Receiving the final draft of Hullfire (as Editor in Chief) for approval before going to print;

Ensuring that Activities budget is not exceeded;  
Responsible for ensuring all Activities Zone events and trips are risk assessed by themselves or the Student Activities Co-ordinator.

5. **Internal**

The Vice President Activities shall be:

- a. Voting Member of:
  - (1) Board of Trustees;
  - (2) Union Executive Committee;
- b. Ex-officio member of:
  - Activities Zone;
  - Media Committee;
  - Hullfire Committee;
  - Broadcasting Sub-Committee (Hullfire Radio);
  - Television Sub-Committee (Torch TV);
  - Societies Executive Committee;
  - Raising and Giving (RAG) Committee.

6. **External**

The Vice President Activities shall represent the Union to the University on the following committees; sub-committees; groups and panels:

University Court;

7. **Signatory**

The Vice President Activities shall be an authorised signatory as detailed in Standing Orders Governing Financial Procedures.

8. **Budget**

The Vice President Activities shall have responsibility for the following budget heads:

- Activities;
- Raising and Giving;
- Community Volunteering;
- Societies;
- Hullfire;
- Hullfire Radio;
- Torch TV.

Union Council passed: 15/04/2013

UEC: 26 April 2016

UC: 9 May 2016

# SO: 2002

## **STANDING ORDER GOVERNING THE ACTIVITIES ZONE**

### 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 Zone” means the Activities Zone;
- b. “HUU” means Hull University Union;
- c. “Council” means HUU Council;
- d. “clear days” excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. **Function**

The primary function of the Zone is to originate and coordinate HUU’s Activities action and implement HUU’s Activities Strategy. The secondary functions of the Zone are to provide scrutiny and hold to account the Vice President Activities and other Zone Members.

All Zone members are members of Council; if a member resigns or is removed from either Council or their Zone position then they cease to hold both of these roles.

### 3. **Membership**

Voting membership of the Zone shall be:

Vice President Activities (casting vote only for electing a chair of the zone);  
Chair RAG;  
Two Councillors for Scrutiny;  
Chair Societies Executive Committee;  
~~Chair-Heads~~ Media Committees.

Ex-Officio members:

- (1) Volunteering Co-ordinator;
- (2) Such others that the Zone may deem appropriate.
- (3) Student Activities Co-ordinator

### 4. **Duties of the Membership**

#### **Vice President Activities**

The duties of Vice President Activities are detailed in S.O. 2001.

**Chair RAG; Chair Societies Executive and ~~Chair-Heads~~ Media Committees**

The particular duties of Chair RAG; Chair Societies Executive Committee and ~~Chair Heads~~ Media Committees are detailed in SO 2008; 2011 and 2006, 2007, 2009~~2010~~ respectively.

### **Councillors for Scrutiny**

The Councillors for Scrutiny are to:

- Ensure that all members of the Zone are following their strategy objectives;
- Ensure that all areas of the Zone are within budget;
- To assist if required in tasks and projects the Zone is undertaking.

### 5. **Election**

The members of the Zone shall be elected in semester two in accordance with S.O. 8001 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 Zone meeting agenda as laid out in S.O. 2002 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 Zone. 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 Zone shall take place in weeks three; five; seven; nine and eleven. The day and time of these meetings shall be agreed by the membership following the first Council of each semester. One Zone Meeting per academic year must be held on the Scarborough Campus. Meetings must be made available for Scarborough based members through video conferencing or meetings scheduled to allow members reasonable opportunity to arrive on the campus at which it is held.

### 8. **Quorum**

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

### 9. **Minutes**

The minutes shall be taken by the Secretary to the Zone, who shall be elected in the first Zone meeting of the academic year. These shall be handed in to General Office no later than four clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the Chair, in the form of a report under the Activities Zone section of the Council agenda.

### 10. **Voting**

All votes shall require a greater than fifty percent majority 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 the secretary and checked by the Chair.

11. **Powers**

The Zone shall be able to:

- (1) Pass a motion of caution against the Vice President Activities as detailed in the bye laws
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the Vice President Activities to Council.
- (3) Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- (4) Submit questions in writing to the trustees of HUU to be asked by the Vice President Activities.
- (5) Submit questions to an officer at council.
- (6) Propose a motion of caution against an officer to council.

Approved : UEC 7th December 2012

Council 10th December 2012

Annex A:

Activities Zone Meeting Agenda



## **ACTIVITIES ZONE MEETING AGENDA**

### **ATTENDANCE**

Apologies.  
Register.

### **MINUTES**

Minutes of the previous meeting.  
Matters arising.  
Previous points to action – results.

### **REPORTS**

Report by VP Activities.  
Questions.

Report by Chair RAG.  
Questions.

Report by Chair Activities Zone.  
Questions.

Report by Chair Societies Executive Committee;  
Questions.

| Report by ~~Chair~~Heads Media Committees;  
Questions.

Report by Councillors of Scrutiny;  
Questions.

### **PROPOSALS**

Any proposals for action.

### **MOTIONS**

Motions of caution/ censure/ no confidence.

Questions to trustees.

Questions for Council.

ANY OTHER BUSINESS

Any Other Business

# SO: 2006

## **STANDING ORDER** **GOVERNING 'HULLFIRE' COMMITTEE**

### **DEFINITION**

1. Hullfire Newspaper Committee (hereinafter referred to as the Committee) is a standing committee as defined in SO 8008 and will be subject to these regulations unless stated in SO 2006.

### **AIMS**

2. The committee is responsible to the Activities Zone for the development, marketing, production and distribution of the official Hull University Union (HUU) newspaper, The Hullfire.

The Hullfire shall:

- (a) be produced frequently by students for students to report on issues that affect students on a local and national level;
- (b) keep students informed of relevant news and events;
- (c) be free to question and investigate the actions of Hull University Union and the University of Hull and be a platform from which students can raise issues that concern the student body;
- (d) provide experience and training for people who aim to work in media/journalism;
- (e) be a platform from which its volunteers can gain transferable skills that may assist them in gaining employment;
- (f) maintain strict political neutrality;
- (g) maintain an online presence through the use of the website [www.thehullfire.com](http://www.thehullfire.com);
- (h) to liaise with HUU Marketing for relevant events/information.

### **MEMBERSHIP**

3. Membership is open to all full members of HUU.

### **FREQUENCY OF PUBLICATION**

4. Hullfire is normally produced six times in one academic year. Any changes to this cycle are to be agreed with VP Activities and Editor in advance.

### **EXECUTIVE COMMITTEE**

5. An Executive Committee is to be appointed who shall be responsible for co-ordinating day to day activities.

The voting membership of the Executive Committee shall normally consist of :

- i. Editor/Deputy Editor
- ii. News Editor/ Deputy News Editor
- iii. Sports Editor
- iv. Arts/Culture Editor
- v. Music Editor
- vi. Online Editor
- vii. Opinion/Comment Editor
- viii. Photo Editor (Head of photography)

Ex-Officio Members:

- i. Student Activities Coordinator
- ii. Vice-President Activities

#### 6. Elections

All members of the Executive Committee (with the exception of Editor who shall be elected at an AGM) are to be appointed through an interview process overseen by the Editor, VP Activities and Student Activities Co-ordinator. The AGM will be done in accordance with SO.8008 and subject to the following provisions:

- a. only members of the Committee who have contributed to or worked on one of the two issues prior to the election are entitled to vote and stand for election;
- b. only those present at the meeting at which the elections are held may vote;
- c. a member of the Executive Committee must resign before standing for another appointment.

Any position that becomes vacant shall be advertised and should be filled within two weeks.

#### 7. Individual responsibilities

Individual members of the Executive Committee have the following responsibilities:

- a. Editor of Hullfire is to:
  - i. chair meetings of both the Executive Committee and the Committee;
  - ii. be responsible for the production of Hullfire newspaper, adherence to the editorial policy (see Annex C), legal aspects including a specific responsibility to ensure that no libellous material is published (see Annex A) and Right to Reply guidelines are adhered to (Annex D).
  - iii. recruit contributors for Hullfire newspaper;
  - iv. coordinate Hullfire's editorial team;
  - v. establish a direction and brand for Hullfire newspaper;
  - vi. attend media law training and ensure that members of the newspaper exec attend this training also;
  - vii. provide training for Sub-Editors and writers;

- viii. ensure that no medium produces material concerning a member of HUU or any member of staff is only to be published with his or her express permission;
- ix. ensure that no material is published which contravenes HUU's Equal Opportunities Policy.
- x. Take the lead in liaising with the HUU Media Law expert on retainer when any advice is needed to ensure material intended for publication is not defamatory.
- xi. Ensure all articles to be published in each print edition of the Hullfire and through online content are approved by HUU prior to publication, by submitting to the Student Activities Co-ordinator in line with the process stated in the HUU media guidance policy.
- xii. send the final draft of Hullfire to Student Activities Co-ordinator(Editor in Chief) for approval before going to print
- xiii. share a vote at Union Council with the Station Managers of Radio and TV.
- ~~xii~~.xiv. be a member of the Activities Zone.

b. Deputy Editor is to:

- i. aid the Editor in all aspects of the Editor's duties;
- ii. take the Editor's place at any meetings that the Editor cannot attend;
- iii. be Deputy Chairperson of the Executive Committee and the Committee;
- iv. take minutes, arrange agendas and book any rooms.

c. News Editors are to:

- i be responsible for arranging and laying-up all news articles in Hullfire;
- ii arrange a minimum of 2 half hour meetings, drop-ins or email correspondences per issue for those wanting to write News articles in Hullfire.

d. Sports Editor is to:

- i be responsible for arranging and laying-up all Sports articles in Hullfire;
- ii arrange a minimum of 2 half hour meetings, drop-ins or email correspondences per issue for those wanting to write Sports articles in Hullfire.

e. Arts/Culture Editor is to:

- i. be responsible for arranging and laying-up all Arts articles in Hullfire;
- ii. arrange a minimum of 2 half hour meetings, drop-ins or email correspondences per issue for all those wanting to write Arts articles in Hullfire;

f. Music Editor is to:

- i. be responsible for arranging and laying-up all Music pages in Hullfire;
- ii. arrange a minimum of 2 half hour meetings, drop-ins or email correspondences per issue for all those wanting to write Music articles in Hullfire.

h. Online Editor is to

- i. maintain and develop Hullfire Online section on hullstudent.com and www.Hullfire.com, to include Hullfire paper copy articles and additional on-line extras,
- ii. arrange a minimum of 2 half hour meetings, drop-ins, or email correspondences per issue for all those wanting to write On-Line articles for Hullfire.
- iii. Submit articles to Student Activities Co-ordinator for approval prior to online publication

All members of the Executive Committee are required to attend HUU Media Law training, read the Guidelines on Defamation (see Annex A), Hullfire Editorial Policy (see Annex C), Right to Reply (see Annex D) and sign a certificate to that effect (see Annex B). If any member is unsure as to the legality of an article, he or she must consult the Editor, who will then decide whether it ought to be forwarded to the Chief Executive.

8. Resignation or dismissal

- a. An Executive Committee member who misses two consecutive meetings of the Executive Committee without submitting a written apology is deemed to have resigned;
- b. Any member of the committee may be subject to a motion of caution, censure or no confidence as defined in SO 8008 Standing Committees

**ASSISTANT SUB-EDITORS**

9. An Assistant Sub-Editor to each Sub-Editor (Features, Photograph, News, Sports, Arts and Music) may be interviewed and appointed. Such Assistant Sub-Editors are to work under the direction of the Sub- Editor.

**EDITORIAL POLICY**

10. The Editorial Policy is set out in Annex C and can only be changed by Union Council. Any changes will require ratification by the Trustees to ensure that they meet the requirements of the objects and do not break the law.

**MEETINGS**

11. Meetings should normally be held as follows:

- a. an Editorial meeting of the Executive Committee, weekly during each semester or as deemed necessary by the Chairperson;
- b. Section meetings weekly during each semester.

KLH/AM.

Passed at UEC: 2.12.11

Passed at Council: 12.12.11

GW/JB

Passed at UEC:

Passed at Union Council: 12 May 2014

AJ/MB

Passed at UEC: 4 October 2016

Passed at Union Council: 17 October 2016

Passed at UEC:

Passed at UC:

Annexes:

- A. Guidelines on Defamation
- B. Editorial/Defamation Policy Certificate
- C. Editorial Policy

# SO: 2007

## **STANDING ORDER GOVERNING BROADCASTING COMMITTEE**

### **POLICY**

1. **Interpretation:** The Broadcasting Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in this standing order.
2. **Function:** Broadcasting Committee is responsible to the Activities Zone for the development, marketing, programme production and co-ordination of Radio Hullfire. The Committee is to elect an Executive Committee to undertake the day to day administrative and organisational tasks, in accordance with the priorities agreed by the Committee. All members of Radio Hullfire are a part of the broadcasting Sub-Committee.
3. **Programme:** Programme policy is to rest with the Executive Committee except that the Station Manager shall have specific responsibility to ensure that:
  - a. no slanderous material is broadcast. The Station Manager is to submit all material that may be so categorised to the Chief Executive for reference to the Union Solicitor, whose decision on the matter shall be final. General guidelines on defamation are attached at Annex A SO 2006 and a copy of a certificate to be signed by the Station Manager on assuming the appointment is at Annex B;
  - b. any material concerning a member of HUU staff is only to be broadcast with their permission;
  - c. no material is broadcast which contravenes HUU policy on equal opportunities.
4. **Membership:** Membership of the General Committee is open to all full members of HUU.
5. **Executive Committee:** An Executive Committee will be responsible for delivering the aims above. The Executive Committee will consist of the following:
  - a. Station Manager;
  - b. Programme Controller;
  - c. Treasurer/Secretary;
  - d. Head of Marketing;
  - e. Head of Production and Training;
  - f. Head of Music;
  - g. Head of Engineering.
  - h. Head of News and Interviews.Head of Sport  
All positions may be held by two people in a job share capacity



6. Elections:

All members of the Executive Committee (with the exception of Station Manager(s) who shall be elected at an AGM) are to be appointed through an interview process overseen by the Station Manager(s), VP Activities, ~~Chair Media~~, and Student Activities Co-ordinator. The AGM will be done in accordance with SO.8008 and subject to the following provisions:

- a. only signed-up members of Radio Hullfire are entitled to vote;
- b. a member of the Executive Committee must resign before standing for another appointment;
- c. a member may only stand for one appointment in an election
- d. only first-year members can run to be the Fresher's Representative

7. Individual responsibilities: Individual members of the Executive Committee are to have the following responsibilities.

a. The Station Manager(s) is to:

- (1) Chair meetings of both the Executive Committee and General Committee;
- (2) have overall control and organised Radio Hullfire activities in accordance with agreed policies, with specific responsibility for programme policy, transmission times, budget and financial management in liaison with the Treasurer and Vice-President Activities, and contact with internal and external organisations;
- (3) ensure that no slanderous material is broadcast;
- (4) liaise with the Vice-President Activities to ensure that relevant sections of the 1998 Data Protection Act and subsequent revisions are adhered to;
- (5) Plan the long term strategy and direction of Radio Hullfire ~~in coordination with the Chair Media~~;
- (6) delegate roles to the appropriate members of the Broadcasting Committee;
- (7) Represent any other non-Executive Committee post holders, as nominated or elected from time to time, on the Executive Committee.
- (8) share a vote at Union Council with the Station Manager of Torch TV and the Editor of The Hullfire.
- (9) be a member of the Activities Zone.

b. The Programme Controller is to:

- (1) be Deputy Chairperson of the Executive Committee and General Committee;
- (2) have specific responsibility for the day to day running of Radio Hullfire including:
  - a. scheduling and maintenance of the agreed schedule;
  - b. maintaining discipline and standards of on-air output;
  - c. the upkeep of the digital play list and digital schedule to ensure the conditions of the Limited Online Exploitation Licence are met in full;
  - d. ensuring that no slanderous material is broadcast.
- c. The Treasurer/Secretary is to:
  - (1) ensure that the General Committee manages its financial affairs in accordance with Standing Orders Governing Financial Procedures and any directive issued by UEC from time to time;
  - (2) be responsible for the costings of all projects;
  - (3) act as Secretary to the Executive Committee and General Committee;
  - (4) maintain records of the General Committee membership.
- d. The Head of Marketing is to:
  - (1) Liaise with Vice President Activities on advertising matters;
  - (2) Manage the station's social media accounts, including the Facebook page, Twitter account, Instagram account and Hootsuite Dashboard
  - (3) Ensure that no slanderous material is put out on the social media accounts.
  - (4) Create posters and fliers advertising:
    - a. the radio station
    - b. the schedule
    - c. any events Radio Hullfire puts on or endorses.
- e. The Head of Production and Training is to:
  - (1) Train members to a reasonable level of competency in the studio and the field; where competency is interpreted to mean the confidence to act independently
  - (2) Advising and facilitating both internal and external recordings and broadcasts
  - (3) Concern themselves with the editing, mixing and mastering process of projects, and ensuring members have these skills

- (4) Work closely with the Executive Committee to deliver a number of diverse projects.
  - (5) Ensure that all members of Hullfire Radio attend media law training
- f. The Head of Music is to:
- (1) be responsible for the development and maintenance of relationships with record and promotion companies;
  - (2) be responsible for cataloguing and maintaining the music library;
  - (3) be responsible for the music team;
  - (4) liaise with the Programme Controller on the preparation and upkeep of the digital play list;
  - (5) be responsible for maintaining links with local acts and venues, as well as having good knowledge of the local music scene;
  - (6) Manage interviews and in-house sessions with bands and artists.
- g. Head of Engineering is to:
- (1) recruit and direct the engineering team;
  - (2) make recommendations to ~~Chair Media and~~ VP Activities in respect of the purchase of new equipment and maintenance of current equipment;
  - (3) be responsible for the maintenance and upkeep of Myriad, Powerlog and relevant Computer Systems.
- h. Head of News and Interviews is to:
- (1) Be responsible for the production of daily news bites and cultural segments
  - (2) Liaise with Societies Council to ensure that all society events are mentioned on Radio Hullfire in the news bites and by presenters
  - (3) Be responsible for arranging interviews
  - (4) Be responsible for the maintenance of relationships with news agencies
- i. Head of Sport is to:
- (1) Promote and report on sport within the University and throughout Hull through the medium of student radio
  - (2) Liaise with the VP Sport, AU and local sports providers
  - (3) Be responsible for arranging interviews relating to sport
  - (4) Be responsible for and liaise with all sports related radio shows

7. Financial Control: All financial transactions must meet the financial procedures laid down in Standing Order 9001

Annexes:

- A. Guidelines on Defamation
- B. HUU Editorial/Programme Policy Certificate

KLH/AM December 2011

Passed at UEC: 2/12/11

Passed at Union Council:

CM/JB May 2014

Passed at UEC:

Passed at Union Council: 12 May 2014

AJ/MB

Passed at UEC: 4 October 2016

Passed at Union Council: 17 October 2016

Passed at UEC:

Passed at UC:

**HULL UNIVERSITY UNION**

**PROGRAMME POLICY CERTIFICATE**

I \_\_\_\_\_ being Station Manager of Radio Hullfire agree to abide by the Programme Policy as laid down in Standing Orders Governing Broadcasting Committee. I have read the Guidelines on Defamation (Annex A to SO 2006) and will ensure that no programme contains matters of a defamatory nature. If in doubt I will refer the matter to the General Manager.

I have also read and understand the Radio Authority Programme Code and Advertising Sponsorship Code.

Signed \_\_\_\_\_ Station Manager, Radio Hullfire

Date \_\_\_\_\_

# SO: 2009

## STANDING ORDER GOVERNING TELEVISION COMMITTEE

### POLICY

1. Interpretation: The Television Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in this standing order.
2. Function: Television committee is responsible to the Activities Zone for the development, marketing, programme production and co-ordination of Torch TV. The committee is to select an Executive Committee to undertake the day to day administrative and organisational tasks, in accordance with the priorities agreed by the committee. Any student can produce work for Torch TV.
3. Programme: Programme policy is to rest with the Executive Committee except that the ~~Director-General~~Station Manager shall have specific responsibility to ensure that:
  - a. No slanderous material is broadcast. He/she is to submit all material that may be so categorised to the Chief Executive for reference to the Union Solicitor, whose decision on the matter shall be final. A copy of the Programme Policy Certificate (Annex A) is to be signed by the ~~Director-General~~Station Manager on assuming the appointment.
  - b. Any material concerning a member of HUU staff is only to be broadcast with his/her expressed permission;
  - c. No material is broadcast which contravenes HUU policy on equal opportunities.
4. Membership: Membership of the General Committee is open to all full members of HUU.
5. Executive Committee: An Executive Committee will be responsible for delivering the aims above. The Executive Committee will consist of the ~~Director-General~~Station Manager<sup>1</sup> and a minimum of three or a maximum of nine other executive positions whose roles and responsibilities shall be designated by the ~~Director-General~~Station Manager ~~and voted on at the Annual General Meeting by the General Committee.~~
6. Appointment of Executive Committee: All members of the Executive Committee are to be appointed by interview by a panel which will normally consist of Station Manager,

Vice President Activities and Student Activities Co-ordinator subject to the following provisions:

a. A member of the Executive Committee must resign before standing for another appointment.

~~6. Elections: The Director General is to be elected by the General Committee in the seventh week of the second semester and ratified by council. All other members of the Executive Committee are to be elected by the General Committee under the supervision of Chair Media and ratified by VP Activities, in accordance with SO 8008 and subject to the following provisions:~~

~~a. Only members of Torch TV who have been present for all general meetings in the two weeks prior to the election are entitled to vote;~~

~~b. A member of the Executive Committee must resign before standing for another appointment.~~

7. Individual Responsibilities: Individual members of the Executive Committee are to have the following responsibilities:

a. The ~~Director General~~Station Manager is to:

- (1) Chair meetings for both the Executive Committee and for general members;
- (2) Have overall control and organise Torch TV activities in accordance with agreed policies, with specific responsibility for programme policy and budget and financial management in liaison with VP Activities, Student Activities Co-ordinator and contact with internal and external organisations;
- (3) Ensure no slanderous material is produced;
- ~~(4) Liaise with the Chief Executive to ensure that relevant sections of the 1998 Data Protection Act and subsequent revisions are adhered to;~~
- (4) Plan the long term strategy and direction of Torch TV in coordination with Chair Media.
- (5) share a vote at Union Council with the Station Manager of Radio and the Editor of The Hullfire.
- (6) be a member of the Activities Zone.
- ~~(5)~~

8. Financial Control: All financial transactions must meet the financial procedures laid down in standing order 9001.

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Passed at Union Council: 12/12/11

Passed at UEC: 2/12/11

OJH

April 2014

Passed at UC: 12 May 2014

Passed at UC: 9 May 2016

Passed at UEC:

Passed at UC:

Annexes:

A. HUU Editorial/Programme Policy Certificate

Annex A to 2014

## **Hull University Union**

### **Programme Policy Certificate**

I \_\_\_\_\_ being ~~Director General~~ Station Manager of Torch TV agreed to abide by the Programme Policy as laid down in Standing Orders Governing Broadcasting Committee. I have read the guidelines on Defamation (Annex A to SO 2006) and will ensure that no programme contains matters of a defamatory nature. If in doubt I will refer the matter to the Vice-President Activities.

Signed \_\_\_\_\_

~~Director General~~ Station Manager of Torch TV

Date \_\_\_\_\_





**M.1617-14 Motion to amend SO 5004 (LINKS)**

**HUU Notes:**

1. That SO 5004 details the aims, roles and responsibilities of the LINKS First Aid Committee.
2. That SO 5004 has not been updated since 2010.
3. That there have been changes in terminology and policy within St. John Ambulance since the Standing Orders was last amended.

**HUU Believes:**

1. That to be the most efficient and productive committee possible, the positions of the executive committee should be amended to: Chair, Event Services Lead (Vice-Chair), Logistics & Facilities Lead, Human Resources Lead, Training Lead and PR & Fundraising Lead. This would hence lead to the removal of the 'Financial Lead' and 'Member Support and Development' roles from the committee, with all responsibilities of both roles being passed over to the Chair.
2. That to bring the LINKS committee up to date with St. John Ambulance terminology, the Standing Order should be updated to use similar terminology.

**HUU Resolves:**

1. That SO 5004 is amended as appended with immediate effect.

**Proposer:** Oliver Woodroffe (Chair LINKS)

**Seconded:** George Bainbridge (VP Welfare & Community)

## STANDING ORDERS GOVERNING LINKS FIRST AID COMMITTEE

### DEFINITION

The Links First Aid Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in ~~SO~~ 5004. The Welfare Zone shall be responsible for the management and co-ordination of the activities of the LINKS Committee, to ensure that it provides a cost-effective, efficient and responsive service in accordance with the aims and objectives of the Union, and that duties are performed in accordance with the law, and the rules and regulations of St John Ambulance. In the event of a clash between HUU Standing Orders and St John Ambulance regulations on an event-duty or training matter, St John Ambulance regulations will take precedence over the HUU Standing Orders.

### AIMS

1. LINKS First Aid Committee is responsible for providing:-
  1. First Aid at HUU functions and other places all at the discretion of the ~~Vice-Chair~~ (Duties)Event Services Lead (Vice-Chair):-
  2. Trainning opportunities to all members of the committee. HUU will ensure space will be provided for this training;
  3. Social functions.

### MEMBERSHIP

2. Membership is open to all full HUU members (subject to an appropriate ~~DBSCRB~~ authorisation - in line with HUU policy on ~~DBSCRB~~ disclosures).

### LINKS LIFE MEMBERS ASSOCIATION

3. Membership of this group is decided by the Committee, and can be granted to any individual from time to time. This is in recognition of dedicated service to LINKS, and does not entitle the member to membership of HUU. This must be applied for separately, according to the relevant procedure.

### EXECUTIVE COMMITTEE

4. LINKS First Aid Sub-Committee is to elect an Executive Committee to carry out the day-to-day administration and organisational tasks of the sector. The membership of the Executive Committee is:

- (a) Chairperson, LINKS First Aid
- (b) ~~Vice-Chair Duties~~ Event Services Lead (Vice-Chair)
- (c) ~~Secretary~~ Human Resources Lead
- (d) ~~Equipment Co-ordinator~~ Logistics & Facilities Lead

Commented [OW1]: Proposed Change to "Human Resources Lead"

(c) Treasurer

- (fe) Training ~~Co-ordinator~~Lead
- (gf) PR ~~and Social Secretary &~~ Fundraising Lead
- ~~(hg) Member Support and Development~~

Commented [OW2]: Proposed Removal of Role

and up to 2 other Executive positions as deemed necessary by a General Meeting of LINKS First Aid Committee.

## ELECTIONS

5. The Chairperson and members of the Executive Committee are to be elected at the Annual General Meeting in accordance with SO 8008. Subject to the following provisions:

- (a) Only full members of the LINKS Committee present at the meeting may vote;
- (b) Postal votes from full members will be accepted providing they are given to the Chair before the start of the meeting;
- (c) ~~A~~ member cannot hold more than 1 position on the Executive.

~~A~~ny position that becomes vacant between elections may be filled either:

- (a) by co-option of a member of LINKS on to the executive committee providing a 2/3 majority of the executive committee are in agreement. The quorum for the meeting at which such a decision is taken must be 100% of the remaining Executive Committee members. The co-option must then be ratified at the next General Meeting of the LINKS Sub-Committee;
- (b) by having an interim election at a LINKS Committee General Meeting provided that 5 clear days notice is given and the election is on the Agenda.

The choice is at the Executive Committee's discretion subject to the majority of its members agreeing to the decision at a quorate meeting.

Resignation of an Executive Committee member must be made in writing or by email to the Vice-President Welfare and the LINKS ~~Secretary~~Human Resources Lead. During the period of vacancy, the remaining Executive Committee will be collectively responsible for those members' duties.

## INDIVIDUAL RESPONSIBILITIES

### 6. (a) Chair

The Chairperson is to:

- (1) chair both the Executive Committee and general committee meetings;
- (2) be a member of the Welfare Zone;
- (3) ensure that liaison occurs between the ~~Vice-Chair Duties~~Event Services Lead and the Entertainments Manager;
- (4) represent the views of LINKS First Aid at the Welfare Zone;

(5) be responsible for ensuring fortnightly committee meetings occur and for calling extra committee meetings at the request of 2 other committee members;

- (6) hold only a casting vote;
- (7) may take decisions on behalf of the committee only when it has been impossible to contact other committee members to obtain their views. In this situation, the committee must be informed as soon as possible;
- (8) ensure that all relevant St John Ambulance meetings are attended by at least one Executive Committee member:-
- (9) be aware of the requirements of all relevant HUU and St. John Ambulance policies and regulations;
- (10) maintain all LINKS HUU accounts and the St. John Ambulance account;
- (11) be responsible for finances as according to the S-O 9001 governing financial procedures;
- (12) provide accurate records for annual audit for HUU and St John Ambulance financial End of Year Returns;
- (13) produce grant/finance applications;
- (14) liaise with the ~~Equipment Co-ordinator~~ Logistics and Facilities Lead regarding the purchase of all equipment and first aid supplies.
- :- (15) Provide confidential support for members in line with relevant St John Ambulance policy but limited to individual professional competence. If a cause for concern arises the Chair should be responsible for referring members to relevant support systems;
- (16) Be a point of contact for all members wishing to discuss welfare concerns
- (17) Be responsible for directing members to relevant St John Ambulance Area and/or District Management and/or LINKS Executive Committee Members regarding specific matters;
- (18) Encourage the personal development of members by widening participation within St John Ambulance and other voluntary organisations;
- (19) Encourage the documentation of members' voluntary activities;
- (20) Liaise with the PR & Fundraising Lead as well as the Training Lead to ensure all members and potential members are aware of opportunities within the wider organisation

(b) **Vice-Chair Duties** **Event Services Lead (Vice-Chair)**

The **Vice-Chair Duties** Event Services Lead (Vice-Chair) is to:

- (1) deputise for the Chair in all of his/her responsibilities;
- (2) ensure members provide adequate cover of all ~~duties~~ events;
- (3) ensure all ~~event~~ duty documentation is maintained and updated regularly:-
- (4) liaise with St John Ambulance regarding operational issues;
- (5) liaise with the ~~Equipment Co-ordinator~~ Logistics & Facilities Lead to ensure that items of equipment, as well as the first aid post, are ready for use when required;
- (6) be the point of contact for members wishing to cover a ~~duty~~ event;
- (7) be the point of contact for organisations wishing to hire LINKS for a ~~duty~~ event;
- (8) appoint a ~~Duty Officer~~ Lead First Aider for each ~~duty~~ event and an Incident Officer where necessary;
- (9) be responsible for maintaining emergency contact ~~event~~ duty lists;

(10) undertake to understand and keep regularly updated relevant St John Ambulance Regulations, especially the ~~On Duty Manual~~Event Operational Plan and to ensure that ~~they are~~it is adhered to on ~~duties~~events, enhancing LINKS professional conduct and appearance on ~~duties~~events;

(11) be responsible for the completion of Hull University Accident Report Forms and forward to HUU General Manager where ~~duties~~events involve the HUU:-

(12) be responsible for the organisation of First Aid provision at the End of Year Event, in conjunction with the outgoing ~~Vice-Chair Duties~~Event Services Lead (Vice-Chair).

(c) ~~Secretary~~Human Resources Lead

The ~~Secretary~~Human Resources Lead is to:

- (1) be responsible for maintaining the membership database, especially member's phone and email contact details;
- (2) be responsible for maintaining the St. John Ambulance membership file;
- (3) be responsible for the completion of all necessary HUU paperwork;
- (4) be responsible for the completion of the St. John Ambulance End of Year Returns;
- (5) compile a register of attendance to LINKS meetings and training nights;
- (6) be responsible for taking minutes at all Executive Committee meetings, Annual General Meetings and Extraordinary General Meetings and distributing them for ratification at the next committee meeting and providing a copy to the LINKS member's email list and H.U.U;
- (7) inform members of any AGMs, GMs, or other necessary events, such as committee meetings;

- (8) maintaining the LINKS member's email list;
- (9) be responsible for arranging the agenda for committee meetings;
- (10) be responsible for booking rooms for the purposes of committee meetings and such like;
- (11) maintaining and updating the duty-event hours database.

(d) ~~Equipment Co-ordinator~~ **Logistics & Facilities Lead**

The ~~Equipment Co-ordinator~~ **Logistics & Facilities Lead** is to:

- (1) liaise with the Chair LINKS ~~Treasurer~~ regarding the purchase of equipment and first aid supplies;
- (2) be responsible for the maintenance of adequate stock levels in the first aid post and the re-stocking of all kits;
- (3) maintain an adequate supply of replacement stock in the storage cupboards, carrying out regular stock checks where necessary;
- (4) be responsible for the maintenance of all first aid and training equipment recording this, where necessary, in the maintenance log book;
- (5) liaise with the LINKS Training ~~Co-ordinator~~ **Lead** to ensure that equipment is available when required for training courses;
- (6) co-ordinate the borrowing of any equipment ensuring that when returned, items are in a satisfactory condition.
- (7) maintaining an adequate clinical environment for the treatment of casualties-patients on dutyevents.

(e) ~~Treasurer~~

The ~~Treasurer~~ is to:

- ~~(1) maintain all LINKS HUU accounts and the St. John Ambulance account;~~
- ~~(2) be responsible for finances as according to the S O 9001 governing financial procedures;~~
- ~~(3) provide accurate records for annual audit for HUU and St John Ambulance financial End of Year Returns;~~
- ~~(4) produce grant/finance applications;~~
- ~~(5) liaise with the Equipment Co-ordinator regarding the purchase of all equipment and first aid supplies;~~

(f) ~~Training Co-ordinator~~ **Lead**

The Training ~~Co-ordinator~~ **Lead** is to:

- (1) be responsible for all LINKS training needs (St. John Ambulance Courses and weekly training nights);
- (2) liaise with St John Ambulance regarding training issues;
- (3) be a point of contact for members-volunteers requiring/wanting a course or requalification;
- (4) be a point of contact for any organisation wishing to hire LINKS to provide training;
- (5) be responsible for casualty simulation exercises;
- (6) be responsible for booking rooms for training courses and weekly training nights;



(7) liaise with the LINKS ~~Equipment Co-ordinator~~Logistics & Facilities Lead to ensure that equipment is available when required for training courses.

(g) ~~PR & Fundraising Lead~~and Social Secretary  
The PR ~~and Social Secretary~~ & Fundraising Lead is to:

- (1) be responsible for all PR and active promotion within HUU and St John Ambulance;
  - (2) be responsible for the organisation of recruitment campaigns especially during welcome week;
  - (3) be responsible for all press/media issues;
  - (4) be responsible for organising social events on a regular basis;
  - (5) be responsible for organising fund raising events when needed.
- (6) be responsible for ensuring that the website is updated on a regular basis.

**(hg) Member Support and Development Co-ordinator**

The member support and co-ordinator is to:

- (1) Provide confidential support for members in line with relevant St John Ambulance policy but limited to individual professional competence. If a cause for concern arises the Member Support and Development Co-ordinator should be responsible for referring members to relevant support systems;
- (2) Be a point of contact for all members wishing to discuss welfare concerns
- (3) Be responsible for directing members to relevant St John Ambulance County Staff Officers and/or LINKS Executive Committee Members regarding specific matters;
- (4) Encourage the personal development of members by widening participation within St John Ambulance and other voluntary organisations;
- (5) Encourage the documentation of members' voluntary activities;
- (6) Liaise with the PR and Social Secretary to ensure all members and potential members are aware of opportunities within the wider organisation

**(gh) All Positions**

All Executive Committee positions are to:

- (1) ensure that all correspondence is dealt with by the relevant committee member upon receipt from the post tray at reception;
- (2) keep the Chair aware of all relevant issues being dealt with;
- (3) ensure that an adequate handover takes place when relinquishing their roles on the executive committee.

**7. Resignation or Dismissal**

An Executive Committee member:

- (a) who misses 2 consecutive Executive Committee meetings without submitting an apology to the Chair, (or in his or her absence the Vice Chair) is deemed to have resigned;
- (b) can be dismissed by a simple majority of voting members as follows:
  - (1) Chairperson, by Welfare & Equality Committee;
  - (2) any Executive Committee member by a General Meeting of the LINKS First Aid Sub-Committee.



## **MEETINGS**

8. Training Meetings shall normally be held weekly during each semester. A General Meeting can be called by the Chair, a majority of the Executive Committee, or at the written request of 10% of the voting membership. An Annual General Meeting requires 7 clear days notice<sup>1</sup> a General Meeting requires 3 clear days notice. This notice will be sent in writing and e-mail to all voting members by the LINKS ~~Secretary~~Human Resources Lead. General Meetings or Annual General Meetings require 20% of the voting membership to be quorate.

9. Executive Committee meetings should be held at least fortnightly on a day chosen by the current committee. Any full member of HUU who is also a member of LINKS may attend a committee meeting apart from when part of a meeting is closed (moving into committee).

10. Moving into committee during a meeting may only take place if:

- (a) The subject under discussion concerns a member of LINKS which is likely to lead to disciplinary action.
- (b) A simple majority of the Executive Committee present and eligible to vote must be in favour of moving into committee. The Chair shall have a casting vote only in the event of a tied vote.
- (c) As soon as the business in hand is completed, then the committee shall move out of committee

When in committee:-

- (a) Only members of the Executive may be present with the exception of a member of St John ~~Humberide County staff~~Ambulance, East District Management Team and/or VP(Welfare) who may be invited to join the committee by the Chair to give advice.
- (b) No notes/minutes shall be taken other than a record of the decision.
- (c) Any decision must be agreed by a simple majority of those present and eligible to vote.

**NOTE:** Quoracy of the executive committee is 50%.

## **SUSPENSIONS**

11. St John Ambulance have the power to suspend any of their members, at which point all St John Ambulance and LINKS related Union responsibilities are suspended until a full investigation has been carried out. Only if a member is suspended by St John Ambulance, will the LINKS membership review procedure come in to effect. See Annex A for details on LINKS membership review procedures.

PT/JH

March 2010

Annex A: Links first Aid Committee membership review procedure

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<sup>1</sup> Clear days shall not include Saturdays Sundays, Public Holidays or University Vacations.

LINKS First Aid Sub-Committee Membership Review Procedure

Passed at UEC: 14<sup>th</sup> June 2010

Passed at Union Council Meeting: 18<sup>th</sup> October 2010

Updated: BW/AD

Passed UEC:

Passed UC:

### LINKS FIRST AID COMMITTEE MEMBERSHIP REVIEW PROCEDURE

1. **Remit** In the event of a volunteer not undertaking his or her duties in accordance with these standing orders, or agreed St. John Ambulance procedures as published from time to time, the Executive Committee can refer the matter to the Membership Review Panel for consideration. The volunteer will be suspended without prejudice until the matter is resolved.
2. **Membership** Membership of the Review Panel is:
  - a. Vice-President (Welfare & Equality) - Chairperson
  - b. Chairperson LINKS First Aid
  - c. LINKS ~~Vice Chair Duties~~ Event Services Lead (Vice-Chair)
  - d. LINKS ~~Secretary~~ Human Resources Lead
  - e. ~~The County LINKS Advisor, or an An~~ appointed member of St John Ambulance, East District Management Team ~~Officer~~, who shall be an ex-officio member of the Review Panel.

In the event that the matter referred to the Committee relates to any member of the panel, the rest of the panel shall elect a temporary member from the Executive Committee.

3. **Attendance** The Review Panel is to hear the case in the presence of the volunteer, who may be accompanied by a friend. Any witnesses called will only be present when giving evidence. The Panel is to meet in private to consider its verdict.

4. **Procedure** The volunteer should be given 14 days prior written notice of a hearing. This notice should include a copy of this procedure and full details of the reasons for the Review Panel. Any relevant evidence should be made available to the volunteer and they should be given the opportunity to submit their own evidence and call their own witnesses. They can attend with a friend but that person may be asked to leave the room during discussions of a confidential nature relating to LINKS. The volunteer and witnesses where called will each make a statement and answer questions from the Panel. After the evidence has been presented, the volunteer is to be invited to make a closing statement. The Panel, having considered the evidence and reached a verdict in private session, is to recall the volunteer when the Chairperson will announce the verdict; the verdict is to be confirmed in writing within two clear days.

5. **Appeal** If the volunteer is dissatisfied with the decision of the Panel, he or she may request that the issue is referred to the Union in accordance with the Code of Practice. Such a request is to be made in writing to the Union Secretary ~~& Treasurer~~, not later than 7 clear days of the date of the hearing. ▲

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**HULL UNIVERSITY  
UNION**

**M.1617-15 Motion to amend the Bye-Laws and remove Standing Orders 6001-6010**

**HUU Notes:**

1. That the University of Hull will no longer be operating on the Scarborough Campus from 2017/18.
2. That this change also includes dissolving HUUSC. There will no longer be any representation required at the Scarborough Campus, with no University of Hull students or Hull University Union members present there.
3. That the Bye-Laws and the Standing Orders 6001-6010 outline the roles and responsibilities of the Vice-President Scarborough and the Scarborough Executive Committee.

**HUU Believes:**

1. That the Bye-Laws and Standing Orders should be kept up to date to reflect current practice.

**HUU Resolves:**

1. That the Bye-Laws are amended as appended with effect from the academic year 2017/18.
2. That the Standing Orders 6001-6010 are removed with effect from the academic year 2017/18.
3. That all references to the Scarborough Campus in the remaining Standing Orders are removed with effect from the academic year 2017/18.

**Proposer:** Simon Hernandez (Vice-President Scarborough)

**Seconded:** Amy Jackson (Vice-President Activities)

**BYE-LAWS**  
**OF**  
**HULL UNIVERSITY UNION LIMITED**  
**(HUU)**

**INTRODUCTION**

1. The Bye-Laws shall provide for the conduct of Union affairs and the implementation of Union strategy and policy and be interpreted in such a manner as not to conflict with the Memorandum and Articles of Association (Articles). The Bye-Laws shall only be amended in accordance with the provisions of the Articles. Any changes to these bye laws must have the approval of the Trustee Board and the Student Council. There must be a majority of 2/3rds of those present and able to vote. Approval of the University will be required before any changes in Part B are enacted.
2. Words defined in the Interpretation section of the Articles shall have the same meaning in the Bye-laws. Reference to Council in this document is the Student Council as defined in Hull University Union Limited's Articles.

**PART A**

**MEMBERSHIP OF THE UNION**

3. Categories All registered full-time and part-time students of the University and the Sabbatical Trustees shall be Members unless exercising their right not to be a member in accordance with the Education Act 1994. Other categories of membership are detailed below.
  - i) Honorary Life Members Honorary Life Membership may be conferred by a Union General Meeting or by Council or by the Union Executive Committee (UEC) in recognition of services to HUU.
  - ii) Life Members Former members of HUU are eligible for Life Membership.
  - iii) Reciprocal Members Students of other UK universities, including the Open University, or any college or institution of further or higher education in the Hull and Scarborough areas, provided that they are at least 18 years of age, shall be Reciprocal Members.
  - iv) Associate Members The following shall be eligible for Associate Membership, providing that they are at least 18 years of age.
    - (a) employees of HUU and the University of Hull
    - (b) past Members
    - (c) spouses of Members
    - (d) students attending courses 'franchised' or 'validated' by the University of Hull
    - (e) Members of Hull York Medical School situated on the York campus
    - (f) such other persons as the Council shall elect

The total number of Associate Members to be elected under this sub-section and their allocation between the above categories shall be determined by the Council in October of



each session, provided that at no time shall the total exceed one quarter of the total number of Full Members.

- (a) Temporary Members Any person may be elected by the UEC as a Temporary Member, provided that no such Temporary Member shall be elected or re-elected for a period that shall exceed in all one month in any session, and that no such Temporary Member shall be admitted to membership until at least 48 hours after election.

The personal licence holders will have the right to refuse entry to any Member into areas in University House licensed for the sale and consumption of alcohol under the Licensing Act 2003.

4. Rights of Members who are Registered Students of the University of Hull  
Only Members who are Registered Students shall have the right to:

- (a) attend, speak and vote at Union General Meetings;
- (b) stand as candidates and vote in elections in accordance with the Bye-Laws and Standing Orders;
- (c) call for a Referendum on policy, issues related to confidence in a sabbatical officer, constitutional matters and affiliations to external organisations in accordance with the Articles and relevant regulations;
- (d) use the facilities of HUU in accordance with relevant regulations.

Opting out from Membership 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.

5. Proof of Membership Proof of membership is as follows:

- (a) Members: University of Hull registered student card
- (b) reciprocal Members: student card issued by the college or student union
- (c) University and HUU staff: staff cards
- (d) temporary membership: names to be displayed on the official notice boards and can prove identity with photo id
- (e) other categories: relevant HUU membership card

6. Subscriptions Honorary Life Members, Reciprocal Members, Temporary Members, and members of the Open University shall pay no subscription. Other categories shall pay a

subscription to be determined from time to time by Council upon the recommendation of the UEC. Any member whose subscription is more than four weeks in arrears may be excluded from the exercise of any of the rights of membership by UEC.

7. Cessation or Termination of Membership Membership of HUU shall cease automatically in the following circumstances:

- (a) a Member: on the first day of the session following that in which his/her course terminates except where the Member:-
  - (i) is suspended (University Ordinances) or excluded (HUU Disciplinary Procedure); for the period of rustication or exclusion
  - (ii) voluntarily withdraws, intercalates or is expelled: from the effective date of withdrawal or expulsion
  - (iii) by a resolution of the Council (see Articles)
- (b) an associate member: on the day after the anniversary of their election if their membership fee is not paid.
- (c) a temporary member: at the end of the period for which they were elected.

Anyone ceasing to be a Member shall be deemed to have vacated any office they hold and membership of any Committee shall lapse.

8. Termination of Other Categories of Membership UEC and Council shall have the power to expel any Associate or Temporary Member in accordance with the provisions of the Complaints and Discipline Procedures. Additionally the membership of a Life Member may be terminated, if in the opinion of Council, their conduct renders them unfit for membership, such a member having been given seven days' written notice to attend the meeting of Council at which their case is to be discussed, together with details of any complaint. The Life Member may be represented by a Member of HUU. The Life Member may be excluded from the premises of the Union pending the aforementioned meeting of Council, or by order of the Union Executive Committee or the Personal Licence Holders.

## **REFERENDA**

9. Referenda may be called as detailed in the Articles. Referenda shall be required to consider a proposal to:

- (a) amend the HUU Constitution
- (b) overturn a successful motion of no confidence in a Sabbatical Officer by the Council
- (c) overturn policy approved by a Union General Meeting and/or the Council; (subject to the authority of the Board of Trustees as detailed in the Articles)
- (d) approve any direct action against the University

10. Confidence in a Sabbatical Trustee

A Sabbatical Trustee who has been the subject of a successful motion of no confidence by the Council may opt for a referendum to overturn the decision.

11. Conduct of a Referendum

The President shall arrange for the referendum to take place in Semester not less than 15 clear days nor more than 25 clear days after receipt of the request. The election of the Returning Officer, arrangements for polling and the count shall be in accordance with Standing Orders governing elections.

12. **Quorum**  
The quorum shall be 10% of Full Time Equivalent Members at the University of Hull for referenda called in paragraph 9 (a) (b) and (d).
- The quorum shall be 5% of Full Time Equivalent Members at the University of Hull for referenda called on any other issue.
- Spoiled/rejected votes will count towards the quorum.
13. The referendum shall pass with a majority of over 50% in favour, with the exception of 9(a) which shall need 2/3rds majority (see Articles). Spoiled/rejected votes will not be included in determining the threshold for the votes to pass.

## **GENERAL MEETINGS**

14. General meetings may be called as detailed in the Articles. The President shall be responsible for organising the meeting following a request to hold one. The meeting shall be conducted as detailed in the Articles.

## **ORDER OF BUSINESS**

15. Annual General Meeting. The order of business is laid out in the Articles.
16. Ordinary General Meeting. Business coming before a Union General Meeting shall be dealt with in the following order of precedence:
- (a) In the absence of the Chairperson and/or Deputy Chairperson of Council, the meeting shall elect a Chairperson and/or Deputy Chairperson
  - (b) Acceptance of the minutes of previous Union General Meetings
  - (c) Matters arising from the minutes of previous meetings
  - (d) Questions to the Executive
  - (e) Policy rescission
  - (f) Resolutions tabled by the Council
  - (g) Resolutions tabled by any full Member of HUU
  - (h) Any Other Business, (see paragraph 34 below)
17. Motions under (f) and (g) shall appear on the Agenda in the order in which they were submitted to the Union Office.

## **THE CHAIRPERSON**

18. The Chair shall be taken by the Chairperson of Council, or in his/her absence (or at their request), by the Deputy Chairperson of Council.
19. In the absence of either the Chairperson and/or Deputy Chairperson, election by simple majority shall take place as follows:
- (a) In the absence of the Deputy Chairperson, Union shall elect a Deputy Chairperson for the duration of the meeting from amongst its number, who shall not be a member of the Executive.

- (b) In the absence of both the Chairperson and the Deputy Chairperson, the meeting shall elect a Chairperson from amongst its number, who shall not be a member of the Executive. The election shall be conducted by a member of the Executive and the member elected shall be regarded as the Chairperson for the duration of the meeting. The Chairperson shall then conduct an election for the Deputy Chairperson as described in 19 a. above.
  - 20. The Chairperson, when in the Chair, shall not participate in any debate, and shall stand down when involved directly or indirectly in any motion.
  - 21. Whenever the Chairperson speaks they shall be heard in silence and any other member shall cease speaking.
  - 22. If two or more members wish to speak at the same time, precedence shall be given to the member who first 'catches the eye' of the Chairperson.
  - 23. Every speaker shall address themselves solely to the Chairperson.
  - 24. The Chairperson shall be responsible for the proper conduct of the meeting in accordance with the Articles, Bye-Laws and Standing Orders. Except as provided for in paragraph 25, his/her rulings on points of order, on the admissibility of motions and amendments and on any matter relating to the conduct of the meeting, shall be final and binding on the meeting.
  - 25. If at any time, a Chairperson's ruling is given, and such ruling is challenged, it shall require in addition to the challenger, four supporters who shall be members of the Union, to discuss the challenge. In this event, the Chairperson shall:
    - (a) vacate the Chair
    - (b) state their reasons for making the ruling
- The challenger shall be called upon to state their case, and one other member may support the chairperson's ruling. The Chairperson's ruling shall then be put to the vote and shall be upheld unless over-ruled by two thirds of those present and eligible to vote. Where the Chairperson makes a ruling on a matter which they consider to be ultra vires and therefore out of order, that ruling cannot be challenged.
- 26. The Chairperson may exercise discretion to extend a speaker's time limit if they are being interrupted or otherwise prevented from making a speech in the normal manner.
  - 27. The Chairperson shall have authority to adjourn or close the meeting for unruly conduct and on this point their authority shall not be challenged.
  - 28. The Chairperson shall ask the meeting after one and a half hours, if the meeting wishes to continue.

### **QUESTIONS TO THE EXECUTIVE COMMITTEE**

- 29. Questions shall only be asked of the Executive if:
  - (a) it is a question to which a satisfactory answer cannot be obtained privately.
  - (b) it is a question designed to bring an important item to the notice of HUU.
- 30. Written questions may be submitted for inclusion on the agenda or amendments sheet, or alternatively may be handed to the Chairperson before the start of the meeting. Written questions shall take precedence over oral questions, which shall be limited to one minute.

31. At the discretion of the Chairperson, supplementary questions to either oral or written questions shall not exceed two, and answers shall be limited to one minute.

## **SUBMISSION OF RESOLUTIONS AND AMENDMENTS**

32. All resolutions or amendments shall be submitted to the Chairperson as detailed in the Articles.

Only the business published shall be transacted at any General Meeting of the Union, provided that this shall not preclude the amendment of a resolution(s) as detailed in the Articles.

## **DISCUSSION OF MOTIONS AND AMENDMENTS**

33. Only one resolution or amendment shall be before the meeting at any one time. If an amendment is carried, the original resolution incorporating the amendment shall become the substantive resolution, which shall be the property of the amender.
34. The time limit for all speeches shall be 3 minutes, except for a summation, which shall be 2 minutes.
35. Speeches on a resolution or amendment shall take the following form:
- (a) a speech in favour of the resolution or amendment by the proposer or their nominee in the first round of speeches
  - (b) a speech against the resolution or amendment
  - (c) a speech in abstention on the resolution or amendment
  - (d) such other rounds of speeches a. to c. as are felt necessary by the Chair
  - (e) a 'Summing Up' speech by the holder of the substantive resolution or amendment. Such speeches shall not contain any new information.
36. The speech in favour of an amendment shall only be made by the proposer or one of the seconders. After the amendment (s) has/have been voted upon, the order of speeches shall resume at the point where it was left.
37. No member may speak more than once on the same resolution or amendment save with the permission of the Chairperson.
38. Once a proposer has spoken on a resolution or amendment, that resolution or amendment shall not be withdrawn except with the consent of the meeting.
39. In the event of any amendment being accepted by the proposer of the resolution, it shall be open to any full member of Union to propose that the amendment shall not be incorporated. If such a proposition is carried, the substantive motion shall revert to its original form.

## **POINTS OF ORDER**

40. A Point of Order shall take precedence over all other business before the meeting, provided that no vote is being taken, and that the provision of paragraph 21 is not contravened.
41. A Point of Order must be framed as a question to the Chairperson and must relate solely to the conduct of the meeting.

42. Immediately before a vote is taken on a resolution or amendment, the Chairperson shall announce 'We are now moving to a vote'. This shall be the only opportunity for a Point of Order to be raised challenging the quorum.

### **POINT OF INFORMATION**

43. Any member may raise a Point of Information, except during a summing-up speech, and provided that the speaker has signified to the Chairperson their intention of giving way. Such points shall consist of information offered to or asked of the speaker who has given way.
44. Points of Information and replies thereto shall be of one minute maximum and must be framed as a question to the speaker.

### **VOTING and QUORUM**

45. Voting in a GM shall be by show of hands or by any other means considered necessary by the chairperson to ensure accuracy, and by proxy votes. Only votes taken whilst the the meeting is quorate will stand. The Articles defines the Quorum and the figure shall be determined before the start of the meeting by the Chief Executive (or his staff nominee). They shall use the latest published University Statistics and each part time student shall count as 0.5 full time student for purposes of the calculation.
46. Proxy votes shall be accepted from those members of the Union registered with their doctor as sick. All proxy votes shall be in the hands of the Chairperson (each to be accompanied by a copy of a valid University Card) before the meeting starts. Proxy votes will count towards the quorum.
47. Voting on any business shall be by simple majority, except for those resolutions defined in the Articles, which shall require a two thirds majority of those present and eligible to vote.

### **THE TRUSTEE BOARD**

48. Terms of office  
These shall be as described in the Articles.
49. Selection of External Trustees.  
The Appointments Committee will undertake the selection of new external trustees. This can include the retiring trustee unless he/she is offering to be re-selected. Prior to the selection procedure, a detailed person specification will be agreed by the Board to ensure the skill and experience requirements can be detailed in the recruitment process. The Chief Executive will be responsible for the administration of the process. All external trustees will automatically become Honorary Life members.
50. Student Trustees  
The Appointments Committee will interview all Student Trustee candidates to ensure they understand the responsibilities that being a trustee entails and that they are eligible to stand. This Committee may include the retiring trustee unless they are offering to be re-elected. The Chief Executive will be responsible for the administration of the process. All candidates deemed suitable by the Committee will go forward to an election using the voting procedures set out in the standing orders governing elections.
51. The Chairperson The Chairperson shall be an external trustee.

52. The Honorary Treasurer The external trustee responsible for this role will normally have a professional, financial background or other suitable experience. Their role will be to ensure the regular financial reports are reviewed and matters of concern raised with the Sabbatical trustees or staff concerned for action. They will present the financial position at each Board meeting. They will be responsible to the Board for ensuring that appropriate standards of accounting are in place and recommend to the Board areas for improvement when necessary. They will be invited to attend formal management meetings with the external auditors.
53. Disqualification, Resignation and Removal of Trustees The Articles detail when and how a trustee can be removed from office.
54. The Board of Trustees will need to approve changes to the following regulations:
- The Bye-laws and Standing orders relating to:
- Elections
  - Zones
  - Financial Regulations
  - Roles of members of the Union Executive Committee
  - Union Executive Committee
  - Union Council
  - Complaints procedures

## **UNION EXECUTIVE COMMITTEE**

55. Membership Membership of the Union Executive Committee shall be in accordance with the provisions of the Articles.

The Sabbatical Trustees shall, for the period of their elected tenure, be the holders of the major offices in terms of the Education Act 1994. The Sabbatical Trustees are:

- (a) the President, who shall be Chairperson of the Union Executive Committee
- (b) the Vice President Activities
- (c) the Vice President Education
- (d) the Vice President Welfare and Community
- (e) the Vice President Sport
- ~~(f) the Vice President Scarborough Campus~~

Responsibilities of individual positions will be defined in detail in the Regulations. The President will be responsible to the Trustees for ensuring HUU is appropriately governed according to this Articles, Bye-Laws and Regulations.

At meetings of the Committee, the Chairperson shall have a casting vote only. Members are to be elected in accordance with the relevant clauses of the Articles, Bye- Laws and Standing Orders governing Elections. Members Elect shall be non-voting Members of the Committee.

56. Election of the Sabbatical Trustees to the Union Executive Committee Sabbatical Trustees shall be elected by a ballot of all the Full Members in semester two in each academic year as detailed in the regulations governing elections.
57. Members of Union Executive Committee shall hold office from midday Friday of the third week of the summer vacation after their election for one full year.

Electoral Provisions The following provisions apply where appropriate.

- (i) No nomination in Semester Two. If no nominations are received by noon on Wednesday of the third week of the Semester Two, nominations will again be called for by noon on Wednesday of the fifth week of semester two, for election in the seventh week.
- (ii) No nominations after second attempt. If no nominations are received after the second attempt, elections will be held in week 4 of Semester One under normal election rules.

Resignation If any Sabbatical Trustee or Sabbatical Trustee elect resigns or vacates their appointment the following action shall be taken:

- (i) Council having been notified of the vacancy, shall decide whether to confirm the interim arrangements detailed below until the next statutory election or direct that an extraordinary election be held to fill the appointment.
- (ii) Until a new sabbatical Trustee is elected the duties shall be covered by the remaining elected Sabbatical Trustees of HUU and members of staff. They would be expected to report in the same manner to the Union Executive Committee and to Council.

58. Terms of Office All voting Members of the Committee shall ensure they are registered as students of the University for their period of office. All candidates presenting themselves for election as Sabbatical Trustees must, in the presence of the Returning Officer or his/her designated deputy, sign an agreement setting out the terms and conditions attached to such office.

These Trustees shall be entitled to remuneration for their period in office, as agreed by a meeting of the Remuneration Committee comprising the externally selected trustees.

59. Period in Office Members of the Union Executive Committee shall hold office from midday Friday of the third week of the summer vacation for one year, unless the academic year is changed. In this case, the Board of Trustees will decide whether to lengthen or shorten the term as long as the change is not more than 3 weeks.

60. Responsibilities and Duties The general responsibilities of the Committee are described in the Articles. The individual duties and responsibilities of each Sabbatical Trustee will be described in the relevant Standing Order for the role. Each of the Sabbatical Trustees will be a member of one of the 5 Zones described below, ~~with the exception of VP Scarborough Campus who will sit on the Scarborough Executive Committee.~~

The Committee will be responsible for implementing the mission, vision, values and strategy set by the Board of Trustees with the main aims being to:-

- (a) Develop a democratic organisation
- (b) Improve participation in all activities available in the Union
- (c) Represent Members to the University, local community and nationally
- (d) Provide Members with appropriate support and advice
- (e) Invest continually to improve services
- (f) Recruit and retain appropriate staff
- (g) Continually strive to improve everything the Union undertakes

They will be expected to communicate progress with the strategy and consult regularly with the membership.



61. Powers The Committee may make such Standing Orders as are necessary from time to time to give effect to the objects of HUU as defined by the Articles; such Standing Orders shall not be interpreted in such a manner as to conflict with the Articles. Quoracy to discuss issues relating to Standing Orders is 75% (including the Chairperson) and a two-thirds majority is needed to pass any changes. All changes will require ratification by Council.

They shall have the power to affiliate to an external organisation, provided that the affiliation is:

- (a) promulgated on Hullstudent.com and on official notice boards, stating the name of the organisation and details of the subscription or fees to be paid.
- (b) consistent with the Objects of HUU's Articles and does not contravene Charity Law.

Members may object to a promulgated affiliation by lodging the objection with the President within the promulgation period; the affiliation will then be discussed at Council. Approval for an affiliation may be put to a referendum. (See Paragraph 128 below.)

These Bye Laws detail those Standing Orders which need approval by the Board of Trustees.

62. Scrutiny of Sabbatical Trustees There shall be 5 Zone Committees who will scrutinise the work of each Sabbatical Trustee associated with that area of responsibility, monitor the progress of the annual operating plan and monitor regularly the financial performance against approved budgeted income and expenditure. The 5 Zones are:

- (a) Governance Zone – the President
- (b) Activities Zone - the Vice President Activities
- (c) Education Zone - the Vice President Education
- (d) Welfare and Community Zone - the Vice President Welfare and Community
- (e) Sport Zone - the Vice President Sport

~~The Scarborough Executive Committee will carry out these duties in relation to the Vice President Scarborough Campus.~~

In addition, all of the Sabbatical Trustee Reports to Council will be copied to the other Trustees. The Chair of each zone will be responsible for giving a report on the performance of each Sabbatical Trustee and Zone at each Council meeting.

63. Discipline and Removal from Office

- (a) Members of the Union Executive Committee

- (i) Code of Conduct Sabbatical Trustee Members of the Union Executive Committee are bound by the Sabbatical Trustee Terms and Conditions and Code of Conduct and will be subject to Disciplinary Action where their conduct or performance is deemed to be below the expected standard.
  - (ii) Disciplinary guidelines and removal from office are detailed in the Sabbatical Trustee Terms and Conditions and Code of Conduct. Sabbatical Trustee Elects shall also be governed by the disciplinary procedure as outlined in this document.

- (iii) Vacant Posts On the resignation, or removal from office, of a Sabbatical Trustee holding a post on the Union Executive Committee, the vacancy shall be filled as prescribed in the Regulations.

## **DISCIPLINARY PROCEDURES**

64. Complaints Upon receipt of a written complaint from any person against a Member of HUU, the UEC shall decide whether the matter is to be reported to the Registrar and Secretary for action under the University's Code of Discipline, or to be dealt with by HUU in accordance with Standing Orders. The Committee shall further be responsible for ensuring that any member disciplined by Council complies with the decision of Council and may, if necessary, report their non-compliance to the Registrar and Secretary. Members of the Union Executive Committee shall be bound by the Sabbatical Trustee Terms and Conditions and Code of Conduct as described above.

Upon receipt of a written complaint from a member claiming dissatisfaction in their dealings with HUU or any of its constituent bodies, or from a student who has opted out of membership of HUU claiming unfair disadvantage, the Committee shall refer the matter to the Complaints Panel as described in the Complaints Procedure below. If the complainant is dissatisfied with the decision of the Panel, the matter shall be referred to the University, in accordance with the Code of Practice. All complaints are to be dealt with promptly at each stage of the procedure, until the issue is resolved to the satisfaction of the complainant or the procedure is exhausted.

## **UNION COUNCIL**

65. Role In addition to authority set out in the Articles, the role of Council will be to:
- (a) Scrutinise the performance and conduct of Sabbatical Trustees, the Union Executive Committee, Zone committees and their individual chairs and all student positions elected to Council.
  - (b) Approve Policy or review and recommend policy for referral to a referendum that have been proposed at a Council meeting or by the Zone Committees.
  - (c) Ratify new and updated Standing Orders.
  - (d) Hear complaints about a member of the Union or the Union itself.
  - (e) Hear complaints of a disciplinary nature against a Sabbatical Trustee or serious cases referred to them by the Disciplinary Panel.
  - (f) Issue motions of caution, censure and no confidence against individual members of the Council.

### Membership of Council

66. Voting Membership Membership of the Council shall consist of not more than 58 voting members consisting of:
- (a) A maximum of 34 Councillors who fill the named positions in the 4 Zone Committees (see Zone Committee structure below). Education, Sport, Welfare and Community Zone may have up to 8 positions and Governance 2 positions.
  - (b) 6 Councillors for Scrutiny who will be elected cross campus in week 5 Semester Two elections in the preceding academic year. 2 Councillors for Scrutiny will be elected in elections held early in Semester 1 in the year they are to hold office.
  - (c) ~~A maximum of 8 members of the Scarborough Executive Committee.~~
  - (d) 8 members elected by the Faculties.

Elections will take place as described in the election regulations which will normally be by ATV or STV systems.

Voting members of Council are to hold office on Council from Monday of week one in the first semester of the academic year following their election, for one year. A member of any committee or representative body, except the Union Executive Committee, may stand to be an elected member of Council. Resignation from a post above automatically causes resignation from Council.

67. Ex officio members Members of the Union Executive Committee shall be ex-officio members of Council without voting rights.
68. Quoracy Quoracy of Council shall be 50% plus one of the voting members. This shall be determined at the start of each academic year dependent on the number of positions in each zone.
69. Vacancies Should a casual vacancy arise from the voting membership of Council during the academic year, Council reserve the right to hold an emergency election, as detailed in the elections standing orders, to ensure Council is at full membership. Should a vacancy arise after elections are held in week 5 of Semester Two and before the start of the following academic year, the candidate placed second in the respective ballot (Positions 66 (a),(c) and (d)) will be invited to join Council and so on until the vacancy is filled. For positions in 66 (b), the candidate placed ninth will be invited to join Council and so on until the vacancy(ies) is/are filled.

#### Chairperson of Council

70. Election Chairperson and Deputy Chairperson of Council shall be elected by Council, from amongst its voting members, each academic year at the first meeting of Council. The Chair of Council is to be taken by a member of the Union Executive Committee for the election. The Chairperson and Deputy Chairperson shall be eligible for re-election if a member of Council for subsequent academic years. If for any exceptional purposes, the chair has not been elected, the Union President shall act as Chair until the election has taken place.

The Chair shall be elected by the single transferrable vote method. In the event that the winning candidate is RON (reopen nominations) then the election will be reopened and the process will continue until a chair is elected. In the event that no one is elected after 3 elections, the President will take the chair for that meeting.

71. Temporary Election The Chair at Council and Union General Meetings shall be taken by the Chairperson of Council or, in their absence, or at their request, by the Deputy Chairperson of Council. In the absence of either one or both of the Chairperson and Deputy Chairperson, the Union Council Meeting shall elect a replacement from amongst its number in accordance Paragraph 70 and who in any case shall not be a member of the Union Executive Committee, to take the Chair for the duration of that meeting. An election of Chairperson shall be conducted by a member of the Union Executive Committee. The Chairperson shall conduct the election for Deputy Chairperson.
72. Casting Vote The Chairperson or Deputy Chairperson, when in the Chair at a meeting, shall not take part in any debate or discussion and shall have no vote except the casting vote in the event of the voting on any motion being equal. The Chairperson or Deputy

Chairperson when in the Chair shall stand down when directly or indirectly involved in a motion.

73. Roles of the Membership in Council

(a) Named Members

Whilst their power lies in their area of responsibility, as a Council member they will have the opportunity to scrutinise the performance of others.

(b) Members for Scrutiny

These members are specifically elected to represent students in a scrutiny role and to bring any concerns from the wider student body to the attention of Council.

(c) Members from Faculties

As well as taking part in Council matters, they will be representing their faculty and expected to bring to Council's attention appropriate issues from an academic point of view. They will be expected to hold at least one open surgery in a prominent place in the Union or Faculty each semester.

A more detailed role description will be described in the standing orders for these positions

Meetings of Council

74. Three meetings shall take place in each Semester at 6.30 pm on dates to be agreed and published at the start of the academic year for both semesters. ~~One Council each year must take place at the Scarborough Campus.~~

75. Notice Meetings of Council shall be convened by the President. Notice of the meeting, together with the agenda and the minutes of the previous meeting, shall be sent to each member of Council via email and shall be displayed on the official notice board in University House, ~~in the Students' Union at Scarborough~~ and on the official website. Such notification and display shall be effected at least five clear days before the meeting. All extraordinary meetings shall be outside lecture hours and shall not start prior to 6.15 pm and shall not be on a Wednesday.

76. Extraordinary Meetings of Council An Extraordinary meeting of Council may be called by the following:

- (a) the President provided that three clear days notice is given.
- (b) any councillor by contacting Chairperson of Council provided that 17 councillors are in favour and the meeting will be held no less than 5 days nor more than 10 clear days after quoracy to hold a meeting has been reached. Notification requesting approval of the meeting will be sent to all councillors by email from the Chair.
- (c) a Zone Chair with the approval of Chairperson of Council.

77. Business Only the business published on the agenda shall be transacted at a meeting of Council, provided that this shall not preclude the amendment of any motion thereon and provided that any other business not having previously appeared on the agenda may be taken, if in the opinion of the Chairperson it would not have been possible for the business to have been published on the agenda and that it is a matter of extreme urgency which cannot reasonably be left over until the next meeting of Council.

78. Absence Grounds for apologies are:-

- (a) involved in University or Union business
- (b) through illness or other valid cause

Written apologies and explanations for absence must be sent to the President prior to the start of the meeting.

If the validity of the reasons given for absence is challenged, the Chairperson of Council shall be required to give a ruling. The member so challenged must be present at the appropriate Council meeting or will be deemed to have resigned unless covered by sub paragraph 'b' above. Examinations shall be deemed a valid cause of absence provided they are on the day of the meeting or within two full weeks following the day of the meeting. Any member deemed to have resigned from Council under this section may appeal to Council.

- (c) Any elected member of Council, absent from any meeting of the Complaints Panel, provided that two days' notice has been given, without giving notice of apology shall be deemed to have resigned subject to the above allowances and criteria.
- (d) Any member of Council who is absent from any two meetings of Council in a semester without having given notice of apology shall be deemed to have resigned subject to the above allowances and criteria.

79. Move into Committee The Council may resolve to go into committee. If Council goes into committee no records shall be kept of its proceedings unless Council resolves to do so. Council may exclude any or all of those present who are not voting members of Council.

80. Minutes The minutes of all meetings of Council are held in the Administrative Offices in Hull ~~and Scarborough~~ and made available for inspection by Members during normal office hours. They shall be published on the official website.

81. Meeting Procedures These are documented in the relevant Standing Order.

## **THE ZONES**

82. Zone Committees There shall be 5 Zone committees. Four zones, Education, Welfare and Community, Sport and Activities shall have similar powers. (The fifth Governance Zone is described below.) The activity of the four zones will be co-ordinated by a member of UEC. The zones will meet in weeks 3,5,7,9 and 11. Wherever possible these will take place using video conferencing to minimise travelling. The day and time of the meetings will be decided at the start of each semester by UEC. This will then remain fixed for the semester to enable effective diary planning for all of the members unless the majority of members agree otherwise.

83. Election of Chairs A Chair will be elected at the first meeting. The election process will be undertaken by the UEC member on the committee who will have a casting vote only. Any contested election will be by secret ballot with each member having one vote. If there are more than 2 candidates after each round the candidate with the least votes will drop out and so on until the winner is chosen with an overall majority. In the event of a tie in any of the rounds, the UEC member shall have the casting vote. The runner up shall be elected as deputy Chair. In the event that the Chair election is uncontested, an election for deputy

Chair will take place. The elected Chair will oversee the election and have a casting vote only.

84. Chairperson's Duties and Powers The Chairperson will:

- (a) Chair all meetings.
- (b) Be a member of the Governance Zone in addition.
- (c) Report back in writing and verbally to each Council meeting on the progress made towards agreed plans.
- (d) Approve the agenda of each meeting and be responsible for ensuring this is sent to the members 2 clear days before the meeting

The Chairperson may:

- (e) Call an emergency meeting of the zone provided one clear day's notice is given.
- (f) Request an emergency meeting of Council at the discretion of the Chairperson of Council. In reaching a decision, Chairperson of Council will take into consideration whether the matter is of sufficient importance that it could not wait until the next official meeting.

85. The Role of the Zones The role of each Committee will be to:

- (a) scrutinise the performance of the UEC member in terms of representation, progress towards meeting the objectives of the HUU's strategic plan and financial budget for the UEC area.
- (b) implement agreed policy in their area of responsibility.
- (c) monitor the work being undertaken by the various members of the Zone Committee.

86. Powers and duties of the Zone Committee

The Zone Committee may:

- (a) Pass a motion of caution against the UEC member.
- (b) Bring motions of censure and no confidence against the UEC member to Council.
- (c) Pass a motion of caution, censure or no confidence against other zone members. If a motion of no confidence is ratified at Council, then the member must remove him or herself from the Zone committee

87. Governance Zone The principal aim of this zone will be to scrutinise the performance of the President in relation to the effective implementation of agreed campaigns, the co-ordination of the work of UEC, representation to the University and outside bodies and delivery of the agreed strategy for the President's area of responsibility.

(a) Membership:

President  
Chair Campaigns and Democracy  
~~Chair of Scarborough Executive Committee~~  
Chair Council  
Chair Education Zone  
Chair Welfare and Community Zone  
Chair Sport Zone  
Chair Activities Zone  
Chair Ethical & Environment

- (b) Meetings These will be held in weeks 4, 6, 8 and 10 of each semester at a time and day to suit the majority of the group. A Chair will be elected at the first meeting (as detailed above for other Zones). The President must attend. Wherever possible video conferencing will be used to eliminate travelling.
- (c) Duties To scrutinise the work of the President and report back to Council. The committee may recommend policy to be considered by UEC and recommend disciplinary action to Council against the President.

88. Other Zones The membership and the roles and responsibilities of the Activities Zone, Education Zone, Sport Zone and Welfare and Community Zone will be detailed in their respective standing orders.

## **STANDING COMMITTEES OF COUNCIL**

- 89. General Standing Committees of Council, which may be established by order of the Trustees, shall be charged with the responsibility for helping to formulate and execute Union policy. The composition, duties and rules of procedure shall be laid down in Standing Orders. All voting members of a Standing Committee shall be Full Members of Union.
- 90. Elections to Positions on Zone Committees and Other Standing Committees Positions on Zone Committees and Chairpersons of Standing Committees, and other posts as deemed necessary by Council shall be elected as detailed in standing orders governing elections and shall hold office from Monday week 1 of the following academic year, unless provided for in the relevant standing orders. The Bye-Laws shall make provision for the election of a successor in the event of an office becoming vacant during a session.
- 91. Electoral Provisions If no nominations are received by required date or any officer resigns their appointment before completing the full term in office, elections shall be undertaken as provided for in the relevant Standing Orders to fill the vacancy. Persons so elected under these provisions shall hold office as if they had been elected at the normal period.
- 92. Election of other members Election of other members of Standing Committees shall be in accordance with the relevant Standing Orders.

## **REMOVAL FROM OFFICE**

- 93. Motions of "caution", "censure" or "no confidence" These motions may be brought against any elected member. Such motions shall follow the agreed format for motions laid before Council. With the exception of Sabbatical Trustees, motions will be heard in the relevant Zone, Standing Committee, Club or Society to which the member belongs with any appeal against a decision heard by Council. In the case of a Sabbatical Trustee, the disciplinary process as laid out in the Sabbatical Trustee Terms and Conditions and Code of Conduct shall be followed.
- 94. Appeal Procedure for Sabbatical Trustees The President shall arrange for the motion to be discussed by a Union General Meeting within five clear days of receiving notice of the appeal, called in accordance with the Articles.  
In the event of the meeting being inquorate, the matter shall be resolved by a referendum, to be held in accordance with these Bye-Laws. The appellant may withdraw the appeal at any stage.

95. Termination of Office for a Sabbatical Trustee The President shall confirm termination of office in writing, to be effective either at the end of their period of notice or in the event of an appeal, where either the motion falls, or the Union General Meeting is inquorate or if a referendum is called and the motion falls.

If the President is subject to a successful Vote of No Confidence, the Deputy President shall be responsible for the administration of the Appeal Procedure.

## **ELECTION OF MEMBERS OF UNIVERSITY SENATE**

96. Student members of University Senate shall be elected in Semester Two elections, in accordance with University Ordinances and Standing Order governing elections and shall hold office for the academic year following their election. If a vacancy should occur during the year Senate may co-opt, provided that the person so co-opted is a valid representative within the terms of the Ordinance. Nominations for such vacancies shall be placed on the agenda of the relevant Academic Council meeting, provided that the vacancy has first been posted in the Union seven clear days from the date of the meeting. Where there is more than one nomination for a vacancy, Academic Council shall decide which nomination shall stand; where there is only one nomination, Academic Council shall take note.

## **RECOGNISED SOCIETIES**

97. Recognition Any society wishing to be recognised by the Union shall submit its proposed constitution to the Governance Zone for approval and to Council for ratification. The constitutions must comply with such other requirements as are specified in the relevant Standing Orders. Council may grant or withdraw recognition at any time. Amendments to the constitution of any recognised society shall require the approval of Council.
98. Conditions Recognised societies:
- (a) shall be allowed to use HUU facilities for advertising and for society activities in accordance with Standing Orders governing societies
  - (b) may receive financial aid from the General Funds of the Union

The Chairperson, Treasurer and Secretary of all Societies shall be Members of Union.

## **PART B**

### **FINANCIAL REGULATIONS**

99. Responsibility The Board of Trustees is responsible for ensuring that HUU funds are used in accordance with the Charities Acts, the Education Act 1994 and any other statutory requirements or conditions that the University may from time to time prescribe.
100. Aim The purpose of the controls and checks detailed in this section is to ensure that, subject to the restrictions mentioned above, HUU funds are used in the best interests of the members.
101. Ultra Vires Expenditure is likely to be ultra vires unless it is provided to support activities that relate to HUU members as students or the affairs of the University of Hull as such. Additionally the Charity Commissioners place further restrictions on political activities, even when these activities relate to students as students. Donations from HUU funds to



external organisations are not permissible; this does not prevent members or constituent bodies from raising funds for charitable purposes.

102. Financial year The financial year shall be from 1 August to 31 July.
103. Clubs and Societies Specific regulations covering Clubs (AU) and Societies are at Annex A and Annex B respectively and are to be interpreted in such a manner as not to conflict with the instructions detailed below.

## **ANNUAL BUDGETS**

104. Preparation At the first meeting of the calendar year, the Board of Trustees will agree the guidelines for the preparation of the budget for the next financial year. Unless there are agreed strategic reasons for doing so, the budget is to be balanced. A copy of the budget summary shall be forwarded to the University.
105. Responsibility The President will be responsible for co-ordinating the budget preparations of the student areas: the Zones. Sabbatical Trustees will be responsible for their Zone budget which should be approved by the Zone Committee.  
The Chief Executive will be responsible for preparing the budgets of the administrative and commercial areas.

The draft budget is to be agreed by UEC prior to presentation to the Board of Trustees. Normally, the budget and explanatory details will be circulated to the Trustees at least 5 working days before the meeting.

106. Discretionary Powers In the event that the budget is not approved by the start of the financial year, the Board of Trustees shall be empowered to authorise recurrent expenditure up to 25% of the levels agreed in the budget for the previous year.
107. Subsequent Amendments to the Agreed Budget UEC shall only propose amendments to the approved budgets during the course of a financial year by seeking a resolution to that effect from the Board of Trustees and obtaining ratification to the proposed amendment from the University authorities.

## **CONTROL OF INCOME AND EXPENDITURE**

108. Periodic reports The Finance Manager is to make available periodic reports of income and expenditure to the Trustees and University authorities, at such times and for such periods as the University authorities may from time to time determine.
109. Management Accounts For accounting purposes, the financial year is split into thirteen account periods of 4 weeks with Periods 1 and 13 varying in length to fit in with the accounting year start and end dates.  
  
At the end of each account period, a Management Account will be issued by the Finance Manager, showing income and expenditure for the accounting period and the year to date, against budget
110. Standing Committee expenditure The annual budget estimates may include an allocation to facilitate the work of a Standing Committee. It is the responsibility of the officers responsible for the Zone when requesting payment to ascertain that funds are available for such expenditure. In the event of over-expenditure, such officers shall be answerable to

the Board of Trustees, and may in the final event be held personally liable for repayment of the outstanding amount.

111. Over Expenditure The Finance Manager shall bring to the notice of UEC and the Board of Trustees any account which shows evidence of over-expenditure as against its approved budget level and shall ensure that no further payment is authorised from the account until corrective action has been taken and agreed by the Board.

112. Authorisation of Expenditure

(a) Limits of Authority/Commitment to Expenditure Annex C outlines the authority levels. These shall be formally reviewed as required by the Board of Trustees.

(b) Financial Transactions (HUU) The approval of financial transactions shall require the signature of one approved Sabbatical Trustee signatory and one approved staff signatory. The student approved signatories shall be the President and two other Sabbatical trustees drawn by lot at the first meeting of UEC. The staff signatories shall be the Chief Executive, the Director of Membership Services and HR, the Director of Commercial Services, Finance Manager and the Accounts and Payroll Co-ordinator .

(c) Financial Transactions (HUU Services Ltd) As in (b) above.

These Sabbatical Trustees and officials are hereinafter referred to as the “authorised Trustee and official”. No authorised Trustee or official is to authorise a payment due to him or herself. Any person failing to obtain proper authorisation in accordance with these rules is personally liable for any costs that may be incurred.

113. Contracts Contracts and other financial agreements with outside bodies shall require the signature of an authorised Trustee and official, unless a specific variation is detailed in Standing Orders, regulation or resolution of the Board of Trustees. All such agreements are to be in writing; any verbal agreements are only to be made subject to confirmation in writing.

114. Establishment of and transfer to separate funds The Board of Trustees shall establish separate funds as are deemed necessary, in accordance with the powers vested in it by the Articles and Charity law, and make allocation in the annual budget estimates for transfers into such funds. These shall be clearly defined in the Report and Accounts with definitions in the account rules.

115. Charges and fees HUU Services Limited Board is responsible for setting the level of charges and fees for HUU services.

116. Purchases An official HUU order form or credit card approval form, signed by the appropriate authorised Trustees and officials must be obtained for any item ordered through the University or outside suppliers (excluding products for resale).

117. Application for payment An application for payment is to be made using either a Cash, Cheque Claim, BACS, Credit Card or Internal Transfer Voucher. The request for such payments is to be made as follows:

- (a) Standing Committees; Chairperson or Treasurer and President or Vice-President responsible for budget
- (b) Club or Society; as detailed in Annex A and B respectively

- (c) Student Services expenditure other than 'a' or 'b' above; President or Vice-President responsible for budget

Appropriate receipts or invoices are to be attached. The application is to be counter-signed by an authorised Trustee and official, except where such a payment is to be fully charged against an 'Own Account'.

118. Security of cash All cash is to be banked with the HUU Cash Office as soon as possible. Where it is essential to hold cash overnight or during weekend periods, arrangements are to be made with the Duty Manager or Duty Porter for safekeeping in the Night Safe. Deposits are to be made using self-seal cash bags, available from the Cash Office, Duty Manager or Duty Porter.

## **MATTERS SUBJECT TO SPECIAL ARRANGEMENTS**

119. Motions to UGM or Council Any motion to a Union General Meeting or Council Meeting, which would involve expenditure of HUU funds must appear on the agenda of the meeting, detailing the amount involved and from which budget allocation it shall be funded. In very exceptional circumstances, the Chairperson may accept an emergency motion provided that the matter has been discussed with the President prior to the meeting.
120. External Funds The Charity Commissioners have agreed that HUU funds may be used in the provision of support services to enable HUU members to promote charitable activity. Donations and grants from external organisations will normally be used to support specific projects and activities. UEC should ensure that HUU funds are used to support members in their charitable works and are not transferred or used to provide help for external organisations.
121. Hire of vehicles In law HUU has a duty of care to take all reasonable steps to ensure the safety of members when undertaking any official activities. This duty of care extends to ensuring that the drivers of hired vehicles are competent for the task and that the vehicles are maintained in a roadworthy condition. To this end any member who wishes to hire a vehicle for any activity organised under the auspices of HUU, even when the costs are to be charged against an 'Own Account', is to obtain an official HUU order form from the Cash Office for non AU hire, from the Sports Co-ordinator for AU hire. When the hire involves the use of a minibus, the driver must hold authorisation to drive a minibus. All appropriate documentation e.g. Trip Registration Forms, must be completed.
122. Campaigns expenditure - general The annual budget estimates shall include an allocation to facilitate the activities of Campaigns . The allocation shall be sub-divided into two categories:
- (a) expenditure on transport in support of demonstrations and lobbies
  - (b) other expenditure.

Such expenditure shall be authorised and accounted for as detailed below.

123. Campaigns - expenditure on transport Shall be subject to the following conditions:
- (a) that no more than 50% of the total cost of such transport be met from Union funds
  - (b) all orders for transport shall be submitted on an official HUU order form signed by the authorised Trustee and official
  - (c) that all tickets shall be credited to the travel expense nominal code in the Campaigns Account. The Chair Campaigns and Democracy is to ensure that a satisfactory

system for the sale of tickets is established and that all funds accruing from the sale of tickets is paid into the HUU Cash Office

124. Campaigns - other expenditure Expenditure, excluding transport costs, in support of a campaign, is to be authorised in accordance with normal procedures laid down for Standing Committees.
125. Conference expenditure The annual budget estimates shall include an allocation to facilitate the attendance of HUU sponsored delegates and observers at conferences. The allocation shall be budgeted and accounted for in two categories:
- (a) NUS National Conferences
  - (b) other conferences to be allocated funding from the relevant Zone budget area

Approval for exceeding any of the above Conference Budgets is required from UEC.

In exceptional circumstances, where it is impossible for the matter to be reasonably left to the next meeting of the Board of Trustees, the matter may be referred to the Union Executive Committee for a decision in principle and on funding. In the event of a decision being taken in this manner, only one delegate or observer shall be funded for a conference outside the region.

126. Conference expenses Conference expenses shall be accounted for in two categories:
- (a) cost of registration and accommodation
  - (b) cost of travel and subsistence

Unless otherwise agreed by the President, travel shall be by coach or rail if the delegate or observer holds a Young Persons Rail Card. Expenditure on tickets is to be agreed by the authorised Trustee and official. Subsistence allowance as agreed by UEC from time to time and any incidental expenses shall not be authorised until a report from the delegate or observer is accepted by Council.

127. Affiliations - notification An affiliation must be of identifiable benefit to HUU in accordance with the Objects of HUU (Articles refers). An application to affiliate to an external organisation is to follow the procedure outlined in Paragraph 61 above.
128. Affiliations – authorisation UEC may authorise an affiliation to an external organisation provided that the proposal is carried by a two-thirds majority of those present and eligible to vote.

UEC is to ensure that HUU funds are not used to affiliate to an external organisation unless authorised in accordance with this procedure.

A secure petition of 200 full members objecting to an external affiliation will trigger a referendum of all full members to approve or otherwise the affiliation.

129. Collections Council may only grant permission for a collection to be held in University House when the proceeds are to be used for any cause which UEC deems as charitable.

## **ACCOUNTS**

130. Audit The accounts of HUU shall, at the end of each financial year, be audited by an External Auditor. The accounts are to include a list showing all external organisations to

which the Union or any of its official bodies have affiliated to, together with details of such expenditure. The accounts must meet the requirements of the current accounting standards.

131. Presentation The Honorary Treasurer shall present the audited accounts of the preceding financial year to a meeting of the Board of Trustees, together with a full written report. A copy of the accounts signed by the Auditor is to be forwarded to the University authorities.

### **WITHDRAWAL OF PROVISION**

132. The Trustees of HUU reserve the right to suspend funding from any area or department where it is deemed that the activities being undertaken bring the Union into disrepute or contravene:
- (a) the Articles, Bye-Laws or Standing Orders
  - (b) the law

### **COMPLAINTS**

133. Written Complaints against a Member(s) Upon receipt of a written complaint from any person against a member(s), the President will decide whether the complaint could lead to disciplinary measures being taken. This is likely to be where there has been a breach of the HUU Code of Conduct required by the Articles (Appendix D). If this is the case he/she shall refer the complaint to a Disciplinary Panel who will deal with the matter as detailed in standing orders governing discipline. If not, the complaint will be referred to the Complaints Panel as outlined below.
134. Written Complaints against HUU Hull University Union (HUU) aims to ensure that there is a fair and systematic approach in the enforcement of policy and procedure adopted by its Trustees and constituent bodies. To further this aim any member who wishes to complain about any matter related to the activities of HUU or about unfair disadvantage arising from non membership of HUU, other than for matters of a disciplinary nature, may complain to the Complaints Panel, by forwarding a written complaint to the President.

Where a student has a concern about the manner in which the above processes have been discharged, they can speak to one of the four External Trustees, who will look into the matter and respond in writing.

### **COMPLAINTS PANEL**

135. Duties  
The Complaints Panel will hear written complaints referred to it against a member and against Hull University Union.

The President, in accordance with the HUU Articles, has a responsibility, upon receipt of a written complaint from any person against a member, members, or HUU to form a Complaints Panel consisting of:

- (a) Voting members:
  - (i) President (Chairperson)
  - (ii) Two other randomly drawn members of the Union Executive Committee (UEC)

- (b) Non voting members:
  - (i) The Chief Executive, or in his or her absence, a member of staff nominated by the UEC, who is to advise the Panel on procedural and constitutional aspects

No-one may sit on the panel if the complaint is about them or relates to their area of responsibility and if this renders the President unable to act another member of UEC may act in their place. If there are insufficient members of UEC able to act, the Chief Executive will, in consultation with the Chairperson of Council, appoint suitable persons not involved with Appeal stage to act.

136. Interpretation

In interpreting these Standing Orders the following matters are to be taken into account.

- (a) The provisions of the Standing Order Governing Standing Committees do not apply to the Complaints Panel or the Complaints Appeal Panel.
- (b) A 'clear day' does not include a Saturday, Sunday, Bank Holiday or University Holiday.
- (c) Within the text 'complainant' is used in the singular form; where applicable these are to be read as being in the plural. Where a complaint is made against a recognised HUU club or society, its Chairperson or President is to enter a plea and answer on behalf of the club or society.

## **HEARING A COMPLAINT AGAINST HULL UNIVERSITY UNION (HUU) or MEMBER(S)**

137. Procedure

A letter outlining the complaint should be sent to the President who shall then convene a meeting of the Panel. The hearing will normally be held between 5 and 10 clear days of the receipt of the letter. The President is to:

- (a) advise the complainant of the date, time and venue of the meeting in writing
- (b) post notifications of the meeting on the Official Notice Board

at least two clear days prior to the meeting.

138. The Panel shall hear evidence in open session from the complainant, who may be accompanied by a friend who shall be a member. The President shall ensure that both parties are given full opportunity to state their case and to question the evidence and statements made by the other party.

- (a) if the complaint is against a member(s), they shall be allowed to give evidence in their defence.
- (b) if the complaint is against a club/society/committee, their Chair/President will represent them.
- (c) if the complaint is against HUU, a member of UEC who has responsibility for the area of complaint will give evidence in HUU's defence.

Members of the Panel are also given the opportunity to put questions.

139. When all the evidence is heard the Panel shall go into closed session to consider the merits of the complaint. If after discussion in private session the Panel wishes to reconvene the

hearing, the Chairperson shall recall both parties. The Chairperson may adjourn the meeting if in their opinion it is necessary to obtain further evidence or advice.

140. The Panel having reached a decision, the Chairperson shall announce the result in open session. The President shall confirm this in writing, no later than two clear days after the hearing. The minutes of the meeting shall be tabled for noting at the next meeting of UEC.

141. Appeal

If the complainant is dissatisfied with the decision of the Complaints Panel, they may request that the issue is referred to the Complaints Appeals Panel by writing to the President with grounds for appeal within 5 clear days of the Complaints Panel decision. The President will arrange for the Complaints Appeal Panel to meet no later than 10 clear days after the appeal letter is received.

## **COMPLAINTS APPEALS PANEL**

142. Membership

The voting membership of the Panel will be made up as follows:

- (a) Chairperson of Council who will chair the meeting (casting vote only) or the Deputy Chairperson if the Chairperson of Council is involved in the complaint.
- (b) 18 members of Union Council who have been drawn by lot.

The non-voting membership will be made up as follows:

- (a) A member of UEC who was not involved in the original complaint to act as Secretary.
- (b) Chief Executive or other suitable staff member to act as advisor.

143. Quoracy

The quoracy for the meeting will be 10 voting members.

144. Procedure

This will follow the procedure of the Complaints Panel outlined above.

145. In the event of the complainant not being satisfied, they may request that the issue is referred to the University in accordance with the Code of Practice. However the University will normally only hear the appeal if it is based on the agreed procedure not being followed. Such a request is to be made to the University no later than five clear days after the date of the Complaints Appeal Panel hearing. The University may appoint an independent person to investigate and report on the complaint providing it has been dealt with previously by the above procedure and the complainant is not satisfied.

## **ELECTION OF OFFICER TRUSTEES**

146. The election of all Sabbatical Trustees will be by cross campus ballot to include all full members as described earlier in these bye laws.

### Annexes:

- A. Financial Procedures Governing Athletic Union Clubs
- B. Financial Procedures Governing Recognised Societies
- C. Limits of Authority

D. HUU Members Code of Conduct

Passed at UEC:

Board of Trustees: 19<sup>th</sup> April 2013

Ratified Union Council: 29<sup>th</sup> April 2013

Part B Approved By University Council:



## **FINANCIAL PROCEDURES GOVERNING ATHLETIC UNION CLUBS**

### **PREFACE**

1. **Interpretation** In these Standing Orders, unless stated otherwise, the use of the word 'club' shall mean any club recognised by Athletic Union Council in accordance with the Athletic Union Standing Orders.
2. **Limitations** A club shall not be eligible for a grant unless:
  - a) it is established in accordance with the Athletic Union Standing Orders
  - b) a membership subscription set by the AU Executive is charged for each academic session
  - c) A member of the club committee has made contact with the VP Sport before the beginning of the next academic year to confirm the continuation of the club

All eligible clubs have the right to receive a grant. The level of the grant will be dependent on the annual grant allocation from the HUU budget.

### **BUDGET ALLOCATION**

3. **General** The Trustees shall allocate a block grant for the Sports Zone in the annual budget estimates.
4. **Application for Extra Funds** Club grants set by the Vice-President Sport and ratified at the Athletic Union Council are final. Clubs are able to apply for extra funds throughout each academic year by submitting the necessary paperwork to the AU Treasurer for approval by the Athletic Union Executive Committee.
5. **Assessment for Extra Funding** The Athletic Union Executive Committee, in considering applications, shall take into account:
  - a) the level of activity proposed, and past where appropriate
  - b) membership level
  - c) The current balances of both the clubs primary and secondary accounts
  - d) the cost of essential safety equipment required
6. **Declaration of grant** The grant allocation, having been set by the AU Executive Committee, shall be displayed at least one week before it is taken to Athletic Union Council for ratification. The decision of Athletic Union Council on the grant allocations shall be final.

### **CONTROL OF INCOME AND EXPENDITURE**

7. **Accounts** All club monies are to be held by the HUU Cash Office, and shall not be lodged with a bank, building society or outside agency. The Cash Office shall keep a Primary and Secondary account for each club:
  - a) Primary account to hold the monies allocated by AU Council in the form of the club grant and all subscription monies.

- b) Secondary account ( “own account”) to hold income from donations or any money raised by the club, or members of the club through socials or other fund raising activities.

Any credit balance remaining in the Secondary account at the end of the financial year shall be carried forward unless the account has been dormant for two financial years, in which case the credit shall be transferred to AU General Funds. A debit on Secondary accounts shall not be carried forward without the express permission of Union Executive Committee (see Liability paragraph 12). Any credit balance remaining in the Primary account at the end of the financial year shall revert to AU General Funds.

- 8. Income All monies received are to be banked with the Cash Office as soon as possible indicating source of income and account number to be credited. All membership subscriptions are to be paid directly to HUU as directed by VP Sport. Individual clubs must not collect subscriptions.
- 9. Expenditure - Secondary account A club shall have full control over expenditure charged against its Secondary account, subject to authorisation as detailed at paragraph 11 below.
- 10. Expenditure - Primary account Account expenditure must be directly related to the sporting activities of the club, the use of funds in the primary account are at the discretion of the Vice-President Sport and Sports Co-ordinator. Any donations and material support given to external organisations must be approved by VP Sport and be legal in particular meeting the Education Act 1994 and Charities Acts.

Only in exceptional circumstances shall the primary account be authorised for use apart from the following expenditure:

- (1) equipment purchases as agreed in advance by the AU Executive Committee.
  - (2) instructors' wages or expenses.
  - (3) entry fees to a competition approved of by VP Sport.
  - (4) insurance of equipment purchased by the Athletic Union, or insurance of club members which is compulsory for participation in the sport.
  - (5) home match costs such as referees' expenses, pitch hire or other associated expenses.
  - (6) transport costs to away matches
- 11. Expenditure - authorisation A specimen signature of the authorised club officials (President, Treasurer and Secretary) shall be submitted to the Cash Office at the beginning of each session. Applications for payment are to be made using official HUU cash or cheque claim vouchers.
    - a) Primary account; the signature of VP Sport and the Union Admin Assistant Sport only.
    - b) Secondary account; the signatures of two of the authorised club officials.

No authorising club officer is to authorise a payment due to themselves. Where it is not possible to obtain a second signature from an authorised club officer, either the Vice-President Sport or the Athletic Union Treasurer or an authorised staff signatory may counter-sign, if they are in possession of the relevant information.

- 12. Liability The club authorising officials shall ascertain that funds are available before authorising payment. In the event of over expenditure, such officers shall be answerable to AU Council, Finance and Union Council. They may, in the final event, be held personally responsible for repayment of the outstanding amount.



## **FINANCIAL PROCEDURES GOVERNING RECOGNISED SOCIETIES**

### **Section 1 HULL CAMPUS**

#### **INTRODUCTION**

1. Interpretation Unless the context implies otherwise, the use of the word 'Societies' shall mean any Society recognised by Union Council in accordance with the Articles and relevant Standing Orders.
2. Society Grants When HUU finances permit, grants will be made available to societies to help further their aims. A society will be eligible for a grant if:
  - (a) it is ratified by Union Council
  - (b) it is established in accordance with Standing Orders Governing Union Societies
  - (c) a minimum membership subscription is charged which will be set by VP Activities and reviewed each academic session
  - (d) it has 30 paid members with such subscriptions having been paid into the Cash Office, for credit to the Primary Account of the Society

The allocation of available grant money will be agreed by the Societies Executive Committee and ratified by the Activities Zone. In determining the allocation, the Executive Committee will take into account:

- (a) the level of activity, proposed and past where appropriate
- (b) membership level
- (c) the proposals by the Society to generate income
- (d) dual membership of Societies with similar aims and objectives
- (e) contribution to HUU, or to its profile
- (f) proposals to develop or train its members
- (g) the service a Society offers to students
- (h) contribution to the University or Community of Hull
- (i) the expense of the Society's activity

The Societies' Treasurer and Chair Societies will be responsible for the administering the grants once approved.

#### **CONTROL OF INCOME AND EXPENDITURE**

3. Accounts All Society monies are to be held by the HUU Cash Office and shall not be lodged with a Bank, Building Society or outside agency. All Primary account Society transactions must be authorised by VP Activities. In their absence, the Student Activities Co-ordinator or in their absence the Director of Membership Services and HR may authorise expenditure having ascertained the Society's account has sufficient funds.

The Cash Office shall arrange for a Primary and Secondary account for each Society:

- (a) Primary Account to hold the following:
  - (i) Society Grant (if available)
  - (i) Membership Subscriptions
  - (ii) Other monies raised for activities in line with the main Constitution of the Society
- (b) Secondary Account to hold the following:
  - (i) Monies for activities outside the main Constitution of the Society, e.g. T-shirts and one-off social activities

Any credit balance remaining in the Secondary account at the end of the financial year shall be carried forward unless the account has been dormant for one financial year or is not re-ratified at the first Governance Zone meeting of the following academic year, in which case the credit shall be transferred to the Society Executive Committee account held in the Societies budget. Any credit balance remaining in the Primary Account at the end of the financial year shall revert to the VP Activities budget for Societies at the VP's discretion.

- 4. Income All monies received are to be banked with Cash Office within one clear day. All membership subscriptions are to be paid directly to HUU as directed by VP Activities. Individual societies must not collect subscriptions.

- 5. Expenditure – Secondary account

- (a) No payment or signing out process of HUU shall allow non-signatories to spend Society's primary or secondary monies. If this occurs, HUU must bear full responsibility for the error.
- (b) A Society shall have full control over expenditures charged against its Secondary account, subject to authorisation as detailed below.

- 6. The funds in the Society's Primary Account must be tightly monitored by the Treasurer, other Society signatories and VP Activities (in conjunction with the Societies Officer to ensure that they are used strictly within:

- (a) the interests, aims and objectives of the Society as written in its Constitution
- (b) the aims, objectives and rules of HUU as written in the Standing Orders, Articles, Bye Laws and Policy as agreed by Council or General Meeting
- (c) the law, with particular reference to the Education Act 1994 and Charities Acts. Any donations and material support given to external organisations must be approved by VP Activities.

A maximum of 100% of the total cost of the following can be claimed from a Society's Primary or Secondary Account, as long as the expense is wholly and strictly within (a), (b) and (c) above, that the relevant paperwork is completed and signed, that sufficient funds are in the account and receipts/invoices handed in to the cash office.

- (1) Printing - leaflets, posters, T-shirts, membership cards, and other materials from print outlets.
- (2) Equipment Hire - hiring of technical equipment and other costs associated with presentational and other equipment.

- (3) Equipment Purchase - all equipment to be purchased must be registered on an inventory, to be handed in to the Chair Societies. The equipment remains the property of the Society, and remains so when signatories leave.
- (4) Conference Fees and Related Travel - the registration, travel and subsistence costs for up to 2 members for a Society attending a relevant conference.
- (5) Guest Speaker - the costs of funding a guest speaker - travel costs and the costs of a meal for the guest speaker and 1 member of the Society when entertaining the speaker.
- (6) Training Costs - the expenses incurred to train a Society's or HUU members in skills that will directly benefit themselves, their personal development or HUU, such as instructor fees.
- (7) Educational Materials - the costs associated with purchasing educational materials, as long as they are within the aims of the Society.
- (8) Social Events - all costs associated with holding a social event can be claimed (such as room/DJ hire) except for any contribution towards refreshments (i.e. food and drink).
- (9) Affiliation Costs to National Organisations - where a benefit can be justified to a Society's members, and is passed by Council in accordance with Standing Orders.
- (10) Any Other Expenditure not listed above, providing that VP Activities agrees to the expenditure.

7. Expenditure - authorisation A specimen signature of the Chairperson, Secretary, Treasurer and other Nominated Signatory (as elected at a quorate General Meeting of the Society) shall be submitted to the Cash Office at the beginning of each session. Application for expenditure from:

- (a) Secondary account shall require the signature of the Chairperson/ Secretary/Treasurer/Nominated Signatory and the Student Activities Co-ordinator
- (b) Primary Account shall require two signatures from the Chairperson/ Secretary/Treasurer/Nominated Signatory, and counter signature of the authorised Trustee or official

Where it is not possible to obtain a second signature from an authorised Society officer the VP Activities is to counter-sign. Application for payment from either Primary or Secondary account is to be made using the official HUU cash or BACS claim voucher. Any reimbursement claim for a nominated signature must be authorised by two of the other Society authorised signatories.

8. Liability The Chairperson and Secretary/Treasurer or other nominated authorised signatory shall ascertain that funds are available before committing the Society to expenditure or authorising payment. In the event of over expenditure, such officers shall be answerable to the Activities Zone and Council, and may in the final event be held personally liable for repayment of the outstanding amount. In addition, Society Officers considered by Council to have broken financial regulations can be fined up to £100.

## **Section 2 SCARBOROUGH CAMPUS**

### **INTRODUCTION**

1. ~~Interpretation In these Standing Orders, unless the context implies otherwise, the use of the word 'Societies' shall mean any Society, based at Scarborough Campus, recognised by Union Council in accordance with the Articles and relevant Standing Orders.~~
2. ~~The rules for Scarborough shall be the same as Hull with the following exceptions:~~
  - a) ~~Money set aside for Societies will be part of the Scarborough budget and the reallocation of any year end society account credits and debits will be dealt with by the Scarborough Executive Committee~~
  - b) ~~For VP Activities read VP Scarborough~~
  - c) ~~15 members qualify for a grant~~
  - d) ~~Allocation of Society grants will be by the Scarborough Executive~~
  - e) ~~Reference to Hull will read Scarborough~~
  - f) ~~Expenditure approvals will be by VP Scarborough and in their absence Union Manager Scarborough or other members of the Executive Committee~~
  - g) ~~Reference to the cash office in Hull will be the SU offices in Scarborough~~
  - h) ~~Reference to the Societies officer in Hull will mean the Scarborough Community Officer and RAG member~~

Annex C to the Bye-Laws

#### LIMITS OF FINANCIAL AUTHORITY

	BOARD OF TRUSTEES	UNION EXECUTIVE	STUDENT OFFICER/
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		COMMITTEE	STAFF AUTHORISED SIGNATORIES
Purchase of capital equipment, structural alteration, building repairs	Over £25k	Up to £25k	Purchase of replacement equipment and repairs Up to £5k
Loans from external sources	Over £10k	Up to £10k	
Loans to members	Over £500		Bridging loans in Advice Centre Salary Advances (not to exceed £500)
Lease of equipment	Over £10k (per annum)	Up to £10k (per annum)	Not to exceed £2.5k (per annum)
Annual budgets	Overall approval of annual budgets		

## **Hull University Union Limited Bye-Laws**

### **Appendix D Members' Code of Conduct**

#### **Introduction**



HUU is a members' organisation. To be successful as a community, every member needs to behave in a way that respects our fundamental values. These values have developed over time and they have helped us become the well respected and professional organisation we are today. As a member, you will be expected to uphold our values so that you are part of a supportive community in which you can play an active part. You will be treated respectfully and courteously and you will be expected to behave similarly to your fellow students, staff, visitors and the local community.

As a member of a democratic organisation, you have the opportunity to influence our policy. You will be expected to conform to those policies agreed through the democratic processes particularly in respect of equality of opportunity and the fair treatment of others. If you believe you have been treated in a way that breaks this code, you have the right to complain and expect us to treat your complaint promptly and fairly. Equally, if you are subject of a complaint, it will be dealt with promptly and fairly.

## **Procedure**

1. This Code sets out the procedures to be followed in the case of a complaint against the conduct of an individual member(s) of Hull University Union (HUU) ("the member(s)").
2. For the purpose of this procedure, members are defined as in the HUU Articles. This Code of Conduct also applies to Associate Members other than HUU members of staff who will be subject to the disciplinary procedure detailed in the Staff Handbook.
3. This Code concerns the disciplinary rules and procedures that operate within HUU. HUU believes that rules and procedures are necessary for promoting orderly relations as well as fairness and consistency in the treatment of individuals.
4. It is important that members know what standards of conduct and performance is expected of them. As a result full details of this policy/procedure will be given to members when appropriate.

## **Scope**

5. Disciplinary action may be taken in respect of any breach of the Code:
  - 5.1 on HUU premises
  - 5.2 while the member is using HUU facilities or at an HUU event
  - 5.3 while a member is representing or acting on behalf of HUU at any event of whatever kind and wherever held
  - 5.4 in relation to actions or incidents between two or more representatives of HUU in any or none of the settings above, or in relation to actions or incidents between HUU representatives and staff or stakeholders

## **Meaning**

6. In this code unacceptable conduct means (but is not limited to):
  - 6.1 threatening or harassing any other person, whether physically or verbally or through the use of social media
  - 6.2 assaulting any other person
  - 6.3 damaging any property, whether deliberately or negligently
  - 6.4 acting in contravention of the HUU Equal Opportunities Policies or infringing safe space policies
  - 6.5 acting without due regard for the safety of others
  - 6.6 acting with dishonesty or with intent to defraud
  - 6.7 being drunk and disorderly within HUU premises or whilst representing HUU

- 6.8 being rude to other Members, their guests or staff of HUU or the University

### **Disciplinary Process**

7. Upon receipt of a written complaint regarding a member's/ members' conduct from any person, the President will decide whether the complaint is:
- 7.1 A breach of the Code of Conduct and could lead to disciplinary measures being taken. If this is the case he/she shall convene a Disciplinary Panel (as detailed in the disciplinary standing orders) who will deal with the matter. Sabbatical Trustees will be subject to the disciplinary process described in the Sabbatical Trustee Terms & Conditions and Code of Conduct.
  - 7.2 A failure to perform the duties for which the member was elected. In this case the matter will be referred to Union Council or the relevant Committee or Zone for a Motion of Caution, Censure or No Confidence to be considered.

PT 22/3/13



### **M.1617-16 Motion to lobby the University to increase space for student activities**

#### **HUU Notes:**

1. Student activities, particularly societies, currently struggle to access the rooms they need to function. Existing rooms available for booking have dramatically fallen from last year with the loss of several of the larger Union building meeting rooms, unavailability of library teaching rooms and poor utilisation of the Wilberforce building.
2. For student activities to prosper, they need space to do so.

#### **HUU Believes:**

1. Action should be taken as student activities are suffering. Many societies find themselves unable to book any rooms, especially for larger gatherings or those on a regular schedule. This is also impacting other areas of student life, we have examples as recently as the last referendum, where a debate could not be arranged until voting had already opened due to the lack of available rooms.
2. Students and Student Officers alike have already tried to work towards a solution by speaking with the University. The actions of Society Presidents, the SEC, the VP Activities and the President have thus far yielded no results – we are not being listened to. It is time we took more direct action.

#### **HUU Resolves:**

1. To mandate the VP Activities to create a working group consisting of the Student Officer team, relevant student representatives and University staff to discuss the issues noted above and create an action plan with the desired results being the following:
  - Library teaching rooms becoming eligible for booking again by societies.
  - HUU reception staff given better software/tools to be able to make better use of available rooms.
  - Additional building(s) made available for student booking.
2. To mandate the VP Activities to provide an update on progress at the next Union Council on 27th March outlining a time frame for the actions to be taken to resolve these issues by the latest of 3<sup>rd</sup> April 2017.

**Proposer:** Max Cummins, Society Presidents' Rep

**Seconded:** Amy Jackson, VP Activities