

SO 2004

STANDING ORDERS GOVERNING UNION SOCIETIES' **EXECUTIVE COMMITTEE**

FUNCTION

1. The Union Societies' Executive Committee in discharging its responsibilities in accordance with the Constitution and Bye-Laws, shall:
 - a. consider and advise on matters referred by the Societies' and , the Union Executive Committee
 - b. ensure the publication of a Societies' handbook;
 - c. ensure there is at least one Societies Bazaar in Welcome week and whenever one is needed;
 - d. ensure that members of Hull University Union know they can set up a Society and facilitate their ability to do this;
 - e. ensure communication between Societies,
 - f. ensure the promotion of Societies within Hull University Union and Hull University;
 - g. monitor the activity of Societies.
 - h. act as a forum for the exchange of ideas;
 - i. ensure the publication of a Society Events Calendar;
 - j. report to societies council.

MEMBERSHIP

2. The membership of the Union Societies' Executive Committee shall be:
 - a. The Societies Officer who shall be Chair and have a casting vote only;
 - b. The VP (Community who shall offer advice and provide Support to the committee. They shall not have a vote.
 - c. Society Representative - Performing Arts
 - d. Society Representative - Political Interest Societies
 - e. Society Representative - Subject Area Societies
 - f. Society Representative - Special Interest and Hobbies Societies
 - g. Society Representative - International and Language Societies

MEETINGS OF THE COMMITTEE

3. Calling a Meeting. Meetings shall be called by the VP Community or the Societies Officer on their own initiative or at the request of a Societies Council or by four members of the Committee.
4. Notice of Meetings. All members of the Union Societies' Executive Committee must be notified two clear days in advance of the meeting, the Agenda must also be posted on relevant notice boards by the VP Community or the Societies Officer. The Committee shall meet once every three weeks during semester time.
5. Quorum. The quorum of the Committee shall be 50%.
6. Minutes. Minutes shall be taken by the Secretary, who shall be elected at the first meeting of the academic year, at all meetings and forwarded to a Societies' Council, after ratification by a subsequent meeting of the Executive Committee.
7. Closed Session. Any full voting member of HUU may attend the meeting as an observer with speaking rights except when two thirds of the Committee wish to meet in closed session.
8. Attendance. If a voting member misses two meetings without apologies, they will have deemed to have resigned.

RESPONSIBILITIES

9. The responsibilities of the Union Societies' Executive Committee are as follows:
 - a. The Societies Officer who shall be Chair and have a casting vote only. They shall liaise with the rest of the committee;
 - b. The VP Community who shall be deputy chair to Societies executive committee. They will provide advice and support to the executive committee.
 - c. Each member of the Committee, excluding the VP Community and the Societies Officer, shall have responsibility for the communication between societies.. They shall also be responsible for the coordination of the activities and for supporting all societies.
 - d. The VP Community and the societies officer shall be responsible for coordinating the activities of the Societies Executive Committee.
 - e. Each Societies Representative (SR) shall be responsible for promoting the societies within their group and for liaising with the societies Executive Committee.
 - f. Each SR will also be expected to take a full and active role in supporting the activities of other members of the societies' executive committee. This may include, but is not exclusive to, assisting with fundraising activity and assisting with the organisation of events such as the Volunteer Awards.

- g. The Societies Officer shall be responsible for representing societies to all meetings of Union Council.
- h. The Societies Officer (Scarborough Campus) shall co-ordinate all Societies based at the Scarborough campus to ensure safe practice is maintained and support and training is provided;

ELECTION

- 10. Each member of the Societies' Executive Committee, excluding the VP Community, the Societies Officer and the Scarborough Societies Officer shall be elected in the Societies' Annual General Meeting in week 8 of Semester 2 and shall hold position from week one of the following academic year, or in the event of a vacant position by Union Council.. Any full member can stand.

BW/SEB
August 2009

Passed at UEC: 1st September 2009
Passed at HUU Council: 26th October 2009.