

# SO: 2003

## STANDING ORDERS GOVERNING UNION SOCIETIES

### INTERPRETATION

1. 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.

### RECOGNITION

2. A Society may apply for recognition by Union Council provided:

(a) it has at least fifteen Full Members of Union who have paid their subscription unless the society is based at the Scarborough campus, in which case only ten (10) members are required to have paid their subscription fee

(b) its Constitution, membership list and information sheet have been lodged with the Vice President Community, the Chair Societies & Student Activities Co-ordinator or the Scarborough Societies Officer with a copy filed with the Student Activities Centre

(c) specimen signatures of the Chairperson, Treasurer, Secretary and one other nominated Executive member have been logged with the VP Community and/or Student Activities Co-Ordinator. NB A HUU bank account cannot be opened by a society until it is ratified by Union Council.

### CONSTITUTION

3. The Constitution of the Society must not conflict with the Constitution of Hull University Union or bring its charitable aims into question. The Constitution having been ratified by Council shall only be amended by a majority of two thirds of those present and eligible to vote at a duly convened general meeting of the Society, provided that the proposed amendment is published in full on the agenda. Such amendments should be notified to the VP Community and shall not be valid until ratified by Union Council.

### MEMBERSHIP

4. Full Membership Full Membership of any Society shall be open to all Full Members of the Union on payment of the annual subscription to the relevant Society's President.

5. Associate Membership Associate Membership of the Society shall only be open to Associate Members of HUU as defined in the Bye Laws.

6. Membership lists Membership lists are to be held in the Student Activities Centre and can be produced by the Student Activities Co-ordinator on request by a member of the Society's Executive

7. Committee The Society must establish a committee of at least five full members who shall be elected by the Annual General Meeting, which shall be convened in week 6 or week 7 of Semester 2. A casual vacancy may be filled by co-option or by election at a general

meeting. To elect a Committee a Society must hold an Annual General Meeting, where all their members are invited to attend.

8. Officers The society's membership shall appoint a Chairperson, Treasurer and Secretary from amongst its membership (the latter two posts can be held by one person). Persons holding these specific posts must be full members of Union.

## GENERAL MEETINGS

9. Calling a General Meeting A general meeting of a Society shall be called by the Chairperson, the Committee, or at the written request of the voting membership. A general meeting can also be called by the Chair Societies at the request of a simple majority of the Societies' Executive Committee and in the later case, shall be chaired by the Chair Societies or by their nominee.

10. Notice of Meetings Notice of meetings shall be as follows:

- a. for an Annual General Meeting; seven clear days<sup>1</sup>;
- b. for Societies Council; five clear days.

Such notice shall be posted on the Society's notice board and given in writing to all voting members by the Chairperson or Secretary

11. Voting rights and quorum Only full members of the Society shall have voting rights. The quorum for any general meeting shall be 20% of the voting membership.

## FINANCIAL ARRANGEMENTS

12. Grant Application A grant application is to be made in accordance with Annex B to Standing Order governing Financial Procedures.

13. Financial Controls The Chairperson, Secretary and Treasurer of the Society are to control the funds of the Society in accordance with Standing Orders governing Financial Procedures.

14. Accounts Printouts of a Society's account balances and transactions can be obtained from the Student Activities Centre.

15. Society Charge This will be reviewed annually by the incoming relevant Sabbatical Officer in line with HUU funding support and inflation.

## CLERICAL ARRANGEMENTS

16. Members of Societies may make use of the facilities including printing, mailing, faxing, photocopying and telephones; charges will be made for each facility.

TP/MP/SR October

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

Passed at UEC Meeting: 24/11/10  
Passed at H.U.U. Council: 13/12/10