

# SO 2005

## **STANDING ORDERS GOVERNING SOCIETIES COUNCIL MEETINGS**

### **FUNCTION**

1. The Societies Council Meeting shall be responsible for ensuring:
  - a. The ratification of Society publications;
  - b. There is a Societies Bazaar in Welcome week and wherever else deemed necessary;
  - c. Communication between Societies, and particularly ones with related interests
  - d. The promotion of Societies within Hull University Union, Hull University and Hull University Union Scarborough campus;
  - e. The Monitoring of all Societies activities;
  - f. ensuring all Society Committee members have been elected in week 7 of Semester 2 in preparation for the next academic year;
  - g. electing the relevant members of the Societies Executive Committee, in accordance with the HUU Constitution and Bye Laws;
  - h. electing a Society representative in week 8 of semester 2 to sit on Union Council for the following academic year;
  - i. ensuring all new Society Committee members understand and adhere to the submission of Society Constitution, membership list and information sheet in week 2 of the following academic year;

### **MEMBERSHIP**

2. The voting membership of the Societies General Meeting shall be:
  - a. the President, and up to one (1) other representative of every recognised Union Society, the president of each society shall have one (1) vote as will one (1) other representative. Therefore, each society can have a maximum of two (2) votes at each meeting of Societies council;
  - b. Chair Societies (who shall be Chair and have casting vote only (In their absence VP Community will act as deputy chair);
3. The non voting membership of Societies Council Meetings shall be:

- a. Those members of the Societies Executive Committee as named in SO:2004
- b. any other members as deemed necessary by the Societies Council or the chair

## **MEETINGS**

4. Calling a Meeting: Meetings shall be called by the VP Community or Chair Societies or on their own initiative or at the request of, Union Council, the Society Executive Committee or by five voting members;
5. Frequency of Meetings: Society Council Meetings shall take place at least once a month, the second meeting of the second semester shall be the Annual General Meeting.
6. Notice of a Meeting: Five clear days in advance of the meeting the VP Community or the Chair Societies shall promulgate the agenda on hullstudent.com.
7. The Annual General Meeting: Will be convened in week 8 of semester 2 and any other time deemed necessary.
8. Quorum: The quorum of Societies' General Meeting shall be 20% of voting members.
9. Minutes: shall be taken by the Societies Officer in all of the Societies Council and taken to Union Council.
10. Fines The Societies' Executive Committee can choose to fine up to £10.00 from the Primary Account for the non-attendance of a Society to the Societies' Council Meeting. There must be a warning of the fine on the Agenda.
11. Attendance at Meetings: The Society's President can be removed from office and unable to stand for re-election if they fail to twice send apologies, attend or send a representative to Societies Council.
12. Presidents' Training: Presidents' training is mandatory for Presidents to attend. Failure to do so will result in removal from office at the discretion of the Vice-President Community and the Chair Societies

## **MEETINGS OF SOCIETIES INTEREST GROUPS.**

13. Each sub group of the Societies General Meeting<sup>1</sup> shall meet no less than every three weeks in semester time and will be chaired by the Societies Representative for that group. The Chair Societies or the VP Community shall also attend the meeting.
14. Membership - Each Society shall have one vote at meetings of their Committee.

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<sup>1</sup> As defined in Annex A of S.O, 2011 and in S.O. 2011.

## **ELECTION**

15. Each member of the Societies' Executive Committee, excluding the VP Community, the Chair Societies shall be elected in the Societies Council in week 8 of Semester 2 and shall hold office from week one of the following academic year, or whenever a vacancy occurs, by Union Council. Any full member of the Union can stand.

BC/TP/CZ

Passed at UEC:

Passed at HUU Council: 12/12/11