

2012

STANDING ORDERS
GOVERNING
HUSSO STUDENT COMMUNITY ACTION

A. **NAME**

The name of the Committee is HUSSO Student Community Action.

B. **INTERPRETATION**

In these Standing Orders, unless the context otherwise requires:

- (1) HUSSO SCA means the Hull University Social Services Organisation Student Community Action;
- (2) the Executive Committee means the Executive Committee of HUSSO SCA;
- (3) the Union means Hull University Union (HUU);
- (4) clear days shall not include Saturday, Sunday, Bank Holidays or University Holidays.

C. **ADMINISTRATION**

Subject to the matters set out below HUSSO SCA and its property shall be administered and managed in accordance with these Standing Orders by the members of the Executive Committee, constituted by clause G of this Standing Order ("the Executive Committee").

D. **OBJECTIVES**

HUSSO SCA is established to benefit the Community of the City of Kingston Upon Hull and surrounding areas, and without limiting the foregoing, to advance the activities of and relevant interests of students to effect the integration of students into their local community.

E. **MEMBERSHIP**

- (1) Full Membership - Full membership shall be open to all Full Members of Hull University Union. Full membership is conferred five days after application deadline unless otherwise advised. Those members under 18 years of age can participate in off campus volunteering with the full requirement of Risk Assessments being completed. ALL members shall be Criminal Record Bureau checked and have details put through Police National Computer (PNC) where necessary, without exception.
- (2) Associate Membership - Associate Membership shall be granted to Associate Members of Hull University Union, members of the Hull Colleges and other persons who are in sympathy with the aims of HUSSO SCA and HUU, subject to approval of the Executive Committee. Associate members shall not be entitled to vote.
- (3) Every full member of HUSSO SCA shall have one vote.
- (4) The Executive Committee may by majority vote and for reasons of public safety or unlawful activity terminate the membership of any individual, provided that the individual shall have

the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

F. EXECUTIVE COMMITTEE

Membership

The Executive shall be full members of HUSSO SCA:

- (1) Vice President Community
- (2) Kid's Area Co-ordinator
- (3) Older People's Area Co-ordinator
- (4) Disabilities Co-ordinator
- (5) Rehabilitation Co-ordinator
- (6) Training Co-ordinator
- (8) Education and mentoring Co-ordinator

G. DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE

A member of the Executive Committee shall cease to hold office if he or she:

- (1) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (2) is absent without the permission of the Executive Committee from three consecutive meetings without sending apologies and submitting a written report and the Executive Committee resolve that his or her office be vacated; or
- (3) notifies to the Executive Committee a wish to resign;
- (4) brings HUSSO SCA into disrepute through word or deed.
- (5) The Executive Committee may by majority vote and for reasons of public safety or unlawful activity terminate the membership of any individual, provided that the individual shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

H. EXECUTIVE COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED

No member of the Executive Committee shall acquire any interest in property belonging to HUSSO SCA or be interested in any contract entered into by Executive Committee; with exception of the chair.

I. MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- (1) The chairperson shall act as chairperson at meetings of the Executive Committee. If the Chairperson is absent from any meeting, the members of the Executive Committee

present shall choose one of their number to be chairperson of the meeting before any other business is transacted.

- (2) Every matter shall be determined by a majority of votes of all the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairperson of the meeting shall have a second or casting vote.
- (3) The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub-committee.
- (4) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.
- (5) Responsibility The Executive Committee is responsible for the day to day management of HUSSO SCA .
- (6) With the exception of the Chair, all the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office, but they may be re-elected or reappointed.
- (7) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (8) No member who is under 18 may be elected or appointed to the Executive Committee. Furthermore, those aged under 18 will be ineligible for a post of Project Co-ordinator due to potential lawful liability.
- (9) HUSSO SCA Executive must meet at least once a week

J. VOTES OF MEMBERS

- (1) Every full member of HUSSO SCA shall have one vote.
- (2) On a poll votes may be given either personally, electronically or by post.

K. RECEIPTS AND EXPENDITURE

- (1) The funds of the HUSSO SCA, including all donations contributions and bequests, shall be paid into an account operated by HUU in the name of the HUSSO SCA.
- (2) The funds belonging to the Organisation HUSSO SCA shall be applied only in furthering the objectives

L. ACCOUNTS

The Executive Committee shall comply with the financial procedures of HUU. Vice President Community is ultimately responsible for the financial records.

M. ANNUAL REPORT

The Executive Committee shall prepare an Impact Report on the activities of HUSSO SCA during the academic year for inclusion in the HUU Impact Report.

N. ANNUAL GENERAL MEETING

- (1) There shall be an annual general meeting of HUSSO SCA which shall be held early in the new calendar year when the University is in session.
- (2) Every annual general meeting shall be called by the Executive Committee. The Executive Committee shall give at least 7 days' notice of the annual general meeting to all the members of HUSSO SCA. All full members of HUSSO SCA shall be entitled to attend and vote at the meeting.
- (3) Vice President Community shall be chairperson of the annual general meeting.
- (4) The Executive Committee shall present to each annual general meeting the report and accounts of HUSSO SCA for the preceding year.
- (5) Nominations for election to the Executive Committee must be made by full members of HUSSO SCA in writing and must be in the hands of the Vice President Community at least 5 days before the annual general meeting. All vacancies are to be run against Reopen Nominations.

O. SPECIAL GENERAL MEETINGS

The Executive Committee may call a special general meeting of HUSSO SCA at any time. If at least five members request such a meeting in writing stating the business to be considered the Executive Committee shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

P. PROCEDURE AT GENERAL MEETINGS

- (1) The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of HUSSO SCA.
- (2) There shall be a quorum when at least one tenth of the number of members of HUSSO SCA for the time being or ten members of HUSSO SCA; whichever is the greatest, are present at any general meeting.

TP/NA/SR
November 2010

Passed at UEC: 24/11/10

Passed at HUU Council: 13/12/10