

STANDING ORDERS GOVERNING **THE WELFARE 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 Welfare 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 functions of the Zone are to provide a forum to discuss current welfare issues and coordinate HUU's welfare based actions and events. The Zone is also to implement, monitor and suggest amendments to HUU's Welfare Strategy which will include the promotion of equal opportunities and diversity. The secondary functions of the Zone are to provide scrutiny and hold to account the Vice President Welfare 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:

- (1) Vice President Welfare (casting vote only for electing a chair of the zone);
- (2) Chair Black Students Committee;
- (3) Chair Disabled Students Committee;
- (4) Chair LGBT Students Committee;
- (5) Chair Women's Committee;
- (6) Director of Nightline;
- (7) Chair Links;
- (8) Two Councillors for Scrutiny.

Ex-Officio members:

- (1) Advice Centre Coordinator;
- (2) Job Exchange Coordinator;
- (3) Such others that the Zone may deem appropriate.

4. Duties of the Membership

1. Vice President Welfare

- i. The duties of Vice President Welfare are detailed in S.O. 5001.

2. Chair Black Students Committee; Chair Disabled students; Chair LGBT Students Committee; Chair Women Committee;; Director of Nightline and Chair Links

- i. The particular duties of Chair Black Students Committee; Chair Disabled Students Committee; Chair LGBT Students Committee; Chair Women's Committee;; Director of Nightline and Chair Links are detailed in their respective standing orders.

3. 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. 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. 5002 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.

8. Quorum

The quorate 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 Welfare Zone section of the Council agenda.

10. 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.

11. Powers

The Zone shall be able to:

- (1) Pass a motion of caution against the Vice President Welfare as detailed in the bye laws.
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the Vice President Welfare 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 Welfare
- (5) Submit questions to an officer at council.
- (6) Propose a motion of caution against an officer to council.

AM December 2011

Annex A

Welfare Zone Meeting Agenda

Passed at UEC: 7/12/10

Passed at Union Council: 13/12/10

WELFARE 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 VP Welfare.

Questions.

2. Report by Chair Black Students Committee.

Questions.

3. Report by Chair Disabled Students Committee;

Questions.

4. Report by Chair LGBT Students Committee.

Questions.

5. Report by Chair Women's Committee.

Questions.

6. Report by Director of Nightline.

Questions.

7. Report by Chair, Links.

Questions.

8. Report by Scrutiny Councillors.

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

AM November 2011

Passed at UEC: 2/12/11

Passed at Union Council: 12/12/11