

**ULSTER UNIVERSITY STUDENTS' UNION STUDENT EXECUTIVE**  
**Minutes of meeting held on 31st January 2017 through video**  
**conference**

**PRESENT:-**

Colum Mackey (President), Micky Quigg (VP Campaigns and Communication), Kevin McStravock (VP Coleraine), Conán Meehan (VP Belfast), Ben Johnston (VP Magee), Hannah Rooney (VP Jordanstown)

**IN ATTENDANCE:-**

Stuart Cannell (Democracy and Campaigns Coordinator), Avril Honan (Student Engagement Manager), Frances Kane (Student Activities Coordinator), Laura Horner (Student Activities Coordinator)

**APPOLGIES:-**

Emmett Mullally (General Manager), James O'Mullan (Sports President), Karen McKillop (Marketing Manager)

**1. MINUTES**

The Student Executive approved and last set of minutes.

**2. MATTERS ARISING**

There are no matters arising that are not covered within the agenda.

**3. PRESIDENT COMMUNICATIONS**

It was noted was called due to the seriousness of having a fuller and effective discussion around approving the societies budget for the upcoming semester.

**4. UUSU SOCIETY NAMING CONVENTION**

The Student Engagement Manager gave an overview of the new branding agreements that have been reached through discussions with the university. This was expressed in detail within the attached paper.

It was stated that this will have implications on current societies that are affiliated with the Students' Union and that discussions will need to be had to ensure a smooth transition to a name that is in line with the branding guidelines.

Another issue that was stated was when the same society was created on a number of campuses. This includes the Law Society and Christian Union, as they exist as separate societies across many campuses.

If a society wishes to use the Ulster University logo, they must strictly abide by the guidelines provided by the university. In addition to this, the university must approve every piece of information that is published by these respective societies, including society media posts.

University social media guidelines will also be sent to all committee members responsible for the output of information through social media to better inform them.

Societies are encouraged to have a closed group on Facebook to encourage formal conversations and also have an open 'like' page that will be the public face of the society on Facebook.

The Student Engagement Manager stated that there must be consistency throughout all sources of information such as: the societies constitution; UUSU website; societies published documents and also all social media outputs.

There was a discussion based around why a course-based society may want to make use of 'Ulster University' being used in their societies title, with 'UUSU' being used more for the general societies.

The President stated that there should be more of a rationale to use 'Ulster University' within the society title.

The Vice-President Campaigns and Communications asked what would occur if a society did not prescribe to the guidelines put forward by UUSU. It was stated that this would be taken on a case-by-case basis as each breach of the guidelines made warrant a different penalty.

The branding guidelines were generally agreed by the Student Executive, however, it was also agreed that the rationale behind the use of 'Ulster University' and 'UUSU' need strengthened to avoid causing any confusion.

UUSU will recoup allocated funding for societies that are considered dormant, at the end of each academic term. However, it was noted that if a society becomes dormant and there is a sum of money left within their fundraising account, the current UUSU practice is to leave it in the bank account indefinitely or until a society is revived and reconstituted.

The definition of dormant is if a society has inactive for a period of at least two academic years.

There is a current debate within Students' Unions about how best to handle a situation were by money is left within a dormant society account. It was agreed that no change will happen in the short-term, however, this practice may be revisited by Student Executive in the future.

The Student Engagement Manager gave a summary of what has previously been practiced in relation to how societies have used the UUSU logo.

Societies will be permitted to use the logo on promotional material as a standalone logo, which will be available to download from our website. They are not allowed to alter the logo in any way or incorporate it as part of a larger society logo.

The UUSU logo should always be used with the wording 'Ulster University Students' Union' beneath it.

Student Executive felt that the use of the logo should be encourage, however, it must be used in its entirety to ensure effective understanding from a wider audience.

## **5. SOCIETY FUNDING**

The Student Activities Coordinator (Coleraine and Magee) asked if the funding requests were acceptable for Student Executive to approve.

The Vice-President Campaigns and Communications asked about societies that request more than £150, such as the CASS society. The Student Activities Coordinator (Coleraine and Magee) stated that even if societies request more money from UUSU, we can only provide them with the maximum of £150. It was further stated that this is usually done to show how active societies are and that they could use much more money than what we currently give them.

The Student Executive agreed the budget for the Coleraine and Magee campuses.

The Student Activities Coordinator (Belfast and Jordanstown) asked if the funding requests were acceptable for Student Executive to approve.

The Vice-President Academic and Student Affairs (Jordanstown) asked about if a society requests more money than what we can give them, are we able to support them for a specific event. This is current the situation for several societies that are affiliated, including the Chinese Scholars Society.

The President stated that we can work with these societies and engage relevant departments of the university to see if UUSU and the respective society are able to raise money through other means.

The Student Activities Coordinator (Belfast and Jordanstown) stated that if a request like this comes through that a meeting could be set up

with the society to see how progress can be made to ensure that sufficient support was provide.

The Student Executive agreed the budget for the Belfast and Jordanstown campuses.

The President stated that when it comes to funding societies through alternative means that the Student Activities Coordinators could meet with Carolyn Armstrong, head of fundraising within the university. This would ensure that all avenues could be fully explored.

**6. ANY OTHER BUSINESS**

There was no other business discussed.

**7. DATE AND TIME OF NEXT MEETING**

The next meeting will be held on Friday 17<sup>th</sup> February, with the time and location to be agreed.