

Club and Society Member Relations Procedures Conduct Procedure – Summary Flowchart

Stage 1 – Informal Resolution

The Club/Society Member Conduct Procedures (this procedure) should be used to address internal club/society conduct issues. Misconduct is deemed to be improper interference, in the broadest sense, with the proper functioning or activities of the Club/Society, or members of the Club/Society, or those who work/study at the University; or behaviour which brings, or may bring, the Club/Society/Students' Union/University into disrepute. These procedures are in place to protect the well-being of the members, wider community and the reputation of the Club/Society/Students' Union/University.

A complaint of misconduct will be made to the Treasurer within 10 days of the misconduct occurring. The Treasurer shall record the details of the complaint on a central conduct register and shall advise the Clubs and Societies Coordinator.

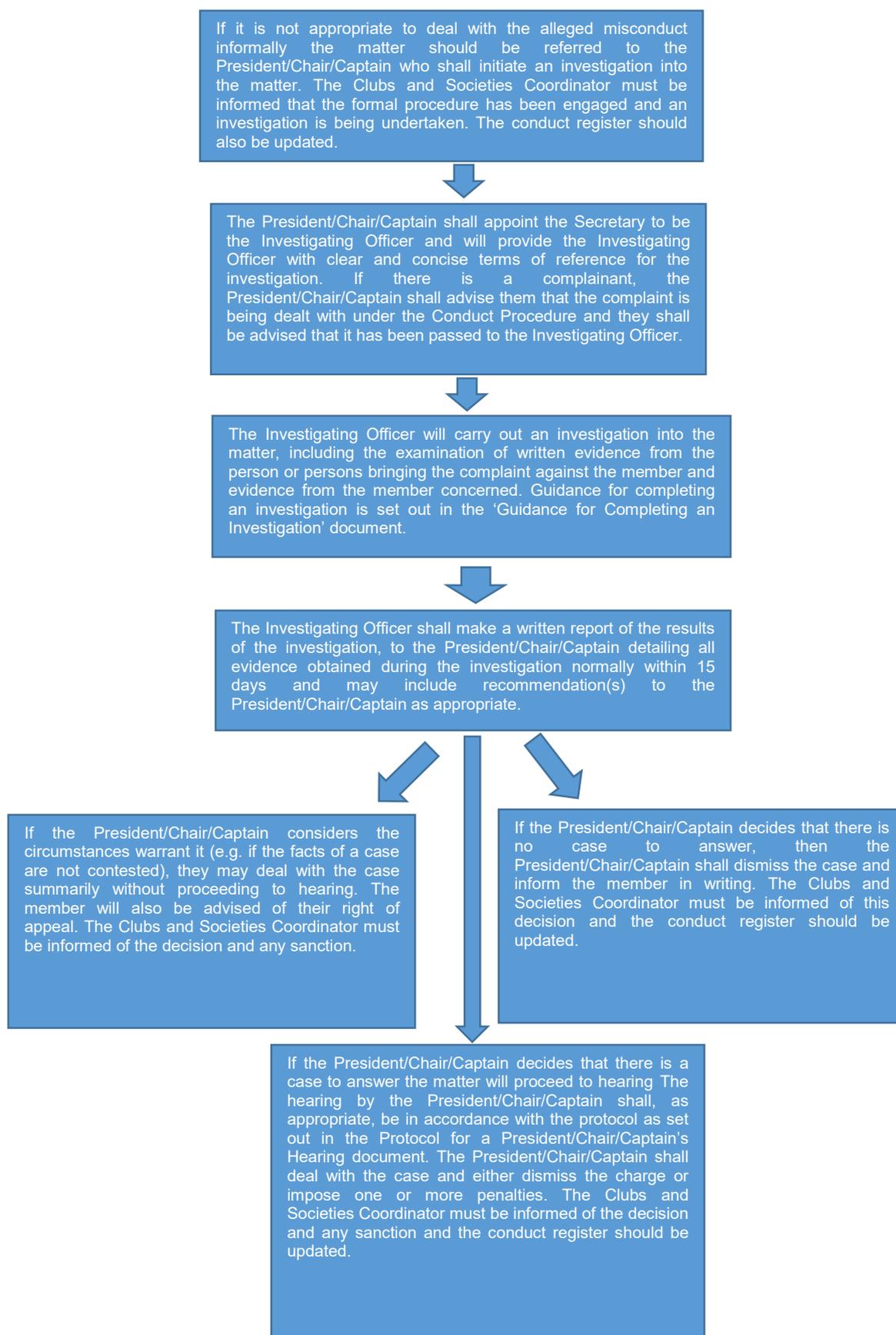


If appropriate the Treasurer (with the consent of any complainant and the member accused of the misconduct) may resolve the matter informally. The Treasurer should seek to resolve the matter within 5 working days.



At the conclusion of this stage the Treasurer shall write to the complainant and the member accused of the misconduct informing them that the informal stage has concluded, setting out the terms of any resolution or agreement reached. The Treasurer should update the conduct register and advise the Clubs and Societies Coordinator of the outcome.

Stage 2 – Formal Procedure



Stage 3 – Appeal

A member may appeal the decision of the President/Chair/Captain on the following grounds:

- 1 Procedural irregularity in the conduct of the investigation.
- 2 Evidence is available which was not reasonably available at the time of the original determination.
- 3 The decision of the President/Chair/Captain was too severe.



The appeal should be made by email to the Director of the Students' Union. All appeals must be within 10 working days of the written finding of President/Chair/Captain. Receipt of notification of the appeal and any supporting documentation shall be acknowledged by email within five working days of receipt of the appeal. The Clubs and Societies Coordinator must be advised of the appeal and the conduct register should be updated.



The Director of the Students' Union will convene an Appeal Panel.



The Appeal Panel shall have access to the investigation report, the records of the President/Chair/Captain's hearing including the minutes, the papers considered by the President/Chair/Captain, the decision letter and any other information deemed appropriate. If new information, which was not available to the member at the time of the hearing decision, is presented by the member, the Appeal Panel will consider it.



The decision of the Appeal Panel shall be communicated to the member in writing, normally within five working days of the decision having been made. The letter should refer to the date and time of the appeal meeting, and whether the appeal has been upheld or not. If alternative sanctions have been imposed they should be set out. The member should be advised that the appeal decision is final. The Clubs and Societies Coordinator must be advised of the appeal outcome and the conduct register should be updated.