



Member Disciplinary Procedure

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1. Introduction

- 1.1. Students' Union UCL ("**the Union**" or "**we**") is committed to creating a student-led, inclusive, safe, respectful and fun environment, where everyone is treated fairly and with consistency. We believe that our spaces, both online and physical, should be free from harassment and bullying. It is therefore important that all our Student Members understand the standards of conduct that are expected of them in maintaining that environment.
- 1.2. This procedure outlines our approach to ensuring that issues concerning the conduct of individual Member(s) and Clubs and Societies are resolved in a fair, consistent and timely manner.

2. Scope

- 2.1. Throughout this procedure, "**Members**" are defined in accordance with the Union's Memorandum and Articles of Association as being students at University College London that have not 'opted out' of their membership of the Union. For the purposes of this procedure, "**Members**" also refers to Associate Members and Visiting Members as defined elsewhere in these Bye-Laws.
- 2.2. "**Clubs and societies**" are defined, in line with the Union's Clubs and Society Regulations, as clubs and societies that have had their affiliation approved by the Activities Zone.
- 2.3. "**Our standards of conduct and behaviour**" are the Union's standards of conduct and behaviour set out at Appendix 1, in addition to those standards and expectations that are set out from time to time in the following related documents: [Insert list]
- 2.4. This procedure does not apply to Union staff, trustees, or sabbatical officers.
- 2.5. Where a Member who is also a student member of staff at the Union is alleged to have breached Our standards of conduct and behaviour, the process followed will usually depend on whether the alleged breach occurred while the Member was 'on duty' as a Union employee, however depending on the circumstances, the Union may at its ultimate discretion follow both or either of the Member and staff disciplinary policies.

3. Principles

- 3.1. We believe our spaces, events, communities and activities, both online and physical, should be safe from harm. The Union should be safe for all those using it, and everyone who participates in Union activities and events, or that uses our spaces has a responsibility to help us achieve this.
- 3.2. Any breaches of "Our standards of conduct and behaviour" will be treated in a consistent, fair and reasonable manner. Our aim is always to resolve issues informally wherever possible and for Members, clubs and societies to remain active parts of the Union community.
- 3.3. We may begin disciplinary procedures against a Member, club or society without a formal complaint being made against them if, in our reasonable opinion, there is sufficient evidence to suggest that a breach of Our standards of conduct and behaviour has taken place.
- 3.4. In circumstances where the Union has reason to believe that a Member, society or club may pose a risk to the health, safety and/or wellbeing of themselves, the student community, the Union's reputation or public safety, or where it may be more appropriate for a matter to be referred to a third party, for example the University or the police, due the seriousness of the matter, we may put in place precautionary measures (which could include interim suspension of membership) before a full investigation has taken place. The procedure for deciding on the appropriate precautionary measures is outlined in [Appendix 3: Risk Assessment Procedures](#).

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- 3.5. We may invoke this disciplinary procedure at any stage of a complaint being made or a matter coming to our attention. We will inform the Member, club or society in writing of the fact that this disciplinary procedure has been invoked as soon as is practicable.
- 3.6. If an allegation is likely to represent a potential breach of University regulations, and/or happens outside of the Union's spaces, events, communities and activities and/or is determined by the Union in its ultimate discretion to be outside the scope of this procedure, we may refer the matter to the University for investigation. If a matter is referred we would put on hold our own investigation. Once the University's investigation is complete, we will review their findings and recommendations and consider whether to apply any sanctions based on their findings, or whether we need to investigate further.
- 3.7. Where timescales are referred to within this procedure, they are provided as a guide only. We will always let you know if things are going to take longer than expected, and keep you updated throughout.
- 3.8. Communication and notices under this procedure are to be sent in writing, and that writing includes via electronic means such as e-mail. All e-mail communication sent to Members, clubs or societies as part of this procedure will be sent to their registered University e-mail addresses, unless otherwise agreed.
- 3.9. Adjustments to this process may be made to accommodate students defined as having disabilities under the Equality Act 2010 and allied legislation. Please let us know as soon as possible if you consider that you will require adjustments to be made to any of the processes under this procedure.

4. Breaches of Standards

- 4.1. Disciplinary action may be taken in the event of any breach of Our standards of conduct and behaviour, regardless of whether the breach took place in person, in writing or online. Breaches can include incidents that:
 - happen on or off the Union's premises if connected to Union activity.
 - are committed while using the Union's facilities or attending a Union event;
 - are committed while a Member is representing, acting on behalf of or could reasonably be perceived to be representing or acting on behalf of the Union. This includes, but is not limited to, incidents that take place at an event, during a trip, online (e.g., via social media) or in correspondence.
 - take place whilst participating in an activity supported by the Union or whilst on Union business.
- 4.2. Some examples of the types of misconduct and serious misconduct which may constitute breaches of Our standards of conduct and behaviour are listed in [Appendix 1: Disciplinary Standards](#).

5. Informal resolution

- 5.1. Before considering formal disciplinary proceedings, reasonable efforts will be made to resolve the matter informally, where appropriate. This could include a discussion with a member of Union staff, who will use reasonable endeavours to help you understand the standards or behaviour expected and give you the opportunity to put things right. At this stage you will be made fully aware of the expectations, what steps need to be taken to address the issue and when this will be reviewed. We might also recommend that you attend training or make changes to how your club or society operates.

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5.2. Sometimes an informal discussion may not resolve the issue or be appropriate. In this case, the relevant procedures outlined in the remainder of this procedure will be applied.

5.3. An informal resolution will not be taken if, in our reasonable opinion:

- Your conduct has not improved following a previous informal discussion or formal warning;
- It is more appropriate to deal with the situation formally, due to the seriousness of the issue(s)/allegation(s).

6. Immediate Disciplinary Process

6.1. If a situation arises that cannot be resolved there and then, and/or there is a risk to others, a staff member, or nominated Member responsible for an event or activity (e.g., an elected Officer or an elected committee Member of a club or society) may require a Member to leave a space or activity immediately.

6.2. The staff member or responsible Member should then refer the issue to the relevant Service or Department Manager as soon as possible, who will begin a disciplinary process pursuant to this procedure, notifying the Member in writing accordingly.

7. Licensed Premises

7.1. In Union licensed premises, the manager on duty may, in accordance with the Licensing Act (2003), take action to prevent public nuisance, prevent crime and disorder and promote public safety, which may include requiring a Member to leave the space. An incident report must be completed as soon as possible following an incident on licensed premises.

8. Police Investigations

8.1. If police have been involved in an incident that takes place on Union premises or during Union activity, the Chief Executive should be informed as soon as possible.

8.2. If a Member is also the subject of a police investigation, we may decide to:

- continue with our own investigation without waiting for the outcome of a police investigation and/or criminal proceedings; or,
- suspend our investigations until any police investigation and/or criminal proceedings are complete. The Member may be suspended from the Union during this period, in line with section 10 of this procedure.

8.3. An investigation or decision by the police or other law enforcement agency to take no further action will not prevent the Union from taking disciplinary action under this procedure.

9. Investigation

9.1. Before formal disciplinary action is considered, an appropriate person will be appointed to carry out a full and fair investigation to establish the facts of an allegation or incident. The person carrying out the investigation must not be involved in the matter in question, for example as a witness, and will usually be a member of Union staff or an independent person appointed by the Union.

9.2. The purpose of the investigation is to establish the facts and, where appropriate, obtain statements from relevant witnesses.

9.3. The investigation will be completed within a reasonable timeframe, taking into account the complexity of the case, the availability of witnesses, staff resource and the timing in the academic year.

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- 9.4. As part of the investigation, a Member may, if appropriate, be asked to attend an investigation meeting, submit a written statement and/or share other pieces of evidence, which will form part of the investigation report.
- 9.5. Once the investigation is complete, the investigator will put together a report that includes:
- details of the investigation process, findings of fact and conclusions;
 - whether it is more likely than not that a breach (or breaches) of Our standards of conduct and behaviour has taken place, and which standards or regulations the potential breach(es) relates to;
 - any recommended informal action to be taken, either instead of, or as well as a disciplinary hearing;
 - whether a disciplinary hearing is recommended, either for individual Member(s) or a club/society;
 - whether the matter should be reported to the University;
 - any recommended improvements to Union procedures, practices or training that could prevent the issue/incident happening again in the future.
- 9.6. The investigation findings will then be reviewed by the appropriate disciplinary panel, as outlined below, who will determine an appropriate outcome.

10. Interim suspension from the Union

- 10.1. In certain circumstances, for example cases involving serious breaches or where we reasonably believe that there are risks to the health, safety and/or wellbeing of other people (such as witnesses, other students or staff), risks to property or the Union's reputation, it may be appropriate to suspend some or all of an individual, club or society's membership privileges while an investigation takes place.
- 10.2. A risk assessment will be conducted (see [Appendix 3](#)) to consider whether interim suspension is necessary.
- 10.3. Interim suspension of a Member, club or society does not indicate a disciplinary decision or suggest that a breach of Our standards of conduct and behaviour has been found.
- 10.4. We will keep any periods of suspension as brief as possible and review it regularly throughout the process.

11. University Investigations

- 11.1. We will inform the University of any allegations of serious misconduct or where, following a risk assessment (see [Appendix 3](#)), the Union reasonably believes that a Member may pose a risk to the University or the wider student body, and/or that it is more appropriate for the University to investigate the matter. Where the University considers that its regulations may have been breached, it may follow its own separate disciplinary process and implement its own sanctions.
- 11.2. If a Member being investigated is also the subject of a University investigation, we may decide to:
- continue with our own investigation without waiting for the outcome of the University's investigation; or,
 - suspend our investigation until any University investigation is complete, then determine whether the Union needs to take any further action.
- 11.3. A Member may have some or all of their membership privileges suspended during this period (see section 10).

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- 11.4. If, following investigation, the University decides not to take further action, this will not prevent us from taking disciplinary action under this procedure.
- 11.5. Our investigation will focus exclusively on whether, on the balance of probabilities, a Member has breached Our standards of conduct and behaviour. If the University has issued a disciplinary sanction for a breach of their regulations that could also be classed as a breach of Our standards of conduct and behaviour, this will be considered as part of our investigation.

12. Disciplinary Panel & Hearing

- 12.1. If, following investigation, the Union decides to hold a formal disciplinary hearing with an individual, club or society, the Member(s) will be informed of the relevant investigation findings and allegations in writing and invited to a hearing in line with paragraph 12.8. This will usually take place within 10 working days of the investigation being completed.
- 12.2. If the disciplinary matter relates to the management, governance, culture or behaviour of a club or society, the disciplinary panel will normally consist of the Activities & Engagement Officer (Chair) and at least one and a maximum of two officers from the Activities Zone (or appropriate representatives) who have received the relevant training.
- 12.3. If the disciplinary matter relates to an individual, the disciplinary panel will normally consist of the Welfare & Community Officer (Chair) and at least one and a maximum of two members of Union Executive who have received the relevant training.
- 12.4. If the disciplinary matter relates to both individual behaviour and the running of a club or society, a disciplinary panel may be formed that consists of both the Activities & Engagement Officer and the Welfare & Community Officer, along with at least one and a maximum of two members of Union Executive who have received the relevant training.
- 12.5. Members of the panel must not have been involved in the matter in question, for example during the investigation or as a witness.
- 12.6. At the formal meeting, you may be accompanied by a fellow Member of the Union. You should inform us in advance of who will be accompanying you to the meeting.
- 12.7. All disciplinary panels will be supported by an independent, appropriate member of Union staff at the hearing. They will not have a role in deciding on the outcome but may provide advice and support to the panel. They will also be responsible for taking notes.
- 12.8. You will receive an invitation letter to the hearing, at least 5 working days in advance, which will:
 - advise you of the purpose of the hearing, the date, time and venue;
 - explain that you may be accompanied at the hearing by a fellow Member;
 - provide information about the allegations;
 - advise who will attend the hearing, including any witnesses;
 - provide all relevant information that is to be used at the hearing including the investigation report and a copy of the disciplinary procedure.
- 12.9. During the hearing, you will have the opportunity to:
 - set out your case and answer any allegations;
 - ask questions;
 - put forward your own evidence;
 - ask witnesses questions;
 - call your own witnesses (advance notice should be given).

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- 12.10. The person that conducted the investigation may also attend the hearing to present their findings and answer any questions about the investigation and their findings. They will leave the meeting before further discussion takes place.
- 12.11. You will have the opportunity to state your case before any disciplinary sanctions are decided on. Where a disciplinary panel must determine issues of fact, the standard of proof will be on the balance of probabilities.
- 12.12. If, with good reason, you are unable to attend the hearing, it will be rescheduled (usually within 5 working days of the original date). Except in exceptional circumstances, if you are unable to attend the rearranged hearing, we may make a decision in your absence. If you have an illness, injury or a medical condition, disciplinary panel will consider what reasonable adjustments can be made to these procedures (including extension of time limits where appropriate) upon the provision of relevant evidence.
- 12.13. The disciplinary panel may dismiss a case or uphold a case in full or in part. If a case is upheld in full or in part, it may apply one or more disciplinary sanctions in accordance with Appendix 2: Disciplinary Outcomes and Sanctions.
- 12.14. After the hearing, you will be notified of the outcome. This will be confirmed in writing, usually within 10 working days or as soon as possible without unreasonable delay, and will include:
 - The decision of the disciplinary panel and its reasons, including details of the incident or behaviour that has resulted in the disciplinary action, the disciplinary sanction(s) and if appropriate, the length of time any sanction(s) will remain in place;
 - Any remedial actions required to be undertaken by the Member, club or society concerned, when these actions should be completed, the consequence of not carrying out these actions, and details of the appeals process.

13. Appeals

- 13.1. You can appeal against any disciplinary action taken against you if you feel that:
 - the disciplinary outcome is unreasonable given all the circumstances and evidence considered, including if caused by a demonstrable bias;
 - the correct procedure was not followed during the formal stage, and this has had a significant effect on the outcome; or,
 - you have new evidence to show which you were unable, for valid reasons, to provide earlier in the process, and which would have had a significant effect on the outcome of the formal stage.
- 13.2. You can submit an appeal within 10 working days of the date that you receive the outcome of the disciplinary hearing. You should do this in writing to the Chair of the Board of Trustees, setting out the reasons for appealing the decision.
- 13.3. If the Chair of the Board decides that there are grounds for appeal, an appeal hearing will take place as soon as possible, and without unreasonable delay. This will usually be within 10 working days of your appeal being received.
- 13.4. If the Chair of the Board decides that there are no grounds for appeal, then the Member will be informed in writing. Their decision is final.
- 13.5. You will receive an invitation letter to the appeal hearing, at least 5 working days in advance, which will:
 - advise you of the purpose of the hearing, the date, time and venue; and
 - explain that you may be accompanied at the hearing by a fellow Member;

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13.6. Appeals will be heard by a panel who have had no previous involvement in the case and will normally consist of the Chair of the Board (or one of the Vice Chairs) and one or more of the following:

- A member of the Union management team
- A trustee

13.7. The appeal panel may:

- uphold all or part of the original decision;
- refer the matter to the disciplinary panel stage, if new evidence is presented, for a new panel to consider
- change the outcome (they will not usually impose a more serious sanction than what has already been decided);
- overturn all or part of the original decision.

13.8. All decisions will be confirmed in writing, with brief reasons, within 10 working days, or as soon as possible and without unreasonable delay. The decision of the appeal panel is final.

14. Confidentiality

14.1. All matters relating to the disciplinary and appeals process must be kept confidential.

14.2. We will investigate any breach of confidentiality by an individual involved in the process and take appropriate action. This could include disciplinary action against the individual(s) responsible for the breach.

15. Safeguarding

15.1. If any matters have safeguarding concerns, these will be considered in accordance with the Union's Safeguarding Policy.

16. Further information

- [Appendix 1: Disciplinary Standards](#)
- [Appendix 2: Disciplinary Outcomes and Sanctions](#)
- [Appendix 3: Risk Assessment](#)

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Appendix 1: Disciplinary Standards

Our standards of conduct and behaviour apply to all Members of the Union and are important for creating an inclusive, respectful and fun environment, that is free from harassment and bullying, and is safe for all those using them. The individual circumstances of each case will always be taken into account during a disciplinary process.

Examples of misconduct that may be considered a breach of Our standards of conduct and behaviour are listed below. This list is not exhaustive.

- failure to comply with UCL's Member Code of Conduct;
- behaving in a way that is likely to cause reputational damage to the Union, whether on or off Union and/or University premises;
- failure to comply with the UCL Code of Practice on Freedom of Speech;
- disorderly, threatening, bullying or offensive behaviour or harassment, whether physically, verbally or online;
- any action likely to cause injury or acting without due regard to the safety of others;
- making defamatory or maliciously false statements about students or staff;
- any interference with health and safety equipment, including activating fire alarms except in a genuine emergency;
- damage to, defacement of, or misappropriation of Union property or the property of other Members of the Union, whether caused intentionally or recklessly;
- failure to comply with Clubs and Society Regulations and/or financial procedures;
- misuse or unauthorised use of Union premises and property, including computer misuse;
- breaches of any other of the Union's codes, policies, regulations or guidance.

The following are examples of behaviour which the Union will consider as acts of **serious misconduct** and may lead to more severe disciplinary outcomes, up to and including termination of membership;

- acting to, or with intent to, commit theft, fraud, deceit, deception or dishonesty in relation to the Union, its staff and Members or while representing or claiming to represent the Union;
- discrimination, harassment or victimisation of others on the grounds of their age, disability, gender, gender re-assignment, pregnancy, maternity, marriage or civil partnership, race, religion, belief, sexual orientation or any other characteristic protected under the Equality Act 2010;
- the use of anonymous online platforms to discriminate, bully, harass or victimise others;
- the use, possession or supply of illegal drugs on Union premises or while representing or claiming to represent the Union;
- committing a criminal offence that could affect your suitability to engage in Union activity;
- sexual misconduct, including any unwelcome behaviour of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation;
- physical violence or sexual violence towards others, or the threat of physical or sexual violence;
- persistent or repeated acts of misconduct over an extended period.

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Appendix 2: Disciplinary Outcomes and Sanctions

Some sanctions may be imposed in conjunction with others (for example a formal written warning, plus a written apology).

Disciplinary Outcomes – Members

Outcome	Description
No disciplinary action	This course of action would be followed if, based on the evidence and/or explanation, it is decided that the allegations are unfounded, or there are special factors or circumstances that mean disciplinary action is not appropriate.
Informal action	This means that a record is made of the discussion, and the remedial actions or changes required of the Member are noted and clearly explained. This may be used when the issue is not serious enough to justify a formal, written warning, but still needs addressing. This could include a ‘verbal’ warning, recommendation to attend training, mediation or a conversation setting out expectations.
Written apology	The Member will be required to write a formal apology to any other parties that have been affected by their misconduct. If a Member refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.
Compulsory training	The Member will be required to attend training to address the conduct or behaviours of concern. This may be sourced/delivered by the Union, or we may ask the Member to attend training delivered by the University or other partners. If a Member refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.
Formal written warning	For breaches where an informal approach is inappropriate or has failed, a formal written warning may be issued setting out the nature of the misconduct and the change in behaviour and/or remedial action required. A warning will remain ‘active’ for up to 12 months, and will not be taken into consideration for future disciplinary purposes after this time.
Activity Limiting Penalty	The Member will be restricted, either fully or partially, from certain activities for a specified period of time. This could include a limitation on room booking privileges, for example.
Withdrawal of Union privileges	The Member will have some or all of their Union privileges withdrawn for a specified period of time (or indefinitely if the breach is particularly severe). This may also mean that the Member is suspended from holding any elected positions.
Removal from position	The Member is removed from their position on a committee. This may also include restrictions (either permanently or temporarily) on running for future committee positions.
Indefinite suspension of privileges	In the case of serious misconduct or repeated instances of misconduct, membership privileges may be suspended indefinitely.

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Disciplinary Outcomes – Clubs and Societies

Outcome	Description
No disciplinary action	This course of action would be followed if, based on the evidence and/or explanation, it is decided that the allegations are unfounded, or there are special factors or circumstances that mean disciplinary action is not appropriate.
Informal action	This means that a record is made of the discussion, and the remedial actions or changes required of the Club/Society or members of the Club/Society are noted and clearly explained. This may be used when the issue is not serious enough to justify a formal, written warning, but still needs addressing. This could include a 'verbal' warning, recommendation to attend training, mediation or a conversation setting out expectations.
Written apology	The Club/Society or members of the Club/Society will be required to write a formal apology to any other parties that have been affected by their misconduct. If the group refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.
Compulsory training	The group or members of the group will be required to attend training to address the conduct or behaviours of concern. This may be sourced/delivered by the Union, or we may ask the individuals to attend training delivered by the University or other partners. If the group refuses to carry out the request within a specified amount of time, a more serious disciplinary outcome may be recommended instead.
Formal warning	For breaches where an informal approach is inappropriate or has failed, a formal written warning may be issued setting out the nature of the issues, the changes in behaviour and/or remedial action required and by when. A warning will remain 'active' for up to 12 months, and will not be taken into consideration for future disciplinary purposes after this time.
Limited activities	The group will be restricted, either fully or partially, from running certain events or activities and/or using official social media channels for a specified period of time.
Removal of positions	Specific members will be removed from their position on a committee. This may also include restrictions (either permanently or temporarily) on running for future committee positions.
A fine or restorative sum	The society or club will be required to pay a fine or sum, for example to cover repairs or cleaning.
Disaffiliation	If there has been a serious breach, repeated breaches or failure to make required improvements, the club or society may be required to close and will no longer benefit from Union support and affiliation.

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Appendix 3: Risk Assessment Procedure

1. A risk assessment may be conducted where we have reason to believe that a Member, society or club may pose a risk to the health, safety and/or wellbeing of themselves, the student community, the Union's reputation or public safety, or where it may be more appropriate for a matter to be referred to a third party, for example the University or the police, due the seriousness of the matter.
2. Situations which may require a formal risk assessment include:
 - Where a report has been received of serious misconduct of a Member, society or club which suggests that they pose a risk to others;
 - Where a concern is raised during an investigation that the circumstances being investigated suggest that a Member, society or club poses a risk to others.
3. The purpose of the risk assessment is to evaluate the specific circumstances, identify the current and potential risks and consider what action, if any, should be taken to reduce those risks.
4. A person or panel conducting a risk assessment will act in the best interests of the Union and our Members, using the information available at the time.
5. A risk assessment panel will normally include a Sabbatical Officer and a member of the Senior Management Team.
6. It may also include a representative from the University, where necessary and/or appropriate.
7. Member(s) would not normally be required to meet with a risk assessment panel, however this may be requested in certain circumstances.
8. The risk assessment panel will not be able to take disciplinary action against any Member, society or club, but they can recommend measures to be put in place to reduce actual or perceived risk to others and/or to the Union, while an investigation is carried out.
9. Possible outcomes of a risk assessment could include:
 - Recommendation for a temporary suspension of a Member from Union premises and/or activities;
 - Recommendations for specific measures to be put in place, which might include adjustments to societies, events or activities or access to specific spaces;
 - Specific restrictions to be put in place preventing the Member from participating in certain activities or events;
 - Specific restrictions to be put in place preventing certain club or society activity including meetings, events or online communication;
 - A specific requirement that the Member is not permitted to represent the Union in a society, club or as part of a committee until the investigation has concluded;
 - Referral to the University's Student Support and Wellbeing service; and/or
 - Referral to the University's Casework Team for investigation under their own procedures.

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- 10.** When assessing the extent of any recommended suspension, the risk assessment panel will consider all Union activities that the Member (s) is currently participating in by checking against the following list:

Activity
Employed by the Union as a Member of student staff
Participating in volunteering activities
Course Representative
Member of a Club or Society
Committee Member of a club or society
Standing in a Union election
Use of the advice centre

- 11.** This may require the panel to liaise with colleagues and/or external organisations, such as volunteering organisations. Information relating to the case, beyond the name of the Member (s), will only be shared where strictly necessary.
- 12.** Consideration should be given by the panel to the impact or potential impact on the Member (s) of any measures taken, particularly in relation to recommendations involving temporary suspension of access to services or premises.
- 13.** Full suspension from Union premises and activities will only be recommended in high-risk circumstances where there are no alternative measures that can be put in place to appropriately manage the identified risks.
- 14.** Any suspensions will usually only be put in place pending the outcome of a disciplinary investigation and hearing. Any suspension will be for a fixed period and subject to regular review.
- 15.** In cases where there has been a complaint from another Member, the risk assessment will take the interests and welfare of both Members into consideration when deciding on the appropriate precautionary measures. The panel will consider any support arrangements that need to be put in place for either party.
- 16.** Where complaints have been made that relate to serious allegations of bullying, harassment, discrimination or sexual misconduct or violence, the panel will take into consideration the potential risk to the health, safety and wellbeing of all students and the general public, with particular consideration to those with protected characteristics under the Equality Act 2010.
- 17.** Any refusal by a Member to meet the requirements put in place following recommendations made following a risk assessment may be investigated under the disciplinary procedure.
- 18.** The risk assessment panel will ensure that appropriate confidentiality is maintained for the Member (s) and any other people involved.
- 19.** All decisions will be recorded and retained in line with the Union’s Data Protection & Privacy Policy.