

Students' Union UCL Bye-Law Tidy Up

What would you like to change in the Bye-Laws?

This Amendment to Governing Documents (AGD) is part of the annual tidy and review of our Bye-Laws. The following changes are being suggested:

- Updated Liberation Networks to 'Student Networks' to reflect the introduction of new Networks which are not liberation related.
- Changes to Network constitutions to be ratified by Union Executive.
- Updates to Officer titles and roles to reflect the Student Officer Review.
- Sabbatical Officers to automatically be members of the NUS National Conference Delegation.

Why would you like to do this?

It is good practice to review our Bye-Laws on an annual basis in order to ensure that they are up-to-date and relevant to the work of the Students' Union.

How will this affect students?

These changes will take effect from 16 July 2024 and ensure that our Bye-Laws they are functional and fit for purpose.

Students' Union UCL Bye-Laws

Bye-Law 1 - General

Bye-Law 2 - Membership

Bye-Law 3 - ~~Liberation Student~~ Networks

Bye Law 4 - Union Executive and Policy Zones

Bye-Law 5 - Referenda

Bye-Law 6 - Union Policy

Bye-Law 7 - Union Officers

Bye-Law 8 - Accountability of Officers

Bye Law 9 - Elections

Bye Law 10 - NUS Delegation

Bye-Law 11 - Staffing

Bye-Law 12 - Complaints Procedure for Members

Bye-Law 13 - Disciplinary Procedure

16 July 2023

Commented [JS1]: To be updated once they have been confirmed

Bye-Law- 1 General

1. The Union is a company limited by guarantee.
2. Words and phrases used in these Bye-Laws have the meanings as ascribed to them in the Memorandum & Articles of the Union.
3. The Memorandum & Articles shall take precedence over these Bye-Laws and these Bye-Laws shall not be interpreted or applied in any way that is inconsistent with the Memorandum & Articles.
4. In the case of confusion or contradiction in these Bye-Laws, the ~~Governance Committee~~Board of Trustees shall have power to interpret their wording.
5. These Bye-Laws may be amended by the Union Executive, in accordance with the relevant sections in these Bye-Laws, via a special resolution with a 75% majority vote.
6. The Union is fully committed to equal opportunities and will strive to ensure that no Member or member of staff is subject to discrimination in any form. All Officers should strive to ensure equal opportunities within their remit. All meetings must be accessible to all Members; that includes venues, digital platforms and papers.
7. The Union may affiliate to any external organisation provided that such affiliations do not violate relevant law or the Memorandum & Articles or Bye-Laws. All affiliations shall be posted on the website, approved by the ~~Union Executive and reported at the Annual Members' Meeting~~Trustee Board.
8. The Union shall publish an annual impact report which will be submitted to UCL Council before its last meeting of the session.
9. The Union shall observe the UCL Code of Practice on Freedom of Speech.

Bye-Law 2- Membership

1. All UCL students are automatically Members of the Union unless they opt out.
2. Regulations of Membership shall be as stated in the Memorandum & Articles.
3. Associate membership of the Union shall be open to all members of UCL staff (including honorary members of the academic staff), Union staff, Fellows of UCL, past students of UCL and those who are employed by UCL upon payment of the relevant membership fee, as laid down by Union Executive.
4. Associate membership of the Union may be granted to those UCL students on a 'disruption of studies' who are considered to have extenuating circumstances.
5. Honorary Life Membership of the Union may be granted by Union Executive.
6. Visiting membership of the Union may be granted to members of Students' Unions in other Colleges or Universities for a period not exceeding twelve months, upon payment of a membership fee as laid down by Union Executive. Visiting membership application must be recommended by either a Union club/society or a Union staff member. Applications can be considered by the Activities & Engagement Officer on behalf of Union Executive.
7. Honorary Life Members, Visiting and Associate members are not granted full membership rights and therefore cannot take part in the democratic procedures of the Union such as voting in Union elections or hold elected office.
8. Students may opt out of their Membership of the Union. Students that opt out of their Membership are not able to take part in the democratic processes of the Union including in its Clubs & Societies, but retain their right to access facilities, the Union Advice Service as well as Clubs & Societies.

Bye-Law 3- ~~Liberation Student~~ Networks

1. ~~Liberation Student~~ Networks

- a. ~~Liberation Student~~ Networks shall exist to enable their members to self-organise in order to lead efforts to:
 - i. challenge and change discrimination, oppression and inequality that they face.
 - ii. defend and extend their rights.
 - iii. represent and further their particular concerns, needs and interests within the Union, UCL and beyond.
 - iv. ensure that the Union's actions do not unfairly exclude, neglect or discriminate against them.
 - v. promote and facilitate social intercourse and cooperation amongst themselves.
- b. The Equity & Inclusion Officer shall be the assisting Sabbatical Officer for each ~~Liberation Student~~ Network.
- ~~c. Each Liberation Network's Constitution must make provision for the self-representation of members who are also members of the other Liberation Networks. This may be arranged in coordination with the other Liberation Networks.~~
- ~~d.c.~~ The ~~Liberation Student~~ Networks shall be:
 - i. The Women's Network
 1. the Women's Network is open to all who self-define as women, including (if they wish) those with complex gender identities which include 'woman', and those who experience oppression as women.
 2. the Convenor shall be the Women's Officer.
 - ii. The People of Colour (POC) Students' Network
 1. the members shall self-define as black and/or minority ethnic.
 2. the Convenor shall be the People of Colour (POC) Students' Officer.
 - iii. The Disabled Students' Network
 1. the members shall self-define as disabled. This shall include non-visible disabilities.
 2. the Convenor shall be the Disabled Students' Officer.

iv. The LGBT+ Students' Network

1. the members shall self-define as Lesbian, Gay, Bisexual, Trans* and/or any other gender/sexual/romantic minority including but not limited to Asexual spectrum, Aromantic spectrum, Queer and Intersex.

~~2. Supports the Trans network~~

2. the Co-Convenors shall be the LGBQ+ Officer and the Trans Officer.

v. The Research Students' Network

1. The members shall be any Postgraduate Research student.

2. the Convenor shall be the Research Students' Officer.

vi. The Mature, Part-Time and Carers' Students' Network

1. The members shall be any mature, part-time or student with caring responsibilities.

2. the Convenor shall be the Mature, Part-Time and Carers' Students' Officer.

vii. The International Students' Network

1. The members shall be any student whose home address is not in the UK.

- ~~2.~~ the Convenor shall be the International Students' Officer.

2. Governance of Liberation-Student Networks

~~a. Each Liberation Network and its Officers and meetings (including matters of quorum and procedures for Constitutional amendments) shall be governed by a Constitution, subject to any requirements in the Bye-Laws.~~

~~b. With the permission of a Liberation Network's Convenor, Union Executive may amend or create that Liberation Network's Constitution by a majority vote.~~

~~c. Each Liberation Network shall hold democratic open meetings at which its members can discuss relevant issues, set the Liberation Network's Policy, and direct the Liberation Network's Officers.~~

a. Each Liberation-Student Network shall be coordinated by its Convenor with the support of the assisting Sabbatical Officer, both to be specified elsewhere in the Bye-Laws. The assisting Sabbatical Officer shall attend open meetings and Liberation Network Executive Committee meetings and assist the Liberation-Student Network as required by its Officers and Constitution.

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- b. Each Student Network should have a constitution which sets out their activities. The constitution also includes what principle committee positions are. A Student Network shall have the following principal officers:
 - i. The relevant Student Officer shall lead the Network
 - ii. Treasurer
 - iii. Welfare Officer
- c. Student Networks have the authority to suggest which committee positions should be elected in relevant election cycles.
- d. Student Networks can amend their constitution in their own democratic forums. Constitutions should be reviewed and approved each year in an open meeting with all Network members. Constitutions should be then ratified at the next available Union Executive meeting.
- e. ~~A Constitution may define additional elected Officers within the Liberation Network. It must specify their responsibilities as well as mechanisms for their election and for their recall for any reason. These Officers shall, along with the Convenor and any ex-officio positions specified in the Liberation Network's Constitution, constitute the Executive Committee of that Liberation Network.~~
- f. ~~Subject to their own constitutions and the oversight of the Board of Trustees, Liberation Networks shall be free to set their own Policy, to act, and to spend their own resources as they see fit, except that they may not directly contradict or violate the Memorandum & Articles or these Bye Laws.~~

Bye Law 4- Union Executive and Policy Zones

1. Union Executive:

- a. Purpose:
 - i. To set Union Policy, usually on the recommendation of Union Policy Zones
 - ii. Monitor the implementation of Union policy
 - iii. Oversee Union democratic processes and where required, vote to amend the Bye-Laws as outlined in Bye-Law 1.
 - iv. Oversee Policy Zones and Officer accountability
 - v. Refer policy to referendum as appropriate

vi. Refer matters to the Board of Trustees as appropriate

b. Membership:

- i. All Sabbatical Officers (6)
- ii. Disabled Students' Officer
- iii. LGBTQ+ Students' Officer
- iv. Trans Officer
- v. Women's Officer
- vi. People of Colour (POC) Students' Officer
- vii. Sustainability Officer
- viii. An elected officer from each policy zone (3)

c. Protocol and Procedures:

- i. Quoracy of meetings shall be 50% +1.
- ii. Meetings shall be chaired by the President.
- iii. The Chair shall be a voting member.
- iv. Meetings shall be scheduled at a minimum of twice in Terms 1 and 2 and at least once in Term 3.
- v. Additional meetings may be called by the Chair.
- vi. All items for approval, including Amendments to Bye Laws shall be circulated to the Union Executive Committee five working days in advance.
- vii. Sabbatical Officers shall produce an accountability report for each meeting and time will be allowed for questions and debate on reports.
- viii. Union Executive shall report to ~~Annual Members' Meeting~~ the Board of Trustees summarising all policy passed and any Amendments to Bye-Laws and affiliations approved.
- ix. Union Executive may create policy where an issue does not fit into an existing policy zone.
- x. Union Executive cannot make amendments to policy received by a zone. In this instance, any policies should be referred to the relevant zone for amendments.

- xi. If a ~~Liberation-Student~~ Officer is unable to attend Union Executive, they may send ~~an officer of their Liberation Network~~ a member of their Committee in their stead, who will have voting rights for the duration of the meeting. This is known as proxy voting.
- xii. Any ~~Liberation-Student~~ Network committee member exercising proxy voting rights must have been sufficiently briefed by the officer on whose behalf they are voting. They must have had access to the agenda and papers of the meeting.

2. Education Zone:

- a. Purpose:
 - i. To discuss issues and work on projects, campaigns and propose policies which aim to improve the educational experience of UCL students
 - ii. To hold relevant elected officers to account for work as it relates to the zone.
- b. Membership:
 - i. Education Officer (Chair)
 - ii. One Faculty Rep from each level of study and from each Faculty
 - iii. Research Students' Officer
 - iv. Postgraduate Officer
 - v. Equity & Inclusion Officer

3. Activities Zone:

- a. Purpose:
 - i. To discuss issues, work on projects, campaigns, and propose policies, which aim to improve student activity at UCL including societies, sport, volunteering, events and enterprise.
 - ii. To hold relevant elected officers to account for work as it relates to the zone.
 - iii. To be responsible for the monitoring and, where necessary, amending of the Club and Society Regulations.
- b. Membership:
 - i. Activities & Engagement Officer (Chair)

- ii. Postgraduate Officer
- iii. Equity & Inclusion Officer
- iv. Arts Officer
- v. Sports Officer
- vi. Societies Officer
- vii. Volunteering Officer
- viii. Sports Reps (6)
- ix. Societies Reps (9)
 - 1. Student Media
 - ~~2. Performance Art~~
 - ~~3.2. Non-Performance Art~~ Arts Reps (x2)
 - ~~4.3. Societies Non-Portfolio Reps~~ (x6)
- x. Volunteering Reps (4)

4. Welfare and Community Zone:

- a. Purpose:
 - i. To discuss issues and work on projects, campaigns and propose policies with an aim to improve the wellbeing of UCL students on campus and in the wider community;
 - ii. To hold relevant elected officers to account for work as it relates to the zone.
- b. Membership:
 - i. Welfare & Community Officer (Chair)
 - ii. Equity & Inclusion Officer
 - iii. Postgraduate Officer
 - iv. POC Students' Officer
 - v. Women's Officer
 - vi. Sustainability Officer

- vii. Accommodation & Housing Officer
- viii. International Students' Officer
- ix. Hall ~~Reps~~Community Officers
- x. Mature, ~~&~~ Part-time ~~&~~ Carers Students' Officer
- ~~xi. Officer for students with caring responsibilities~~
- ~~xii.~~ xii. Social Class & Mobility Officer
- ~~xiii.~~ xii. UCL East Students' Officer
- ~~xiv.~~ xiii. Welfare Reps from sports clubs (4)
- ~~xv.~~ xiv. Welfare Reps from societies (4)

5. Zone Protocol and Procedures:

- a. To create a new policy zone, an Amendment to Governing Documents must be passed by Union Executive.
- b. Policy Zones may create working groups which must report to the main Zone.
- c. A relevant Students' Union staff member will be appointed to offer advice and support to Zones.
- d. Any member of the Union can attend meetings and contribute to discussions in the Zone, however, they will not have voting rights.
- e. Each Policy Zone should meet a minimum of twice in Terms 1 and 2 and once in Term 3.
- f. The Chair shall be a voting member.
- g. Additional meetings may be called by the Chair.
- h. Policy Zones should agree their priorities at their first meeting.
- i. Quorum is required for a vote to take place and shall be 50% +1 of members.
- j. All ~~liberation-Student Officers~~ shall have voting rights across the Policy Zones should they wish to attend.
- k. If a ~~liberation-Student Officer~~ who is unable to attend a Policy Zone, they may send a member of their ~~Liberation Network~~ Committee instead, who will have voting rights for the duration of the meeting

- l. The Chair of each Zone should be the relevant Sabbatical Officer. If they are absent an acting chair may be elected at the meeting.
- m. Policy proposals may be referred to Union Executive if the business is urgent or if there is not a relevant Zone to accommodate the proposal, at the discretion of the chair.
- n. Each policy proposal passed by a Zone needs to be ratified at the next available Union Executive.
- o. Voting members of the Zone may no confidence the Chair by a majority vote and elect an Acting Chair for the duration of the meeting.
- p. Amendments to policy proposals may take place during debates should a majority of members agree.
- q. Each Zone must report to the Union Executive including all policies adopted.
- r. Each Zone is responsible for electing members to serve as representatives on bodies outside of the Union.

Bye-Law 5- Referenda

1. Any issue decided by a Referendum shall overrule any decision made except for those made by the Board of Trustees and its Committees.
2. A Referendum may be called by any of the following:
 - a. A simple majority vote of Union Executive
 - b. By a Secure Petition of at least 1% of the membership provided proposed to Union Executive
 - i. A petition calling for a referendum in the case of No Confidence for a Sabbatical Officer must be 1%.
 - ii. Petitions must have a UCL email, UPI or Student Number to enable checks.
 - iii. The Returning Officer will confirm the total number of students who have signed the petition. If duplicate or invalid student numbers or names are discovered, then they shall be removed and discounted from the petition.
 - c. A resolution of the Board of Trustees
3. A referendum schedule shall be approved by Union Executive.
4. Quorum for a Referendum shall be 5% of the Membership.
5. The Referendum shall be conducted by means of a cross-campus ballot.
6. Voting shall be open for at least forty-eight hours.
 - a. Voting shall usually be conducted online through a secure poll
 - b. Voting cannot open until after the Open Meeting has taken place
7. Amendments to the Referendum question may be debated and agreed by attendees of the [open meeting](#).
8. Agreed amendments will be listed separately to the original proposal on the ballot.
9. Once submitted, a Referendum question can only be withdrawn by the proposer. The proposer may withdraw the referendum [question](#) at any time up to the declaration of results.
 - a. If the result of voting in a referendum is a tie, then the result is decided in line with the Electoral Commission's rules by the drawing of lots (i.e. a method of selection by chance such as tossing a coin or picking a name out of a hat). The method of selection will be decided and conducted by the Returning Officer.

Bye-Law 6- Union Policy

1. No Policy can deny any group of members their rights and privileges as protected under the Memorandum & Articles, Equalities Act and Bye-Laws.
2. Policy can be set by:
 - a. Union Executive, primarily as recommended by Union Policy Zones
 - b. Referendum
3. Policy shall exist for two years unless it is overturned.
 - a. Union Executive can overturn policy previously adopted by Union Executive
 - b. Referenda can overturn policy adopted by Union Executive and Policy Zones
 - c. The Board of Trustees can overturn any policy in accordance to the provisions in the Memorandum & Articles.
4. Where two policies are in contradiction, the Policy passed at the higher body shall take precedence. Where the two policies were passed at the same level, the most recent shall take precedence.
5. An amendment to a motion going to a meeting may be proposed by any member of the meeting and voted on should the majority of the voting members agree.

Bye-Law 7- Union Officers

1. General

- a. Any Officer who ceases to be a Member during their term shall vacate their post.
- b. All Officers are required to act at all times in accordance with the Memorandum & Bye-Laws as well as upholding them throughout the Union's activities.
- c. All Officers shall attend meetings they are involved with to fulfil their role.
- d. All Officers shall liaise with each other between meetings and actively seek to promote themselves and their work to Membership.
- e. All Officers must consult with Members of the Union throughout their time in office so that they continue to remain as representative as possible.
- f. Notification of resignation of an officer/officer-elect must be in writing to the Chief Executive.

2. Sabbatical Officers: Collective Duties

- a. Shall be collectively responsible for the political leadership of the Union.
- b. Shall work full-time and represent the interests of students to UCL, including participating in UCL committees and regular meetings with senior UCL staff.
- c. Shall meet regularly with the Chief Executive and Senior Management Team to discuss the strategy, operation and management of the Union.
- d. Shall serve as the Sabbatical Trustees on the Board of Trustees, subject to the Articles. For the purposes of the 1994 Education Act 22(2)(d), the Sabbatical Trustees shall be the "major union officers".
- e. Shall ensure the Union is ethical, and sustainable.
- f. Shall share the responsibilities of communicating with the Membership, keeping all Members informed about the work of the Sabbatical Officer Team and the Union's services for Members.
- g. Shall be accountable to students and keep all students informed of their work on behalf of the Union's members.
- h. Shall attend University Misconduct and Disciplinary Committees when required.
- i. Shall serve their term of office from 16 July to 15 July of the following year, with a handover period from 1 July to 15 July.

- j. Shall fulfil their roles as outlined in the role descriptions and to support, where appropriate, other student officers and representatives in the fulfilment of their roles.
- k. Shall act as the spokespersons for the Union.

3. Sabbatical Officers: Individual Purpose

i. Activities & Engagement Officer

Lead on shaping the co-curricular and social experiences and opportunities that Members want from the Union. Lead the Union on engaging with the cultural diversity of our Membership and building global partnerships to benefit our Members.

ii. Education Officer

Lead on representing students' academic interests to UCL and beyond. Lead the Union's work in influencing UCL to achieve fair, accessible and high-quality education at UCL.

iii. Equity & Inclusion Officer

Lead on equity and inclusion work across the Union to ensure that UCL is truly inclusive and welcoming for all students and that all students are able to participate in the Union's activities. Work closely with, support and be accountable to ~~the POC Students', Disabled Students', LBGQ+, Trans and Women's Officers and Student~~ Networks to help champion their work, ensuring that the networks are thriving, active, welcoming and democratic communities.

iv. Postgraduate Officer

Lead on all issues relating to the needs and interests of postgraduate taught and research students. Lead the Union in making sure we provide the best student experience for postgraduate Members.

v. President

Lead the Union in making sure its activities and services are democratic, transparent and meet the needs of the Membership. Lead communications between the Union and students and help to champion the Union's work on financial and environmental sustainability.

vi. Welfare & Community Officer

Lead on all issues relating to welfare, wellbeing and housing for Members ensuring that the Union promotes their mental, physical and social wellbeing. Lead on initiatives to enable students to make

a positive contribution to the local community and that local public services meet students' needs. Represent students' interests regarding welfare, housing and community relations to UCL and beyond.

4. Student Officers: Individual Purpose

- a. The Student Officers are eligible as a job share. This means that **a maximum of two** members could run together in order to fill the position together and share the workload.
- b. Officers in a job share are entitled to one collective vote.
- c. The following Officers shall be elected:

i. POC Students' Officer

Lead the Union's POC Network in continuing to build an engaging, dynamic and rewarding community of POC students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of POC students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

ii. Disabled Students' Officer

Lead the Union's Disabled Students' Network in continuing to build an engaging, dynamic and rewarding community of disabled students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of disabled students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

iii. LGBQ+ Officer

Lead the Union's LGBT+ Network alongside the Trans Officer in continuing to build an engaging, dynamic and rewarding community of LGBT+ students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of LGBQ+ students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

iv. Trans Officer

Lead the Union's LGBT+ Network alongside the LGBQ+ Officer in continuing to build an engaging, dynamic and rewarding community of LGBT+ students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of Trans and non-binary students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

v. Women's Officer

Lead the Union's Women's Network in continuing to build an engaging, dynamic and rewarding community of women students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of women students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

vi. Accommodation & Housing Officer

Represent the collective interests and needs of students relating to affordable, accessible and good quality living environments to the Union. Working with the Welfare & Community Officer, represent the needs and priorities of students have with the living accommodation within UCL, the University of London and beyond.

vii. Arts Officer

Lead in developing and building a strong community of arts societies. Working with the Activities & Engagement Officer, oversee all arts societies in the Union and develop opportunities for students to pursue a rich range of artistic interests at UCL.

viii. International Students' Officer

Lead the International Students' Network as well as oversee the development of ~~an~~ an engaging, dynamic and rewarding community of international students and represent the needs and interests of international students within the Union. Working with the Activities & Engagement Officer to facilitate initiatives to support intercultural engagement across our diverse student communities. Working with the Welfare & Community Officer, represent the collective interests of international students to UCL and beyond.

ix. Mature & Part Time & Carers Students' Officer

Lead the Mature, Part-Time & Carers Students' Network and oversee the development of an engaging, dynamic and rewarding community of mature, ~~and~~ part-time and students with caring responsibilities and represent their interests and needs to the Union. Working with the Welfare & Community Officer, represent these collective interests to UCL and beyond.

~~**x. Officer for Students with Caring Responsibilities**~~

~~Lead the development of an engaging, dynamic and rewarding community of students with caring responsibilities and represent their interests and needs to the Union. Working with the Welfare & Community Officer, represent these collective interests to UCL and beyond.~~

~~xix.~~ Research Students' Officer

Lead the [Research Students' Network and oversee the](#) development of an engaging, dynamic and rewarding community of research students within the Union and represent the needs and interests of research students. Working with the Postgraduate Officer, represent these collective interests to UCL and beyond.

[xii.xi.](#) Societies Officer

Lead in developing and building a strong community of general interest societies. Working with the Activities & Engagement Officer, oversee all general interest societies in the Union and develop opportunities for students to pursue a rich range of interests at UCL.

[xiii.xii.](#) Sports Officer

Lead in developing and building a strong community of sports clubs. Working with the Activities & Engagement Officer, oversee all sports clubs in the Union and develop opportunities for students to pursue a rich range of sporting activities at UCL.

[xiv.xiii.](#) Sustainability Officer

Represent students' priorities and interests to the Union relating to the environmental sustainability of the Union, UCL and wider student life. Working with the President, represent these priorities and interests to UCL and beyond, chair the Student Sustainability Council, develop an effective and engaged network of Student Sustainability Ambassadors, and contribute to the implementation of the Union's Sustainability Strategy.

[xv.xiv.](#) Social Class & Mobility Officer

Work closely with societies related to social mobility and supporting students from low socioeconomic backgrounds. Represent the collective interests and needs of these students to decision-making bodies within the Union. Working with the Equity & Inclusion Officer and the Welfare & Community Officer, represent these collective interests to UCL and beyond. The Social Mobility & Class Officer will work with all officers on projects that affect those from these backgrounds.

[xvi.xv.](#) Volunteering Officer

Lead on supporting and championing volunteering initiatives and events as well as providing a link between clubs, societies and the Volunteering Service. The Volunteering Officer will work closely with the Activities & Engagement Officer to represent the views of students engaged in volunteering.

[xvii.xvi.](#) UCL East Students' Officer

Lead on supporting and representing the views of UCL East students. The UCL East Students' Officer will work closely with the President to represent the views of students at UCL East.

5. Student Reps: Individual Purpose

i. Faculty Reps

Represent the interests of students of their status within their Faculty to the Union, on Education Zone, and to UCL. They shall also work with the Lead Department Reps and Programme Reps to represent members on relevant committees.

ii. Halls ~~Reps~~Community Officers

Represent the interests of students within their residence to the Union, UCL and on Welfare and Community Zone. Organise community building events in their respective Halls of Residence.

iii. Societies Reps

Represent the interests of students in societies to the Union, UCL and on the Activities Zone.

iv. Sports Reps

Represent the interests of students in sports clubs to the Union, UCL and on the Activities Zone.

v. Volunteering Reps

Represent the interests of students who take part in volunteering activity through the Union to the Union, UCL and on the Activities Zone.

vi. Welfare Reps

Represent the welfare and wellbeing needs of students in relevant sports clubs and societies on the Welfare and Community Zone.

Bye-Law 8- Accountability of Officers

1. All Officers are elected by and accountable to the Membership.

- a. If a Member has a question about the work, activity or conduct of an Officer they may email the Officer and should expect a response within five working days.
- b. If unsatisfied with the response they receive, they may request a meeting with the Officer, and the Officer must make arrangements to meet the Member within five working days where possible.
- c. Members are also encouraged to attend Zone meetings, ~~and the Annual Members Meeting~~ where officers will be regularly issuing accountability reports.
- d. Sabbatical Officer reports will be posted on the Union website
- ~~d.e.~~ Sabbatical Officers will write reports outlining any updates on the priorities and their assigned policies for the Board of Trustees.

2. No Confidence Procedure for Sabbatical Officers

- a. No Confidence motions for Sabbatical Officers require a 75% majority vote of eligible Members voting in a Referendum, provided that at least 5% of all Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 1% of all Members.
- b. The motion must outline why the officer should be subject to a vote of No Confidence.
- c. Sabbatical Officers, as employees of the Union, are subject to carry out their duties under the terms of employment as laid out by the Board of Trustees. They may be subject to dismissal following breaches of contract or gross misconduct in line with relevant employment law.

3. No Confidence Procedure for Student Officers

- a. Members shall have the right to call a vote of No Confidence for any elected Student Officer for any reason at any time by submitting a recall petition.
- b. The recall petition must outline why the officer should be subject to a vote of No Confidence.
- c. Quorum for recall petitions shall be 25% of the total number of votes in the position's recent election.
- d. Signatories of the recall petition must be Members and who must sign the petition along with their student number.

- e. Only Members eligible to vote in the election of the position in question may participate in proposing or voting in the recall.
- f. The petition must be on the Union's website for five working days prior to the vote.
- g. The vote may take place online.

~~h. Quorum for the No Confidence vote shall match the total number of votes for the position's recent election.~~

h. Once a No Confidence vote has been passed, the Officer in question will be immediately suspended from office.

4. Attendance and non-engagement

- a. Student Officers who demonstrate a lack of engagement with their role may be deemed to have resigned by the Union Executive. Lack of engagement is defined as:
 - i. having two absences to a Policy Zone
 - ii. or, if a member of Union Executive, 4 total Union meetings during their term of office
- b. Apologies accepted by the Chair do not count towards absences.
- c. The officer will be notified and provided an opportunity to explain.
- d. If the explanation is not sufficient as decided by Union Executive simple majority, or if they do not respond within five working days, they will be notified that the role has been vacated.
- e. If an officer wishes to appeal against this decision, they may appeal to the Board of Trustees.

Bye Law 9: Elections

1. The running of fair elections shall be the responsibility of the Returning Officer, on behalf of the Board of Trustees. They shall ensure the elections are run in accordance with the Memorandum & Articles and Bye-Laws.
- ~~2. Candidates must be a current student enrolled on a programme at UCL for the full academic year.~~
- ~~2. All candidates must be a member of the Union at the time of their election.~~
3. All Officers and Representatives must be a member of the Union for the duration of their time in office.
4. Timing of Elections:
 - a. Typically, Student Representatives and NUS Delegates shall be elected in Term 1. Student Representatives shall be elected in Term 1. Two Student Trustees shall be elected in Term 1.
 - b. Typically, Sabbatical Officers and Student Officers shall be elected in Term 2. Two Student Trustees shall be elected in Term 2.
5. The Returning Officer shall:
 - a. Be an external appointment ratified by Union Executive.
 - b. Oversee the fair conduct of the elections in accordance with the Bye-Laws.
 - c. Rule on the validity of any complaints arising from the conduct of candidates during the election as detailed in the Bye-Laws.
 - d. Issue guidance to candidates during the elections.
 - e. Oversee the count and verify the results of the elections.
 - f. Submit a report annually to UCL Council, Governance Committee and the Board of Trustees
6. The Returning Officer is accountable to the Board of Trustees.
7. The Returning Officer may be carried out by any of the following:
 - a. An NUS staff member
 - b. The presiding or Deputy Returning Officer of Camden Council
 - c. A member of academic staff at UCL

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- d. A senior staff member of another Students' Union
8. The Deputy Returning Officer (DRO) shall:
- a. Provide operational support for the elections as the Returning Officer's nominee
 - b. Enforce the election rules by making initial rulings in response to complaints and referring decisions to the Returning Officer where appropriate.
 - c. Be a current member of staff at the Students' Union.

9. Eligibility and nominations:

- a. The Student Officers are eligible as a job share. However, should one candidate choose to withdraw after voting has opened, then both candidates will be withdrawn.
- b. Nominations for the following positions must fulfil the criteria outlined:
 - i. Arts Officer must be a member of at least one Arts society for at least 28 days.
 - ii. POC Students' Officer must self-define as a person of colour OR Black or Minority Ethnic.
 - iii. Disabled Students' Officer must self-define as disabled.
 - iv. International Students' Officer must have a normal residence outside of the UK.
 - v. LGBTQ+ Officer must self-define as LGBTQ+.
 - vi. Mature ~~&~~Part-time & Carers Students' Officer must either be a part-time student, a student with caring responsibilities, including a parent, or have begun an undergraduate course after the age of 21, or a postgraduate course after the age of 24.
 - ~~vii. Officer for Students with Caring Responsibilities must self-define as a person with caring responsibilities.~~
 - ~~viii.~~vii. Research Students' Officer must be a Research student.
 - ~~ix.~~viii. Societies Officer must be a member of at least one society for at least 28 days.
 - ~~x.~~ix. Sports Officer must be a member of at least one sports club for at least 28 days.
 - ~~xi.~~x. Trans Officer must self-define as Trans or non-binary.
 - ~~xii.~~xi. Women's Officer must self-define as a woman.
 - ~~xiii.~~xii. Hall-Reps Community Officers must be a resident of the relevant Hall.

- ~~xiii~~. Faculty Reps must be a student in the relevant Faculty.
 - ~~xiv~~. Non-Portfolio Societies Reps must be a member of at least one society and designated Societies Reps must be a member of a relevant society to their role.
 - ~~xv~~. Sports Reps must be a member of at least one sports club.
 - ~~xvi~~. Welfare Reps must be a Welfare Rep on the committee of a sports club or society.
 - ~~xvii~~. Volunteering Reps must be involved in at least one form of volunteering activity through the Union.
 - ~~xviii~~. UCL East Students' Officer must be a student living or studying at UCL East.
- c. The remaining positions are open to any member of the Union.
 - d. A member may serve as a Sabbatical Officer for a maximum of two terms.
 - e. All Sabbatical and Student Officers shall serve from 16 July in the year of their election until 15 July the following year, as well as an induction and handover period from 1 July before they take office.
 - f. Student Trustees elected in the Term 1 will have their term of office run from November to October of the following year. Those elected in Term 2 will have their term of office run from August to July of the following year.
 - g. Academic Reps which is an umbrella term for Course Rep, [Research Student Rep](#), Lead Department and Faculty Rep, shall serve from the point of their election until when their successor is elected in the subsequent election round.
 - i. Academic Reps will be asked whether they would like to continue their position if their role remains vacant.
 - h. ~~Nomination forms must include the full name of those nominated and be submitted before the advertised close of nominations.~~
 - i. Nominations shall be open for at least five working days before they close.
 - j. The dates for the opening and closing of nominations shall be displayed on the Union website.

10. Campaigning

- a. Election rules regarding campaigning may be determined by the Returning Officer.
- b. No campaigning may take place before the start of the campaigning period as outlined on the Union website.

- c. Candidates must not share Campaign Expenses. Campaign Expenses are defined as all campaign materials, including online advertisements, which have a market value above £0.
- d. Materials received free of charge shall be counted towards the Candidate's Elections Budget, at the current market value of the materials. Materials available free of charge to all candidates shall not count towards the limit within the budget, but must still be documented.
- e. Candidates are entitled to spend an allocated budget determined by the Returning Officer which will be announced at the Candidates' Briefing
- f. Supporters may campaign for more than one candidate at the same time.
- g. Candidates may endorse other candidates but are prohibited from sharing or pooling resources. A member running for multiple positions in the same set of elections will be treated as separate candidates.
- h. Candidates may criticise another candidate's campaign but must never be personal. Candidates and their supporters must not:
 - i. reference another candidate's personal traits of character.
 - ii. misrepresent another candidate's religious, political, or other views or actions.
 - iii. intimidate any participant in the election, candidate, campaigner, student, staff or other.
 - iv. deliberately sabotage any campaign other than their own
 - v. deface any campaign materials (such as publicity, online media, social networking sites) of another candidate.
 - vi. make any attempt to influence the impartiality of the Returning Officer or Union staff.
 - vii. permanently damage any the Union or UCL area or property.
- i. Candidates or supporters who are currently or have previously been a Union officer, volunteer or staff member must not use any facilities or communication methods available exclusively to them and not to other students, for the purpose of campaigning for an individual candidate or candidates.
- j. Candidates must submit their Elections Budget by the time and date specified in the Candidates' Briefing.
- k. Incumbent Sabbatical Officers wishing to stand for re-Election shall utilise holiday, and time in lieu to conduct campaigning activities.

- l. Incumbent Sabbatical Officers standing for Election may not use any of the resources of their current position (such as publicity, photos, materials, stationery or email addresses or any other resources that are not accessible to other candidates).
- m. The Union shall organise events at which Members will have the opportunity to hear candidates speak and ask them questions, ~~including a public hustings.~~
- ~~n.~~ Candidates and supporters must not utilise devices or digital technology to intimidate or coerce potential voters. ~~This rule must be prominently displayed on the voting webpage so that voters can identify and report violations.~~
- ~~n.o.~~ ~~A link to the complaints form and any rulings from the Deputy Returning Officer must be displayed on the Union webpage in the interest of transparency.~~

11. Voting

- a. No Member shall have more than one vote.
- b. The following shall be elected by those who fulfill the criteria outlined:
 - i. Arts Officer: Voters must be a member of at least one Arts society for at least 28 days.
 - ii. POC Students' Officer: Voters must self-define as a person of colour OR Black or Minority Ethnic.
 - iii. Disabled Students' Officer: Voters must self-define as disabled.
 - iv. International Students' Officer: Voters must have a normal residence outside of the UK.
 - v. LGBTQ+ Officer: Voters must self-define as LGBTQ+.
 - vi. Mature ~~&~~ Part-Time ~~&~~ Carers Students' Officer: Voters must either be a part-time student, a student with caring responsibilities, including a parent or have begun an undergraduate course after the age of 21, or a postgraduate course after the age of 24.
 - ~~vii.~~ ~~Officer for Students with Caring Responsibilities: Voters must self define as a person with caring responsibilities.~~
 - ~~viii.~~vii. Research Students' Officer: Voters must be a Research student.
 - ~~ix.~~viii. Societies Officer: Voters must be a member of at least one society for at least 28 days.
 - ~~x.~~ix. Sports Officer: Voters must be a member of at least one sports club for at least 28 days.

- ~~xix~~. Trans Officer: Voters must self-define as Trans.
 - ~~xix~~. Women's Officer: Voters must self-define as a woman.
 - ~~xiii~~. Hall ~~Reps~~Community Officers: Voters must be a resident of the relevant Hall.
 - ~~xiv~~. Faculty Reps: Voters must be a student in the relevant Faculty.
 - ~~xv~~. Non-Portfolio Societies Reps: Voters must be a member of at least one society and designated Societies Reps must be a member of a relevant society to their role.
 - ~~xvi~~. Sports Reps: Voters must be a member of at least one sports club.
 - ~~xvii~~. Welfare Reps: Voters must be a ~~Welfare Rep on the committee~~member of a club or society for at least 28 days. ~~of a sports club or society.~~
 - ~~xviii~~. UCL East Students' Officer: Voters must living or studying at UCL East.
- c. The remaining positions shall be elected by a cross-campus ballot.
 - d. The voting period for any position shall run for at least three working days.
 - e. Voting shall be done by secret ballot using the Alternative Vote / Single Transferable Vote system, as defined by the Electoral Reform Society of Great Britain and Northern Ireland.
 - f. The timing of the close of voting and the count shall be specified on the Union website.
 - g. If the result of voting in an election is a tie, then the result is decided in line with the Electoral Commission's rules by the drawing of lots (i.e. a method of selection by chance such as tossing a coin or picking a name out of a hat). The method of selection will be decided and conducted by the Returning Officer or their nominee.
 - h. In elections, the names of candidates for each position shall be placed in a random order on the ballot paper.
 - i. If re-open nominations is elected in a multi-seat election, its surplus of votes shall be transferred to a new re-open nominations candidate.
 - j. If re-open nominations is elected in a single-seat election, then the post shall remain vacant until nominations can be re-opened and a by-election held.

12. By-Elections

- a. Vacant posts will be elected in the next scheduled election unless an additional By-election is approved by Union Executive.

13. Interpretation & Complaints

- a. Any complaints about the conduct of candidates and their supporters must be made in writing in the time specified by the elections schedule.
 - b. The Deputy Returning Officer, in consultation with the Returning Officer as appropriate, shall make a ruling on the matter within 48 hours of receipt of the complaint. They may give the alleged candidate the right of reply before making a ruling. Complainants may remain anonymous should they wish.
 - c. The Returning Officer may take any of the following disciplinary actions:
 - i. oral or written warning
 - ii. reduction in available campaign budget
 - iii. ban on the use of certain campaign materials or a campaigning ban
 - iv. disqualification of a candidate
 - v. declare the election null and void
 - vi. refer the matter to the Union disciplinary procedures
 - vii. a combination of the above may be imposed.
14. The ruling of the Returning Officer is final; however, complaints about the conduct of the Returning Officer may be made to the Board of Trustees.

Bye Law 10: NUS Delegation

1. This section shall apply only when the Union is affiliated to the National Union of Students and shall not be construed to imply that the Union is required to retain such affiliation.
2. Delegation Leader
 - a. The Education Officer shall attend NUS National and Extraordinary Conferences ex-officio as the delegation leader.
 - b. In the absence of an elected delegate or specification otherwise elsewhere in the Bye-Laws, the Education Officer may represent the Union at all NUS Conferences which they are entitled to attend under NUS Rules.
 - c. There shall be a deputy delegation leader; the person receiving the most first preference votes in the delegation elections.
 - d. The delegation leader, after consulting with the delegates, shall produce a report on the decisions taken at conference for presentation at the next scheduled meeting of Union Executive and any relevant Policy Zones before the end of the academic year.
3. NUS Delegates
 - ~~a.~~ NUS Delegates shall attend NUS National and Extraordinary Conferences.
 - ~~a.b.~~ Sabbatical Officers are automatically invited to attend NUS National Conference.
 - ~~b.c.~~ Delegates must follow the Memorandum & Articles and Bye-Laws at all times.
 - ~~c.d.~~ Delegates must vote in line with Union Policy, except that:
 - i. Delegates may abstain on any motion.
 - ii. Delegates who are elected on a manifesto that contradicts Union Policy may vote in line with their manifesto.
 - ~~d.e.~~ Delegates should be invited to attend Union Executive and relevant Policy Zones to discuss motions submitted to NUS conference and to follow up after the conference.
 - ~~e.f.~~ The Delegation Leader should submit a report to Union Executive including a recording of voting.
 - ~~f.g.~~ The Union may submit motions or amendments to NUS Conference. Any motions or amendments submitted must have been passed by a meeting of Union Executive.
 - ~~g.h.~~ The Union shall send delegates to additional NUS Conferences as approved by Union Executive.

h.i. Should there be vacancies for the NUS National Conference Delegates, officers elected in a cross-campus balloted election will be eligible to nominate themselves for the role. An election will be facilitated at Union ~~Executive~~, Executive, if there is more interest than spaces.

Bye-Law 11- Staffing

1. The Union shall be empowered to appoint staff who shall be responsible to the Union Officers through an established management structure.
2. All matters related to the responsibilities, conditions of employment, performance or conduct of individual members of staff shall be the responsibility of the Board of Trustees and shall not be discussed at any other Committee, Union Executive, Members' Meeting or Referenda except as provided for elsewhere in the Bye-Laws.
3. Complaints about members of staff shall be referred to the Sabbatical Officers who will refer them through the management structure or to the Board of Trustees, as appropriate.
4. Union staff members may provide advice on their areas of expertise but shall not publicly express their personal views on Policy or decisions of the Union.
5. Bye-Laws 11.3 and 11.4 apply to student casual staff whilst they are on duty.

Bye-Law 12: Complaints Procedure for Members

1. Who can make a complaint?
 - a. Any Member or group of Members dissatisfied with their dealings with the Union has the right to make a complaint.
 - b. UCL students also have the right to make a complaint if they believe they have been unfairly disadvantaged as a result of opting out of Union membership.
 - c. Any visitors to the Union also have the right to complain if they are dissatisfied with the service they have received.
 - d. The Union and UCL take all complaints regarding sexual misconduct, bullying and harassment seriously. These complaints must be made through the University's "Report and Support" to enable these to be investigated appropriately. Sabbatical Officers will review data from Report and Support regularly with UCL. Members may also report any incidents of hate crime anonymously to the Union's Hate Crime Reporting Centre.
 - e. All complaints will be dealt with fairly and promptly, and will be investigated according to the procedure provided below.
2. Informal Complaint
 - a. We expect that most complaints will be resolved by an informal discussion about the matter at the earliest opportunity. A Member should therefore bring the matter to the attention of the relevant Service Manager or Sabbatical Officer responsible for the area in question. This may be orally or in writing including the online informal complaint form. The Leadership Team Executive Assistant can advise on the appropriate person to contact if the person making the complaint is unsure who to contact.
 - b. The recipients of informal complaints are responsible for responding to them promptly and fairly. This would normally be within five working days of receiving the complaint.
 - c. This is an informal stage, and therefore no written records would be kept if the matter is resolved at this point.
 - d. The Union may suggest mediation as a solution to complaint resolution where deemed appropriate.
3. Formal Complaint
 - a. If the complaint has not been satisfactorily resolved informally, or if the nature of the complaint is serious, the complainant has the right to raise the matter as a formal complaint. Formal complaints may be made about a service or an individual or group of persons within the Union.

- b. A formal complaint should be made in writing within ten working days of the incident (or if relevant, ten working days from receiving the outcome of the informal complaint investigation findings):
 - i. Via email or
 - ii. By completing the online formal complaint form
 - c. We appreciate that these timeframes may not always be possible to meet; in these instances, the Leadership Team Executive Assistant should be contacted to agree an extension to the timeframe.
 - d. The Union's Advice Service is available to offer support and advice to any Member submitting a formal complaint.
 - e. All complaints should be addressed to the Leadership Team Executive Assistant. These will be reviewed by the Chief Executive (or nominated member of senior management) and an appropriate Sabbatical Officer (agreed by the Chief Executive or nominated member of senior management) who may delegate responsibility for handling the complaint to an appropriate person(s).
 - f. Where the complaint relates to the Chief Executive or a Sabbatical Officer, these complaints will be reviewed by an external trustee.
 - g. Complaints will be considered valid if the complainant:
 - i. Provides details of their name, address, and telephone number.
 - ii. Provides details of the event of occurrence giving rise to the complaint.
 - iii. Raises the complaint within 10 working days of the event or occurrence giving grounds for complaint unless there are exceptional circumstances.
4. Investigation of formal complaints
- a. Complaints will be investigated within 10 working days of receipt.
 - b. During the investigation, the complainant and others involved may be asked to provide evidence for clarification and additional information.
 - c. If more time is required for the investigation, any delay will be explained to the complainant and they will be kept informed of progress.
5. Outcome of the investigation
- a. The person conducting the investigation will determine:
 - i. all findings of fact and

- ii. any mitigating circumstances and
 - iii. any appropriate further action if any.
- b. When complaints are made regarding any Clubs or Societies activity, the person conducting the investigation will prepare a case to be heard by the Activities Network Executive as detailed in the Club and Society Regulations.
- c. Where complaints are upheld, confirmation of this and that appropriate action will be taken will be confirmed in writing to the complainant by the person conducting the investigation.
- d. When complaints are not upheld, the person conducting the investigation will advise the complainant within five working days of completion of the investigation. They will be informed of their right to raise the matter with the Board of Trustees for review. The decision of the Board of Trustees in respect of a formal complaint is final.
- e. The person conducting the investigation may suggest mediation as a solution to complaint resolution where deemed appropriate.
- f. Any disciplinary action to be taken will be done so according to the relevant Union procedures which includes:
 - i. UCL Disciplinary Procedure for Staff
 - ii. Bye-Laws relating to Disciplinary Procedures for Members
 - iii. Article 37, Removal of Trustees by the Members
 - iv. Club and Society Regulations
- g. The Union will report annually to the Board of Trustees on the formal complaints received, summarising the volume, nature and resolutions of complaints received. All complaints referred to in that report will be anonymised.
- h. If a complaint relates to criminal behaviour, the Union may refer the matter to the police.
- i. If the complaint relates to “misconduct” under the UCL Student Disciplinary Code and Procedure, the Union may refer the matter to UCL.
- j. Records of all formal complaints will be kept by the Union for 6 years.

Bye-Law 13- Disciplinary Procedure

1. This Bye-Law exists to ensure the Union has fair and transparent procedures for dealing with issues warranting disciplinary action. It outlines how the Union may take disciplinary action against individuals or groups of students. Disciplinary Guidance for Students shall be published and updated where required.
2. Adjustments to the process may be made to accommodate students defined as having disabilities under the Equality Act 2010 and allied legislation.
3. There are three different forms of disciplinary process:
 - a. Immediate Disciplinary Process.
 - b. Local Disciplinary Process.
 - c. Formal Disciplinary Process.
4. Conduct which is covered by these Disciplinary Processes includes, but is not limited to:
 - a. Conduct which creates an unsafe environment through assaults, sexual misconduct, harassment, bullying or intimidation of other students, Union staff, or visitors to Union spaces or events.
 - b. Maliciously damaging Union spaces or property.
 - c. Misappropriating Union property, funds or assets
 - d. Committing a criminal offence or conduct that would amount to a criminal offence were it committed in a public place.
5. Mental Illness
 - a. If it appears to those considering an allegation of misconduct that the student in question is suffering from mental illness, any disciplinary proceedings may be adjourned following a request for a medical report from the UCL Student Psychological Services.
 - b. If there is medical evidence that the student is suffering from mental illness, those dealing with the case may suspend or terminate the proceedings, if it is felt appropriate to do so. It may be made a condition of the deferment or termination of the proceedings that the student seek medical treatment.
6. Disciplinary Pool
 - a. There shall be a Disciplinary Pool from which the panel members required for Stage 1 and Stage 2 hearings shall be drawn.

- b. The Disciplinary Pool shall consist of the Welfare & Community Officer and elected officers elected by Union Executive at the first meeting of the academic year.
 - c. Members of the Disciplinary Pool are accountable to Union Executive and at the end of every academic year they will produce a report to be presented to Union Executive detailing how many incidents they have dealt with that year. An annual report will also be submitted to the Board of Trustees.
 - d. If any of the members of the Disciplinary Pool are involved in a case (as a complainant, defendant or witness) or have a conflict of interest they are not permitted to sit on a panel for that case at any stage of the Disciplinary Procedures as outlined in these Bye-Laws.
7. Immediate Disciplinary Process
- a. The Immediate Disciplinary Process outlines how staff and Union representatives can, with good cause, require a student to temporarily leave a space pending the resolution of a situation
 - b. 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 with good cause require a student to leave a space should a situation arise that cannot, after reasonable efforts, be resolved. There is no right at this immediate point to bar or ban a student indefinitely from spaces or activities beyond immediate resolution of a difficult situation. Following a requirement to leave, the matter can be extended to a suspension of privileges or Membership only through following this disciplinary procedure.
 - c. In Union licensed premises the senior manager on duty may, in accordance with the Licensing Act, take what action they see fit to fulfil their responsibility to 'prevent public nuisance'. Any action taken must be reported via an incident report.
 - d. If police have been involved in an incident, the Chief Executive and Sabbatical Officers should be informed. Any matter deemed to require further investigation through the disciplinary procedures must be referred by the Chief Executive with the agreement of at least two Officers. No further disciplinary proceedings, beyond suspension, will be followed if there is an on-going police investigation as this might damage the proper proceedings for a charge.
 - e. All conduct of a discriminatory nature will be immediately referred to the formal stages of this disciplinary process (see: Formal Disciplinary Process).
8. Local Disciplinary Process
- a. Most disciplinary matters can be dealt with at the local level; within the department where the matter warranting disciplinary action has occurred. The Local Disciplinary Process will be used when local policies and regulations have been contravened. The Local Disciplinary

Process involves intervention by a Service or Department Manager, with a report to a Sabbatical Officer.

- b. Complaints and matters raised will usually be initially considered through the Local Disciplinary Process. At any point the matter may be referred to the Formal Disciplinary Process.
- c. The student subject to the disciplinary processes may at any stage and for any reason request that the matter is referred instead to the Formal Disciplinary Process.
- d. The Local Disciplinary Process should take into consideration relevant policies and procedures including:
 - i. The Staff Student Protocol
 - ii. The Union Bye-Laws
 - iii. Union Clubs & Societies Rules and Regulations
- e. All disciplinary matters will first be investigated by the relevant Service/Department Manager to establish the facts of the case.
- f. Where a complaint is raised by a Member through the procedure in Bye-Law 14, and/or the matter is referred to the disciplinary procedure by a staff member, the student against whom an allegation is made must be contacted in writing, informing them of the allegation, the disciplinary procedures and their right to support and representation within 10 working days of the complaint being made.
- g. The student will be invited to attend a meeting with a staff member, normally the Service/Department Manager, to discuss the matter. Where the matter concerns a Club or Society this will be 3 Members of the Activities Executive. This meeting should be held within 10 working days of the incident where possible. Where the matter concerns a Club or Society the President will be invited to respond on behalf of the Club/Society.
- h. In all cases, a report noting the complaint or relevant conduct, whether the matter was deemed to be upheld, and any penalties applied must be completed, shared with the Chief Executive and the Welfare & Community Officer and filed. If the incident occurred within or in relation to any Union commercial outlet, the senior manager responsible for the Union's commercial activities must also be sent the report.
- i. Sanctions available at the local level are:
 - i. Verbal Warning.
 - ii. Written Warning.
 - iii. Activity Limiting Penalty – such as limitation on room booking privileges.

- iv. Referral to the Formal Disciplinary Process.

9. Formal Disciplinary Process

- a. The Formal Disciplinary Process will be followed when:
 - i. A serious matter is referred directly to the Formal Stage by agreement of the Welfare & Community Officer (or other Member of the Disciplinary Pool) and the Chief Executive.
 - ii. A matter is referred through the Local Disciplinary Process warranting more serious sanctions
 - iii. A matter relates to discriminatory conduct, harassment, bullying or violence.
 - iv. The student requests the matter is considered through the Formal Disciplinary Process.
- b. All Disciplinary matters under this procedure shall be investigated to establish the facts.
- c. Pending the outcome of a Stage 1 or Stage 2 Hearing, the Member against whom disciplinary action is being taken ('defendant') may have any or all of their Union privileges revoked, with the exception of the right of the Member to vote in elections. The services of the Advice Service will not be withdrawn through this Bye-Law other than in circumstances where the safety or dignity of Advice Service staff may be compromised.
- d. Alleged offences will normally be handled by a Stage 1 Hearing. Where the alleged offence is of a serious nature the members of the Disciplinary Pool involved in the case may request that the matter is handled directly by a Stage 2 Hearing.
- e. The Defendant will be informed in writing as to how the case will proceed, including at which stage the matter is being heard.
- f. If the defendant fails to respond to the initial correspondence before the hearing, or does not attend the hearing, then a further written notice will be sent. Any suspension of Union privileges will remain in force until the disciplinary process is concluded.
- g. Any student against whom an allegation has been made has the right to be accompanied by a friend, or staff member from the Advice Service at an investigative interview or disciplinary hearing.

10. Stage 1 Hearing

- a. The panel for Stage 1 Hearings will be comprised of the Welfare & Community Officer (or delegated Sabbatical Officer where the Welfare & Community Officer is unavailable) who shall be the Chair, and one other member of the Disciplinary Pool. Any Officers or

Members who may later be needed as ‘witnesses’ cannot be on this panel to ensure they are available at any stages of this procedure if required.

- b. A staff member appointed by the Chief Executive will attend the hearing to act as secretary. They will hold no decision-making powers, and will take minutes, and advise on procedure if requested by the panel.
- c. A relevant staff member will present the case to the panel. This staff member holds no decision-making powers.
- d. The Hearing shall be held within fifteen working days, where possible, of the decision to refer to the Stage 2 Hearing, and the defendant shall be notified, in writing, at least five working days before the panel hearing takes place. The letter shall state:
 - i. An outline of the allegation in full.
 - ii. The disciplinary procedure currently adopted by this Bye-Law.
 - iii. The availability of the appointed staff member to advise on the procedure.
 - iv. The opportunity for the defendant to be accompanied by a friend, including a staff member from the Advice Centre, not acting in a legal representation capacity.
 - v. The opportunity for the defendant to bring a witness or witnesses.
- e. The Panel and/or the Defendant may ask a witness/witnesses to attend as appropriate.
- f. The Hearing shall proceed as follows:
 - i. A staff member will state the allegations and any relevant evidence and witnesses.
 - ii. The witnesses may be questioned by the panel.
 - iii. The defendant will state their response, and may also introduce witnesses and evidence. The panel may question these witnesses.
 - iv. The panel will adjourn to determine whether the matter will be upheld and, if so the sanction that will be.
 - v. The panel may notify the defendant orally of the decision if it can be made within 30 minutes of the hearing.
- g. The defendant will be notified in writing of the decision of the panel, details of the sanction and the right to appeal the decision. This notification will be sent within three working days of the Hearing. The notification of the Panel’s decision shall include details for the appeals procedure.

- h. Where appropriate the panel may choose to inform the complainant that the Hearing has been concluded, and whether the matter had been upheld.
 - i. The panel will report the conclusion of all Stage 1 Hearings to the Disciplinary Pool in writing.
 - j. The defendant may appeal the Stage 1 Hearing decision, as outlined in this Bye-Law
 - k. The defendant can at any time request that the Stage 2 Hearing procedures be used.
 - l. The confidential record of the hearing will be kept by Union for up to 6 years. Anonymized records will be used to collate an annual report for the Union Executive and the Board of Trustees.
11. Stage 2 Hearing
- a. The panel for Stage 2 Hearings will be comprised of one Sabbatical Officer and two members of the Disciplinary Pool. No panel member can have been involved in the matter, or any previous hearings at any stage.
 - b. The panel shall be chaired by the Sabbatical Officer, known as 'the Chair', who will have decision-making powers.
 - c. A staff member, appointed by the Chief Executive, will attend the hearing to act as secretary. They will hold no decision-making powers, and will take the minutes, and advise on procedure if requested by the panel.
 - d. A relevant staff member will present the case to the panel. This staff member holds no decision-making powers.
 - e. The Hearing shall be held within fifteen working days, where possible, of the decision to refer to the Stage 2 Hearing, and the defendant shall be notified, in writing, at least ten working days before the panel hearing takes place. The letter shall state:
 - i. an outline of the allegation in full.
 - ii. the disciplinary procedure currently adopted by this Bye-Law.
 - iii. the availability of the appointed staff member to advise on the procedure.
 - iv. the opportunity for the defendant to be accompanied by a friend, including a staff member from the Advice Centre, not acting in a legal representation capacity.
 - v. the opportunity for the defendant to bring a witness or witnesses.
12. If the defendant fails to respond to the initial correspondence before the hearing, or does not attend the hearing, then a further written notice will be sent. Any suspension of Union privileges will remain in force until the formal disciplinary process is concluded.

- a. The panel will invite the complainant and the defendant to contribute written statements, including witness statements or material evidence, at least two days in advance of the panel hearing. These documents may also be produced at the Hearing if there is good reason as to why these were not made available ahead of the Hearing. The written statements shall be distributed to the panel and the defendant in advance of the Hearing.
- b. If the Defendant is absent the Hearing will continue in their absence. The Defendant may request a delay if extenuating circumstances prevent attendance. Evidence of these circumstances must be provided and the panel will judge whether this is reasonable, taking into consideration all of the circumstances of the matter.
- c. A written statement may be accepted in place of the presence of a witness if permitted by the panel members.
- d. The Hearing shall proceed as follows:
 - i. The staff member will state the allegations and any relevant evidence and witnesses.
 - ii. The witnesses may be questioned by the panel.
 - iii. The defendant will state their response, and may also introduce witnesses and evidence. The panel may question these witnesses.
 - iv. The panel will adjourn to determine whether the matter is to be upheld, and if so the sanction that will be applied.
 - v. The panel may notify the defendant orally of the decision if it can be made within 30 minutes of the hearing.
- e. The defendant will be notified in writing of the decision of the panel, details of the sanction and the right to appeal the decision. This notification will be sent within three working days of the Hearing. The notification of the panel's decision shall include details for the appeals procedure.
- f. Where appropriate the panel may choose to inform the complainant that the formal disciplinary process has been concluded, and whether the matter had been upheld.
- g. The panel will report the conclusion of all Stage 2 Hearings to the Disciplinary Pool in writing.
- h. The defendant may appeal the Stage 2 Hearing decision, as outlined in these Bye-Laws.
- i. The confidential record of the hearing will be kept by Union for up to 6 years. Anonymised records will be used to collate an annual report for Union Executive and the Board of Trustees.

13. Sanctions

- a. Sanctions available during a Stage 1 Hearing include:
 - i. Oral warning.
 - ii. Written warning.
 - iii. Withdrawal of one or more privileges of Union Membership for up to one year.
 - iv. Payment for damage repair/replacement of £50 or under.
 - v. Refer the matter to the UCL for further disciplinary action, through the Registrar.
 - vi. A combination of the above sanctions may be proposed.
- b. Sanctions available during a Stage 2 Hearing include:
 - i. Oral warning.
 - ii. Written warning.
 - iii. Withdrawal of one or more privileges of Union Membership for a set period of time or indefinitely.
 - iv. Payment for damage repair/replacement of any set amount.
 - v. Club or Society disaffiliation.
 - vi. Refer the matter to the UCL for further disciplinary action, through the Registrar.
 - vii. A combination of the above sanctions may be proposed.

14. Appeal

- a. The defendant has the right to appeal the decision of a Stage 1 Hearing or Stage 2 Hearing on the grounds that the panel has done one of the following:
 - i. misapplied Union policy.
 - ii. came to an incorrect factual finding.
 - iii. acted in excess of its authority under these Bye-Laws.
 - iv. abused its powers.
 - v. was biased.
 - vi. considered evidence that it should not have considered.

- vii. failed to consider evidence that it should have considered.
- b. The appeal must be made, in writing, within ten working days of date of the written decision of the hearing.
- c. The appeal must be made to the Board of Trustees, stating the grounds for appeal.
- d. The Chair of the Board of Trustees will determine whether the appeal falls within the grounds for an appeal. If the appeal does not fall within the grounds the Chair of the Board of Trustees shall write to the appellant to inform them of this decision.
- e. The Board of Trustees can choose to
 - i. Uphold the decision of the panel,
 - ii. Overturn the decision of the panel and replace it with another sanction
 - iii. Return the case to the disciplinary panel with instructions about re-hearing
 - iv. Request the constitution of a new disciplinary panel to rehear the case
- f. The appellant will be notified in writing of the decision of the Board. This notification will be sent within three working days of the hearing.
- g. The confidential record of the hearing will be kept by Union for up to 6 years. Anonymised records will be used to collate an annual report for Union Executive and the Board of Trustees.