

MEMBERS DISCIPLINARY PROCEDURE

- 1.1 Clubs, societies and members of the union shall be expected to abide by this constitution and its schedules at all times.
- 1.2 The union's Members Disciplinary Procedure has authority over any premises managed by the union, any union activities, including the activities of any union club or society, or any misconduct which takes place outside union premises but is connected with the union and is likely to affect the reputation of the union.
- 1.3 If a student or club or society is deemed to have breached the rules of the union, and their conduct has not been able to be addressed appropriately elsewhere, their conduct shall be examined by a panel of three Union Executive Committee members known as the Members Disciplinary Committee.
- 1.4 The Members Disciplinary Committee shall be convened within seven working days of the alleged offence being reported. The student shall be given written notification of the time, date and place of the hearing, together with written notification of the alleged breach, at least three days before the hearing.
- 1.5 In cases involving the misuse of union facilities or resources or behaviour likely to cause potential danger or offence to students, staff or other persons, the student or club or society may be suspended from the use of particular union facilities or resources until the Members Disciplinary Committee has reached a decision.
- 1.6 No person shall sit on the Members Disciplinary or Appeals Committees if they are a witness, potential witness, the complainant or directly connected with the student or club or society being charged.
- 1.7 The person bringing the charge or his/her representative may call witnesses to give evidence as appropriate. They may ask questions of the witnesses. The student or his/her representative may also ask questions of the witnesses.
- 1.8 The student or his/her representative may call their own witnesses to give evidence and present any relevant documents to the panel. They may ask questions of the witnesses. The person bringing the charge or his/her representative may also ask questions of the witnesses.

- 1.9 The Committee may ask questions of any witnesses, the person bringing the charge or their representative, the student or club or society or their representative.
- 1.10 The Members Disciplinary Committee shall then deliberate on the matter and decide on the appropriate action to be taken. The Committee shall base its decision on evidence presented and examined in the presence of the person bringing the charge and the student, club or society being charged. Evidence of any earlier misconduct shall not be presented until after the decision has been reached on the facts of the case, but then may be admitted and considered in deciding on any punishment. The ultimate sanction shall be the suspension of union membership for a period of time.
- 1.11 The Members Disciplinary Committee may refer any matter to the University Disciplinary Committee, or any other appropriate body as it sees necessary.
- 1.12 The Members Disciplinary Committee must inform the person of their right of appeal and that any appeal should be made in writing to the Chair of Student Parliament within seven days.
- 1.13 Where the Chair of Student Parliament believes that there are grounds for an appeal, they will convene a Members Appeals Committee. This Committee will be made up of any three Union Executive Committee members who have not been involved in the original panel. Where this is not possible, due to conflict of interest or other reason, any vacant place on the Members Appeals Committee will be filled by a member of the Student Parliament, as appointed by the Chair. The student shall be notified in writing at least seven days in advance of the meeting.
- 1.14 The appeals committee shall hear the reason for the appeal and the rationale behind the original decision. They shall also hear any new evidence that has emerged since the disciplinary meeting. The matter shall be put to the vote and the decision shall be final.
- 1.15 The hearing shall normally take place in private. However the subjects of any charge may request that the hearing is held in public. A record shall be kept for use in any appeal. The decision of the disciplinary or appeals committee will be posted on a union notice board if requested by the subject of any charge.
- 1.16 If the student is still not happy, then they may refer their final appeal to the university Dean of Students whose decision will be final.