



Societies

Society Sanction Guide

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Process

The sanction process is initiated once an incident is reported to either the Students' Union Student Activities Coordinator or Full-time Welfare Officer that an individual or society has potentially breached the Code of Conduct.

To begin, the Activities Coordinator will ask for a full written account of the incident from the person reporting the incident as well as the alleged culprit(s). Any additional witnesses will be asked to provide a full written account. Reports can be made anonymously, and strict confidentiality will be ensured.

The reports will be taken to the next (or extraordinary) meeting of the Societies Committee, which is made up of up to eight elected student representatives, the elected part-time Officer and the full-time Welfare Officer. The reports will be anonymised, where possible, when given to the Societies Committee.

The members of the Societies Committee will discuss the issue raised and using the sanction table below they will issue the level of sanctioning they deem appropriate through a majority vote. If a student has been a repeat offender, this will be taken into consideration, and a higher level sanction may be issued if considered appropriate by the Societies Committee.

The decision will be communicated to the complainant and the person(s) accused via student email within two working days of the Societies Committee meeting.



Figure 1: Sanctioning Process timeline

Referral to the University

If the Activities Coordinator or Welfare Officer deems it appropriate to do so, they can immediately refer the matter to the University by informing the Director of Student Services. If a criminal or serious matter has occurred, the Activities Coordinator or Welfare Officer will report it directly to the Police.

The decision to refer a matter entirely over to the University is decided after discussion between the Welfare Officer and the Director of Student Services. The Students' Union will refer to matters that are deemed sufficiently serious and will also consider requests from the University to refer cases to them. The referral will take place when both parties agree to transfer jurisdiction.

Appeals

If the member concerned is not satisfied with the outcome of the disciplinary hearing of the Societies Committee, they have the right to appeal to the Chief Executive of the Students' Union. An appeal should be lodged in writing within five working days of receipt of the original disciplinary decision, stating clearly the grounds for appeal. The grounds on which a formal appeal can be considered are:

- Correct procedure was not followed in line with the process outlined in this document.
- The Disciplinary Committee did not take into consideration all relevant facts when coming to its decision.
- Prejudice or bias on the part of the Disciplinary Committee.
- There were extenuating circumstances present that were not taken into consideration by the Disciplinary Committee and which could not have reasonably been expected to have been presented in advance of the meeting of the Committee.

Upon receipt of the letter, the Chief Executive will respond to the student within ten working days. The decision of the Chief Executive will be final. If the Chief Executive decides that the appeal should be rejected, the appellant will be advised that there is no further right of appeal within the Students' Union.

Sanctioning Levels

The below are the four levels of sanctioning; the list is not exhaustive.

Level 1: Formal Warning from the Students' Union

- Inappropriate behaviours.
- Mild verbal abuse or trolling over social media.

Level 2: Social/performance bans, removal of committee positions, community service

- Extreme inappropriate sportsmanship.
- Abusive language about a university team (internal or external) on a personal social media account.
- Minor physical or verbal abuse.
- Extreme abuse or nudity/offensive content on social media.

Level 3: Banned indefinitely from the club in question / banned from representing the university in any Students' Union sport or activity.

- Abusive language using a club's social media account.
- Major physical or verbal abuse.
- Vandalism.
- Minor, indecent exposure.
- Anti-social behaviour.

Level 4: Reported to the University and Police sanctioning and disciplinary actions

- Major indecent exposure.
- Extreme physical or verbal abuse.
- Criminal activity.

Table 1 Glossary of terms

Term

Un-sportsman like conduct	Behaviour or comments during a sporting activity that is un-sportsmanlike, derogatory, demeaning or threatening to any other individual, entity or partner.
Misuse of social media	Using Facebook/Twitter/Instagram or the like to make bullying, derogatory, discriminatory, demeaning or threatening comments to any other individual, entity or partner.
Anti-social behaviour	Actions that harm or lack consideration for the well-being of others, including derogatory comments against race or gender, discrimination or intent to emotionally harm an individual, entity or partner.
Indecent exposure	Deliberate exposure in public or on social media by a person of a portion or portions of his or her body, in circumstances where the exposure is contrary to moral standards of appropriate behaviour.
Physical/Verbal abuse	Actions against others with the intent to harm that individual.
Vandalism	Graffiti or destruction of property belonging to another institution or individual.
Criminal activity	Hazing, sexual harassment/ assault, illegal drug use, drug dealing, assault, inciting hatred, robbery, carrying/use of a weapon.