

Byelaw F	Members' Code of Conduct and Disciplinary Procedure
Version: 1	Effective Date: 21/09/2026

Purpose

1. This Byelaw has been established to provide further details regarding the expectations of member's behaviour when participating in events or activities run by the Union or a Union recognised community and to provide further details regarding the consequences of a potential breach of the Members' Code of Conduct when participating in Union activities.
2. The Board will also publish an additional Code of Conduct and associated Disciplinary Procedure for all trustees of the Union, which will be made publicly available.

Code of Conduct

3. All Members of the Union (including Student Communities) shall be expected to always abide by its Articles and its Byelaws.
4. The Union has agreed the following principle-based Code of Conduct relating to the behaviour of members and guests while on Union premises and engaged in Union activities. Members and opted out students shall be liable for the conduct of any guests on the premises and may be subject to disciplinary proceedings accordingly.
5. Members are expected to:
 - 5.1. Always conduct themselves in a reasonable and responsible manner, in a way that characterises mutual respect and understanding for all members of the community.
 - 5.2. Conduct themselves in a way that represents the aims of the union and its communities, considering public perception and the external reputation of the organisation and the university.
 - 5.3. Treat all Union (and University) property with respect and not interfere with other peoples' enjoyment of Union facilities or events.
 - 5.4. Adhere to relevant policies, procedures, rules and regulations of the Union, including (but not limited to): equality and diversity, health and safety and financial regulations.
 - 5.5. Comply with the reasonable requests from Union and University staff where appropriate and respect responsibilities set out by the Freedom of Speech Code of Practice.

Principles of the Disciplinary Procedure

6. The Disciplinary Procedure sets an expectation that all allegations of misconduct which may require a disciplinary process are:
 - 6.1. Taken seriously and proceed in a timely fashion.
 - 6.2. Consistent with principles of natural justice.
 - 6.3. Raised as soon as possible, and no later than three months following the event.
 - 6.4. Made by an aggrieved party; the Union will not usually accept allegations of misconduct made anonymously or on behalf of others.

7. Allegations of misconduct raised more than three months after the event will be accepted only in exceptional circumstances, at the discretion of the Union's Chief Executive Officer (CEO) or in their absence, their Senior Leadership Team.
8. This Disciplinary Procedure is appropriate for use to consider allegations against members, individually or collectively. The Disciplinary Procedure sets out how:
 - 8.1. Less serious offences will be managed.
 - 8.2. Allegations of misconduct should be raised.
 - 8.3. Allegations of misconduct will be investigated.
 - 8.4. Appropriate outcomes are determined.
 - 8.5. Appeals may be submitted.
 - 8.6. Appeals will be heard.
9. The Disciplinary Procedure is not appropriate for allegations regarding:
 - 9.1. Political decisions taken by elected representatives, which should be raised through the political accountability framework, refer to Byelaw B.
 - 9.2. Conduct of Union trustees, which should be considered through the appropriate charity law practices, refer to Byelaw C.
 - 9.3. Conduct of Union staff, which should be considered through appropriate employment practices, refer to Byelaw G.
 - 9.4. Behaviour or activity which is not related to Union membership.
10. The Disciplinary Procedure is only appropriate for use in considering allegations of misconduct against members or groups of members; for the avoidance of doubt, this does not include dissatisfaction or feedback regarding Union Services and/or its staff. This should be directed through the Union's statutory complaints procedure (Byelaw G).
11. The Chief Executive has managerial authority to enforce good conduct in the use of services, in line with standard operating procedures, using appropriate disciplinary action against offences. The exercise of this authority, therefore, may not limit membership of the Union, and only refers to the use of services.
- 12.

Investigation

13. The Union may investigate an allegation of misconduct for any reason. Where a student wishes to raise an allegation directly, this should be made via the online Complaints Form on the Students' Union website. Where this is not possible, complaints may be submitted in writing to the President.
14. Any investigation will follow the same process as outlined in Byelaw G. The Complaint Handler will determine probable cause for an investigation.
15. Allegations which do not relate to Union membership may be more appropriately considered by the University, under their Student Conduct Regulations, or by an external partner, such as a local authority or the police.
16. If a person makes an allegation of misconduct to the Union as well as to the University or to external partners, the Union reserves the right to suspend consideration of the allegation until the conclusion of other processes. For the avoidance of doubt, the Union may at this time suspend membership entitlements if there are reasonable grounds to do so, while the third party investigation takes place.

Disciplinary Outcomes

17. At the conclusion of the investigation if it has been determined that there is a case to answer the Union will progress with the appropriate disciplinary outcomes outlined within this byelaw.

18. The Union is empowered to issue the following on the basis of the evidence provided by the investigation.

- 18.1. A verbal warning (with any appropriate stipulations)
- 18.2. A written warning (with any appropriate stipulations)
- 18.3. A final written warning (with any appropriate stipulations)

19. Where the investigation finds there is a serious case to answer (over and above one of the three outcomes listed above), the matter will be referred to a disciplinary panel. The above list is not exhaustive, and other sanctions may also apply.

20. Disciplinary Panel

- 20.1. The disciplinary panel will consist of three student members of the Union with no conflict of interest, from Union Council.
- 20.2. The panel will review the Investigation Report and will hear evidence from both the investigating officer and the individual accused of misconduct. It may choose to hear evidence from other related parties as it sees fit. Usually, the individuals subject to the process will receive all evidentiary documents not less than five working days before a panel. Where there is a delay, reasonable justification should be made.

21. An appropriate discipline outcome may be that:

- 21.1. There is no case to answer
- 21.2. There should be a period of mandatory training and development
- 21.3. There should be a sanction imposed

22. The sanctions available to the panel include:

- 22.1. A written warning
- 22.2. A final written warning
- 22.3. Termination or suspension of membership entitlements

23. The Panel, for the avoidance of doubt, has discretion to impose sanctions against members of student communities and the whole student group, individually and collectively and the above list is not exhaustive and other sanctions may also apply.

24. Where a serious offence has occurred that is statutory in nature, deemed a risk to student welfare or may cause serious reputational damage to the Union and/or University, the Panel can refer the outcome of the case to our partners including but not limited to, the University, local authority or the Police.

Appeals

25. Any member or community who has an allegation of misconduct against them upheld has a right to appeal on three grounds, and must have evidence that:

- 25.1. The Union Allowed the Complaint Handler to conduct the investigation in a way that was procedurally irregular.
- 25.2. The disciplinary panel was not able to consider evidence that has now become available.

25.3. The disciplinary panel has imposed a disproportionate or wholly unreasonable sanction.

26. The member or community against whom an allegation has been upheld may not appeal because they disagree that an allegation has been upheld, unless they also have one or more of the grounds for appeal. The member or community should submit their appeal in writing to the CEO within five working days of the decision being communicated to the member or community, who will determine if grounds for appeal do exist.

27. The Chief Executive will, after finding grounds for appeal, make arrangements for a panel, made up of at least three unconflicted senior staff and/or Trustees to consider the appeal.

28. The panel will consider the outcome of the disciplinary panel and disputed by the member or community. The appeal will not necessarily require a hearing, and the panel may determine that it will conduct the process at a distance or electronically.

29. The panel will consider the appeal and may find that the disciplinary case should be:

29.1. Dismissed

29.2. Upheld, and the original sanction applied

29.3. Upheld, and an alternative sanction applied

30. After the appeal process has concluded, there is no further opportunity to contest a disciplinary case.