

# University of Leeds Boat Club (UOLBC) 2025/26

## CONSTITUTION

### Definitions

**Activities Executive** - the elected students representing Clubs and Societies as outlined in Bye-Law 7:21.

**Activities & Opportunities Officer** - the elected student who leads the Activities Executive. Their role is outlined in Bye-Law 7:4.

**Ex-Officio Membership** - membership of clubs & societies given to the Activities & Opportunities Officer and members of the Activities Executive because of the role they have

### 1 Name, Aims and Objectives

1.1 The name of the Club/Society is Leeds University Union Boat Club, hereafter referred to as the Club/Society, or such other name agreed at an AGM or EGM with the approval of the Activities & Opportunities Officer.

1.2 The purpose of the Club/Society is:

**1.2.1 To be the best University boat club at delivering performance and participation pathways, simultaneously.**

**1.2.2 To adopt a 'rowing opportunities for all' ethos.**

1.3 The Club/Society partners or affiliates with the following groups to support the achievement of its objectives. These partner organisations are: **none**

1.4 The Club/Society receives sponsorship and donations from the following groups to support the achievement of its objectives. These organisations are: **none**

### 2 Membership and Participation [this section cannot be edited]

2.1 Membership takes effect upon completion of registration with the Club/Society, including the listing of membership details with the LUU Student Activities Team. Where relevant, this will include the payment of the Club/Society membership fee.

2.2 The table below outlines categories of membership and participation options, along with their corresponding rights. Members and participants have only **the rights outlined in the relevant row.**

	Category	Rights
2.2.1	<b>Full Membership</b> may be granted only to current Members of the Leeds University Union. Members are as defined in the LUU Articles of Association and Bye-Law 6:5.	<ul style="list-style-type: none"> <li>• To attend all meetings and take part in society activities</li> <li>• To vote on all questions of policy within the club/society</li> <li>• To nominate candidates for election as Core Officers and Committee Members of the club/society</li> <li>• To vote to appoint the Core Officers and the Committee Members of the club/society</li> <li>• To hold office on and stand for election as a Core Officer or Committee Member of the club/society</li> <li>• Membership fees and participation in activities may be subsidised using LUU grants</li> </ul>
2.2.2	Ex-Officio membership. This will normally be the Activities & Opportunities Officer and the relevant Activities Executive representative(s).	<ul style="list-style-type: none"> <li>• To attend all meetings and take part in society activities</li> <li>• To vote on all questions of policy within the club/society</li> <li>• To nominate candidates for election as Core Officers and Committee Members of the club/society</li> <li>• To vote to appoint the Core Officers and the Committee Members of the club/society</li> <li>• To act as an investigator instead of a core committee member in the event the core committee cannot nominate a suitable individual</li> <li>• Membership fees and participation in activities may be subsidised using LUU grants</li> </ul>

2.2.3	<b>Participant members</b> may be alumni, from another HE institution, or a member of the public.	<ul style="list-style-type: none"> <li>• Participants are admitted at the discretion of the committee and Activities Executive.</li> <li>• Participants may be charged a fee to take part.</li> <li>• Participants do not hold rights under this constitution.</li> </ul>
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### **3 Club/Society Committee Members**

3.1 The Committee shall consist of the three Core Officers and Additional Committee Members (section 4).

3.2 The three Core Officers must be Full Members as outlined in section 2.2.1.

3.3 All Committee Members will be appointed by a vote of Full Members at the AGM or an EGM.

3.4 The term of office of all Committee roles will be approximately twelve months.

3.5 All Club & Society Committee Members must adhere to the Committee Member Code of Standards and Code of Conduct. A breach of the Code of Standards and/or the Code of Conduct may result in disciplinary action using Bye-Law 8.

### **4 Core Officer Roles and Duties**

4.1 The Core Officers have overall responsibility for the smooth running and financial oversight of the Club or Society, which benefits its members and is in line with the stated aims and objectives.

4.2 The primary duties and responsibilities of Core Officers are:

- 4.2.1 Attending all relevant committee training and ensuring an awareness of the requirements placed upon them as Core Officers, including complying with requests from the Activities Executive regarding the group.
- 4.2.2 Being a signatory to the Club/Society LUU cash office account.

4.2.3 Ensuring the Club/Society meets the requirements of the annual certification check.

4.2.3.1 Ensuring the society complies with all legal requirements and LUU policy, including the Clubs and Societies [Health and Safety Policy](#), [Media Policy](#), [Freedom of Expression Protocol](#), and [Safeguarding Policy](#).

4.2.4 Ensuring the Club/Society LUU webpage, and, if applicable, own website and/or Facebook or similar social media sites, are maintained in line with relevant LUU policy.

4.2.5 Running and attending all committee meetings and AGMs per the rules outlined in this constitution.

4.2.6 Dealing with any complaints or disciplinary matters in line with the rules outlined in this constitution.

4.2.7 Ensuring consultation with Full Members regarding their views on Ideas going to Better Union Forums.

4.2.8 Passing on the views of Full Members regarding Ideas to the relevant member of the Activities Executive.

4.3 Failure to fulfil these duties and those listed in the relevant paragraphs below may result in a motion of no-confidence and removal from office by an EGM, the Activities and Opportunities Officer or the Activities Executive.

4.4 The three Core Officers have additional individual roles and duties alongside those outlined in 4.2:

**4.4.1 President:**

- Organising and overseeing the running of the Club/Society
- Chairing Committee Meetings, AGMs and EGMs
- Ensuring the production of an annual report
- Ensuring there is an up-to-date entry in the Club/Society's LUU webpage
  - The Code of conduct and risk assessments are communicated to all members
  - Preside at all general meetings of the Activity Group.
  - Be responsible for guiding the activities of the club in accordance with its general policy as expressed by members.
  - Represent or arrange for representation of the Club at British Rowing regional level and at meetings of other organisations as required only.
  - Liaise with Leeds Rowing Club, The Gorse Boat Club, Leeds University Union, Leeds Beckett University Rowing Club, British

- rowing and any other organisations as required.
- Ex officio be a member of any other committee of the Activity.
- Delegate responsibilities to other Officers of the Activity Group as required.
- Lead the Rowing Sub committee alongside the Head of Rowing.

#### **4.4.2 Secretary:**

- Maintaining membership records containing at least the name and membership category of all the Club/Society's members
- Producing agenda documents for all meetings
- Maintaining a written record of all meetings
- Maintaining an up-to-date copy of the Club/Society constitution
- Ensuring society documentation is archived
- Ensuring only Full and Ex-Officio Members are allowed to vote in society elections
- Act as a formal contact for British Rowing.
- Work with the Rowing Sub-Committee and Head of Rowing to ensure accurate and timely entries to events.
- Lead the Business Sub-Committee alongside the Treasurer.

#### **4.4.3 Treasurer:**

- Managing the finances of the Club/Society
- Maintaining up-to-date accounts with the LUU Cash Office only
- Submitting grant applications to Activities Executive
- Produce a termly report and yearly budget
- Submitting a detailed statement of accounts for the year to the Club/Society's Annual General Meeting
- .Perform other duties as required.
- Lead the Business Sub-Committee alongside .

### **5 Additional Committee roles and duties**

5.1 The Activities & Opportunities Officer, elected annually to lead LUU as part of the Student Executive team, is also a member of each society because of their elected position and has specific duties to manage all Clubs & Societies. The Activities & Opportunities Officer approves most decisions made at AGMs or EGMs, and leads the Activities Executive, whose role includes making decisions about complaints and disciplinary action.

5.2 The Club/Society may appoint Additional Committee Members to assist the Core Officers in running and managing the Club/Society.

5.3 All Additional Committee Members must attend committee meetings, AGMs and EGMs in line with the rules outlined in this constitution.

5.4 Failure to fulfil these duties and those listed in the relevant paragraphs below may result in a motion of no-confidence and removal from office by an EGM, the Activities and Opportunities Officer or the Activities Executive.

5.5 Where an Equality and Inclusion Officer is not appointed, the specific responsibilities enumerated under the optional role in the Constitution must be borne by the Core Officers

5.6 The Additional Committee roles will be:

5.7 The Additional Committee roles will be:

#### **5.7.1 Senior Racing Captains**

**Within their position, the Senior Racing Captains shall:**

- Organise regular water outings for the squad.
- Ensure the training plan set by the coach(es) is followed.
- Lead squad talks at circuits
- Lead termly meetings with all squad members
- Work with the Rowing Events Coordinator to support the organisation of training camps and races.
- Support the coach(es) with crew selection.
- May suggest races to attend.
- Submit crews to the Vice President, well in advance of the deadline.
- Work with the Treasurer & Rowing Events Coordinator to ensure all fees are paid on time.
- Be responsible for promoting the retention of beginners through to seniors.
- Have a responsibility to strive to be all inclusive and to provide equal opportunities to all squad members.
- Attend Rowing Sub-Committee meetings

This role requires two candidates.

#### **5.7.2 Beginner Racing Captains**

**Within their position, the Beginner Racing Captains shall:**

- Organise regular water outings for the squad.
- Ensure the training plan set by the coach(es) is followed.
- Lead squad talks at circuits.
- Lead termly meetings with all squad members
- Work with the Rowing Events Coordinator to support the organisation of training camps and races.
- Support the coach(es) with crew selection.
- Suggest races to attend.
- Submit crews to the Vice President well in advance of the deadline.
- Work with the Treasurer & Rowing Events Coordinator to ensure all fees are paid on time.

- Have a responsibility to strive to be all inclusive and to provide equal opportunities to all squad members.
- Attend Rowing Sub-Committee meetings

This role requires two candidates.

### **5.7.3 Recreational Captains**

**Within their position, the Recreational Captains shall:**

- Organise regular water outings for all squad members.
- Ensure that the training plan set by the coach(es) is followed.
- Ensure that the squad supports all members.
- Lead the squad talk at circuits.
- Lead termly meetings with all squad members.
- Look to organise additional rowing opportunities for squad members.
- have a responsibility to strive to be all inclusive and to provide equal opportunities to all squad members.
- Attend Rowing Sub-Committee meetings.

This role requires two candidates.

### **5.7.5 Coxes Captain**

**Within their position, the Coxes Captains shall:**

- Be responsible for the recruitment of new coxes.
- Organise the training of all new coxes to a good level.
- Advertise coxing seminars to all coxes.
- Ensure cox boxes are maintained.
- Arrange appropriate coxing for the number of crews likely to boat at each session.
- Work closely with squad captains and coaches to ensure best cox selection for crews.
- Attend Rowing Sub-Committee meetings.

### **5.7.6 Alumni and Fundraising Secretary**

**Within their position, the Alumni and Fundraising Secretary shall:**

- Raise funds for the Activity Group through various fundraisers.
- Seek new sponsors for the Activity Group throughout the year.
- Be responsible for fundraising and commercial sponsorship.
- Be responsible for maintaining up to date documents on all sponsorship packages and agreements.
- Sit on the Alumni Boat Club Committee and perform the following responsibilities as laid out in the Alumni Boat Club Constitution:
- Be responsible for communications between UOLBC and the Alumni Boat Club.
- Share all race results with the Alumni Boat Club.
- Inform Alumni Boat Club of all races and events UOLBC attends or hosts

at the start of each Semester.

- Assist Alumni Boat Club in organising all alumni events and be responsible for organising Leeds based events.
- Collect emails from current email addresses of members.
- Support Core Officers in the development of the Family and Friends Group (*now incorporated under Aires Boatclub*)
- Attend Business Sub- Committee meetings.

#### **5.7.7 Press Secretary**

**Within their position, the Press Secretary shall:**

- Deal with Leeds Student, LSRFM etc...to advertise the activity group.
- Publicise our Activity Group within the rowing community.
- Update our website, twitter, Instagram, youtube, linkedin and facebook accounts regularly and pro-actively.
- Create a monthly newsletter for all Family and Friends and Alumni mailing lists.
- Attend Business Sub- Committee meetings

#### **5.7.8 Volunteer and Boathouse Coordinator**

**Within their position, the Volunteer and Boathouse Coordinator shall:**

- Work with the Captains and the Head of Rowing to allocate coaches to water sessions, erg sessions and circuits
- Work to upskill the volunteer coaches
- Work with SPA and other organisations to support the volunteer programmes our members participate in such as Level 1 Coaching Scholars.
- Coordinate volunteers for events both for the club and to support our external partners.
- Coordinate upkeep of the boathouse including cleaning and boat repairs and maintenance
- Be responsible for creating an up to date inventory at the end of each year alongside the Head of Rowing.
- Attend Rowing Sub-Committee meetings.

#### **5.7.9 Rowing Event Coordinator**

**Within their position, the Rowing Event Coordinator shall:**

- Be responsible for organisation of training camps with support of relevant captains and senior committee
- Work with captains, senior committee and Head of Rowing to ensure logistics for racing is planned
- Assist the treasurer and captains for tracking of fees for events
- Work with other members of committee to organise rowing events hosted by the club such as intra-club racing.
- Attend Rowing Sub-Committee meetings.



#### **5.7.10 Social Secretaries**

**Within their position, the Social Secretaries shall:**

- Organise the Christmas and Summer Balls, liaising with the treasurer, keeping to any budgets given.
- Organise many additional Activity Group socials.
- Ensure all socials comply with LUU guidelines.
- Work with the Fundraising and Sponsorship secretary to find and secure appropriate social sponsors
- Work with the Welfare, Safety & Inclusion Officer to ensure all socials are inclusive.
- Work to produce a social calendar with an even balance of drinking and non-drinking socials.
- Attend Business Sub- Committee meetings.

This role requires two candidates.

#### **5.7.11 Welfare, Safety & Inclusion Officer**

**Within their position, the Welfare, Safety & Inclusion Officer shall:**

- Organise sharing of workload within welfare roles.
- Comanage any tools for welfare reporting/signposting.
- Provide regular drop in sessions for members.
- Have the responsibility to oversee the activities of every social to ensure inclusivity and accessibility, especially for those that don't want to/can't drink.
- Support the Welfare support officer to approach members for initial conversation and signposting and will hold ultimate responsibility for this process.
- Communicate where required with LUU Welfare Officer and Equality & Diversity Officer
- Carry out the British Rowing Safety Audit and act as Safety Officer within the Activity Group
- Arrange annual capsized drills and maintain a record of members that have completed it.
- Act following the guidelines of LUU Confidentiality training
- Attend both Rowing and Business Sub-Committee meetings.

#### **5.7.12 Welfare Support Officer**

**Within their position, the Welfare Support Officer shall:**

- Support the WSIO in fulfilling the welfare duties of their role.
- Comanage any tools for welfare reporting/signposting.
- Approach members for initial conversation and signposting.

- Encourage open conversation about mental wellbeing and squad welfare.
- Act as a point of contact especially for the more junior members of the club.
- Act following the guidelines of LUU Confidentiality training.
- Attend both Rowing and Business Sub-Committee meetings.

### **5.7.13 Kit Secretary**

**Within their position, the Kit Secretary shall:**

- Be responsible for sourcing, ordering and distributing kit to all members.
- Work to provide low-cost kit while maintaining consistent high quality brand image.
- Work with the Treasurer to ensure the club profits from the sale of non-essential kit.
- Attend Business Sub- Committee meetings.

### **5.8 Head of Rowing**

**Within their position, the Head of Rowing shall:**

- The committee shall be supported by the Head of Rowing, but shall remain autonomous when it comes to club decisions.
- Be responsible for the development of, and make the ultimate decisions on; overall training plans, testing, crew selection, boat allocation and racing.
- Advise the committee on issues such as finance, sponsorship, hiring external coaches etc.
- Be responsible for the organisation of coaching for squads
- Have overall responsibility for the appointment of coaches for the squads, this duty is de facto distributed to the relevant squad captains.
- Periodically check all equipment is safe to use and does not pose a threat or danger to anyone alongside Volunteer Coordinator and Welfare, Safety and Inclusion Officer
- Arrange for repair where required and feasible alongside the Volunteer Coordinator
- Ensure training of, and advise members on how, to carry out appropriate boat repairs and maintenance.
- Inform all members of the correct procedure for the handling of all equipment, the correct procedure for tying of equipment to a trailer, the correct procedure for equipment to be loaded on a trailer, the correct procedure for unloading, the correct procedure on how to put boats together as well as any other methods required regarding the use of equipment in any way.
- Lead the Rowing Sub Committee alongside the President.

## **6 Elections to Committee Roles [this section cannot be edited]**

6.1 The Activities & Opportunities Officer will be the election's return officer. However, their presence is not required at each election.

6.2 Elections shall occur by a secret ballot of Full members using the approved LUU mechanism.

6.3 Candidates for Club/Society committee positions can only be nominated by Full Members of the Club/Society. For clarity, Full Members may nominate themselves.

6.4 Nominations will open at least 7 working days before the AGM or EGM.

6.4.1 For online elections, the nominations must be open for at least 7 working days, and the voting period must be at least 24 hours.

6.5 Nominations should be made through the official process (i.e., the process approved by the Activities & Opportunities Officer or their nominee) and shared with the Activities & Opportunities Officer or their nominee.

6.6 Newly elected Club/Society Committee members must assume their duties after their handover and before the end of the academic year. The anticipated date for assuming these duties should be published with the opening of nominations.

## **7 Club and Society Formal Meetings**

7.1 The Activities Executive or Activities & Opportunities Officer may, at their discretion, send an observer to any Club/Society formal meeting.

7.1.2 If any Full Member moves a no confidence motion in the Chair, a vote shall be taken immediately.

7.1.3 If a motion of no confidence in the Chair is passed, the full members will elect a new temporary Chair at the meeting.

7.1.4 Decision-making should ideally be by consensus. However, if a vote is required, voting shall be by show of hands unless a secret ballot has been previously requested. Decisions will be made by a simple majority of the members who have the right to vote, as outlined in Section 2 of this Constitution. No member has more than one vote.

## **7.2 Committee Meetings**

7.2.1 Any Committee Member may call a Committee Meeting.

7.2.2 The time, date, and location of Committee Meetings must be posted on the Club/Society LUU webpage or a member-accessible web source at least two working days in advance.

7.2.3 Committee Meetings shall be open to all members of the Club/Society.

7.2.4 The agenda for Committee Meetings should be made available at the start of the meeting.

7.2.5 The quorum for all Committee Meetings shall be two-thirds of all Officers who have a vote, or three Officers who have a vote, whichever is greater.

7.2.6 Once ratified as a true and accurate record of the meeting, the minutes of any decisions made at the meetings must be accessible via the Club/Society LUU webpage.

### **7.3 Annual General Meeting**

7.3.1 The Annual General Meeting (AGM) will be held during the designated election period, as defined by the LUU Activities Team.

7.3.2 In exceptional circumstances, with the agreement of the Activities and Opportunities Officer, the AGM will instead be held within 395 days of the previous AGM.

7.3.3 Notice of the AGM must be posted on the Club/Society LUU webpage or a member-accessible web source at least seven working days before the meeting.

7.3.4 The agenda for the AGM must be posted on the Club/Society LUU webpage or a member-accessible web source at least seven days before the meeting.

7.3.5 The order of business shall be:

- the President's/Captain's/Chair's report
- the Financial report
- Constitutional Amendments
- Elections
- Any other business

7.3.6 The quorum for the AGM shall be either one-third of all the Full Members or 20 Full Members, whichever is the lesser.

7.3.7 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.

7.3.8 If a reconvened AGM is declared inquorate, the Club/Society shall report this to the Activities & Opportunities Officer, who may authorise an inquorate AGM.

7.3.9 The Club/Society must submit the full agenda and minutes of their AGM to the Activities Executive if requested by the Executive.

#### **7.4 Extraordinary General Meetings**

7.4.1 An Extraordinary General Meeting (EGM) may be called by either one-third of all the Full Members or 20 full members, whichever is the lesser, and/or by the Committee.

7.4.2 Notice of the EGM, together with its agenda, shall be posted on the Club/Society LUU webpage or a member-accessible web source within two working days of the meeting being called.

7.4.3 The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.

7.4.4 The quorum for the EGM shall be either one-third of all the full members or 20 full members, whichever is the lesser.

7.4.5 If an EGM is declared inquorate, it may not proceed. The Club/Society shall report this to the Activities & Opportunities Officer, who may authorise an inquorate EGM.

7.4.6 The Club/Society must submit their EGM's full agenda and minutes to the Activities Executive if requested by the Activities & Opportunities Officer.

#### **8. Motion of No Confidence**

8.1 This section outlines the process for a Motion of No Confidence, a democratic method for removing a Committee Member from their role by a Club or Society.

8.2 For a Vote of No Confidence to proceed, there are a number of conditions to be met:

8.2.1 There must be grounds for the vote. These may include a breach of conduct; failure to perform duties; misuse of funds or resources; loss of trust or support. Concerns must be raised with the Activities Manager, or their nominee.

8.2.2 A Petition or Motion to initiate the vote must be raised. A petition of 15% of the Club/Society's membership, a simple majority of the Committee, a simple

majority vote of the Activities Exec, or a ruling by the Activities & Opportunities Officer will be considered sufficient basis to initiate a vote.

8.3 An EGM will be called to facilitate the vote, with a Vote of No Confidence as the sole agenda item. The grounds for removal of the Committee Member in question will be summarised, and the subject of the vote will be allowed to defend themselves before the vote, either through a written statement or speaking at the meeting. The Vote of No Confidence will be carried out by secret ballot, and a simple majority will decide the outcome.

8.4 If a Committee member is removed from their role through a Vote of No Confidence, the Club/Society may schedule a further Extraordinary General Meeting (EGM) to elect a new Committee member through a By-Election. The member removed from their office via a No Confidence vote is not eligible to stand in By-Elections during the academic year they were removed from office.

## **9 General Administration and Finance [this section cannot be edited]**

### **9.1 Constitution**

9.1.1 In case of dispute over a particular interpretation of this constitution, the Activities & Opportunities Officer will be the final arbiter.

9.1.1.1 If a Group's constitution is deemed invalid, the [Club & Society Model Constitution 2024/25](#) will instead be used as that Group's constitution.

9.1.2 The assets or liabilities of the Club/Society shall remain with the Club/Society regardless of any changes to the committee, group structure or constitution.

9.1.3 The Club/Society shall be a constituent part of LUU and thus subject to the rulings of the Better Union Forum, the Activities Executive, and the Board of Trustees

9.1.4 In the event of dissolution or abolition of the Club/Society its assets will revert to LUU.

### **9.2 Constitutional Amendments**

9.2.1 Constitutional amendments may be recommended by an Annual General Meeting, Extraordinary General Meeting, or by Referendum of the Club/Society.

9.2.2 Constitutional amendments may not come into force until they have been approved by the Activities & Opportunities Officer acting on behalf of the

Activities Executive. For clarity, approval will be in the form of an email confirmation sent to the society's Core Officers with the amended constitution attached.

9.2.3 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under 'Any Other Business'.

9.2.4 Constitutional amendments shall come into effect immediately after Activities & Opportunities Officer approval unless otherwise stated in the amendment.

### **9.3 Administration and Finance**

9.3.1 If the Activities Executive requests a detailed statement of accounts, the Club/Society must produce one within 24 hours.

9.3.2 The Core Officers shall accept full administrative and financial responsibility for the Club/Society.

9.3.3 Committee members may not receive financial payment or profit due to their position on the committee.

9.3.4 Members may be reimbursed for any reasonable expenditure on behalf of the Club/Society only after submitting a receipt to the Treasurer.

9.3.5 Reimbursements must be requested within 3 months of costs being incurred. Requests after this period shall not be authorised.

### **9.4 Cash Office**

9.4.1 The Club/Society will have a bank account (or accounts) with the LUU Cash Office only.

9.4.2 At least two Core Officers' signatures will be required to make payments from the Club/Society account.

9.4.3 The Club/Society will keep full, up-to-date accounts of its finances through the LUU Cash Office.

9.4.4 LUU Subsidies allocated to the Club/Society may not be spent on tobacco, gambling or illegal items.

9.4.5 The Club/Society Subsidy and/or Grant account will be zeroed at the end of each academic year, and the funds will be returned to LUU.

## **10 Marketing, Media, and Communications**

10.1 The Club/Society will always adhere to the [LUU Data Privacy policies](#).

10.2 Gryphon Clubs will always adhere to the [Branding Guidelines](#) agreed by the Leeds Sports Partnership and order kit through Leeds Sports' nominated supplier which is currently Player Layer.

10.3 The Club/Society may require members to adhere to kit guidelines, which may include appropriate match-day and training kits, appropriate activity wear, and club colours.

10.4 The Club/Society will always adhere to the [Media Policy](#).

## **11 Complaints**

11.1 Any member has the right to raise a complaint to the Committee, relating to (but not limited to) the following;

11.1.1 The conduct of another member or members of the club or society (while participating in club/society activity)

11.1.2 The delivery of any club/society activity

11.1.3 Any decision taken which impacts on the overall activity of the club/society

11.2 Any member may also raise a complaint to the LUU Student Activities Team regarding the individual or group conduct of a club/society or their members. Complaints raised in this way will be referred to the Committee to handle.

11.3 The Committee must inform the LUU Student Activities Team of any complaints.

11.4 The Committee should work with the member who has raised the complaint to come to an informal resolution, following the [LUU Good Practice Guidelines](#). Resolution of complaints by the Committee should always be the first stage in any issue relating to the society.

11.5 If the Committee and the member who has raised the complaint are unable to reach an informal resolution, or if informal actions are deemed inappropriate, they must conduct a fair and impartial investigation. They must consult with the Student Activities Team Manager or their nominee before undertaking the investigation. An investigator will be identified from the Core Committee members, or their nominee



which may be an ex-officio member. Nominations made in this way will be made with the agreement of the Activities Team Manager or their nominee.

11.5.1 The investigation process must follow the [Good Practice Guidelines](#). An investigation will ideally conclude within 14 days of its initiation. The complainant will be informed when the investigation begins and will be notified if the investigation timeline is expected to extend beyond 14 days from its initiation. The reason for delay and the new expected deadline will be communicated each time a delay occurs.

11.5.2 If it is deemed appropriate due to the severity and impact of allegations, the member under investigation may be suspended from their membership to the Club/Society, including any Committee roles, if the Committee or the investigator recommends this. As with all suspensions, this action must be taken with the agreement of the Activities Manager, or their nominee.

11.5.3 Following the conclusion of an investigation, the Committee will review the investigator's report and decide on the outcomes for the member under investigation. If the Committee decides to take disciplinary action following an investigation into a complaint, it must consult the Student Activities Team Manager or their nominee as soon as possible; otherwise, any subsequent decision will be void.

11.5.4 Disciplinary action against a member may include (but is not limited to):

11.5.4.1 Temporary suspension from some or all activity

11.5.4.2 Requirement that the disciplined member issues an apology

11.5.4.3 Requirement that the disciplined member completes mandatory training to prevent an issue from reoccurring

11.5.5 In more serious cases, the Committee may permanently suspend a member from some or all activity, or permanently exclude that member from the society. This is covered in section 12 of this constitution.

11.6 Any member impacted by the outcome of a complaint managed by the Committee has the right to appeal the decision. The appeal should be made in writing to the Activities Executive via the Activities & Opportunities Officer and submitted within 14 days of the original decision. A member appealing should do this on the basis of either procedural deficiency or unfairness of the decision-making process. As such, appeal cases should be made on grounds of:

- unfairness of judgement
- the severity of the penalty having regard to extenuating circumstances

- new evidence coming to light that was not available at the time of the original meeting/investigation
- material procedural irregularities
- bias of panel members
- unfairness of the interview.

11.7 If the complainant is dissatisfied with the Committee's resolution of their complaint, they may formally escalate the issue to the Activities Executive, using the same grounds for appeal as set out in clause 11.6.

## **12 Suspension and Expulsion**

12.1 Any member, other than Ex-Officio Members, may be suspended or expelled from any or all rights, including membership, for any period by a decision of the Core Officers of the club/society, so long as the decision was made using the procedure outlined in this section.

12.2 The Club/Society Core Officers can suspend or expel any group member so long as they have taken explicit advice from the Student Activities Team Manager, or their nominee, *and* informed the individual affected of the reason/s for the decision in writing.

12.2.1 The cause for suspension and expulsion would be if formal disciplinary action were taken using section 11 of the constitution, or there was a medical need.

12.3 The Club/Society Core Officers must immediately notify the Activities & Opportunities Officer, in writing, of any suspensions or expulsions with a summary of the reason/s for the decision.

12.4 Suspended or expelled members may appeal a disciplinary decision so long as the request is submitted in writing to the Activities & Opportunities Officer within 10 working days of being notified of this decision.

12.5 On receipt of a request for a review, the Activities & Opportunities Officer will:

- acknowledge receipt of the request as soon as reasonably possible;
- notify the Club/Society Core Officers and the Head of Student Activities that a review is taking place;
- if necessary, consult with relevant parties regarding the original decision and may take into account new information;
- will, in discussion with the Activities Executive, decide whether to uphold, modify or over-turn the original decision and
- will inform both parties of the outcome of their decision within 14 days

12.6 If the Activities Executive upholds the decision to suspend or expel the member, the matter will be deemed to have been through an LUU disciplinary and appeal process, and the member will have no further rights to appeal under the Bye-Laws.