

Leeds Islamic Society

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 **Islamic Society**, hereafter referred to as the Isoc, 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. Arrange for an environment in which Muslims can practice Islam, specifically: facilitate daily prayers and hold congregational prayers at the appropriate times.
2. Raise the awareness, demystify misconceptions of, and improve understanding of Islam through regular talks and events in accordance with The LUU Speakers Policy. To combat Islamophobia on campus, through improving knowledge and engaging in dialogue.
3. To work for the sake of God and fulfil our obligation to spread the knowledge of Islam on campus and to engage with our local community.
4. Promote brotherhood, sisterhood and unity amongst all Muslims at the university, striving to fulfil their emotional, social and spiritual needs.
5. Promote friendly relations between Muslims and non-Muslims.
6. Ensure fulfilment of responsibilities regarding the management of the Green Room, Cemetery Lodge and any other prayer spaces that fall under the responsibility of ISoc, ensuring the space is maintained and all Muslims are welcome to pray and practise Islam, and consistently ensure adherence to the policy of The Green Room.
7. Act as the Muslim voice on campus in order to encompass and represent all Muslims on campus.

1.3 The Club/Society partners or affiliates with the following groups to support the achievement of its objectives. These partner organisations are: Roots and Simply Tajweed

1.4 The Club/Society receives sponsorship and donations from the following groups to support the achievement of its objectives. These organisations are: **Chaii, situated on Burley Road, which we have a sponsorship deal with,**

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	Full Membership 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">• To attend all meetings and take part in society activities• To vote on all questions of policy within the club/society• To nominate candidates for election as Core Officers and Committee Members of the club/society• To vote to appoint the Core Officers and the Committee Members of the club/society• To hold office on and stand for election as a Core Officer or Committee Member of the club/society• Membership fees and participation in activities may be subsidised using LUU grants

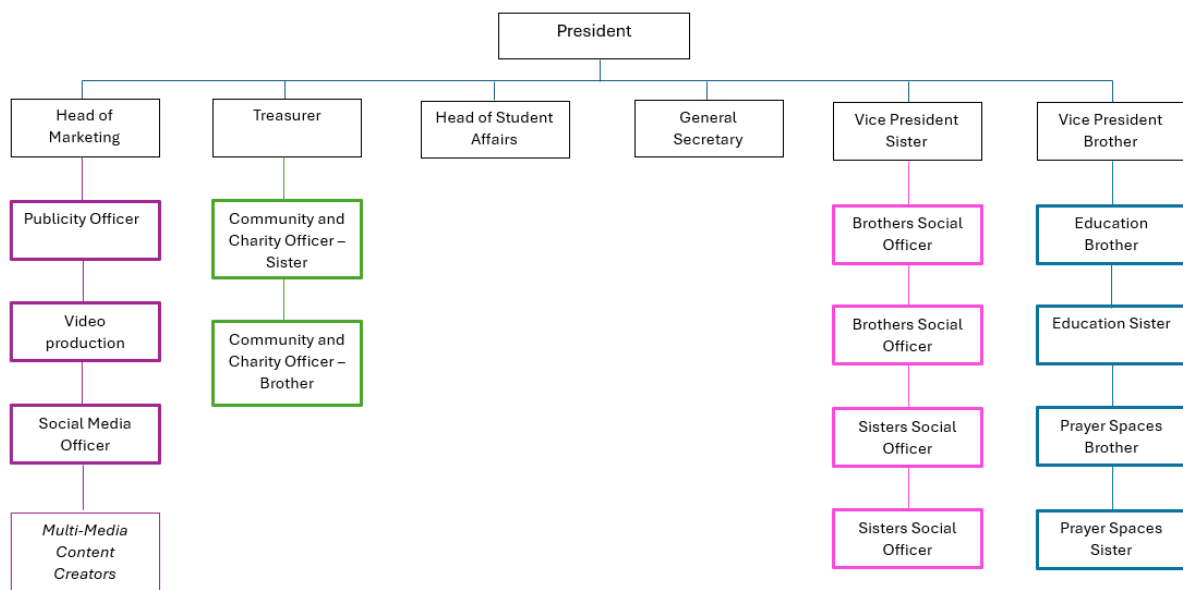
2.2.2	Ex-Officio membership. This will normally be the Activities & Opportunities Officer and the relevant Activities Executive representative(s).	<ul style="list-style-type: none"> • To attend all meetings and take part in society activities • To vote on all questions of policy within the club/society • To nominate candidates for election as Core Officers and Committee Members of the club/society • To vote to appoint the Core Officers and the Committee Members of the club/society • To act as an investigator instead of a core committee member in the event the core committee cannot nominate a suitable individual • Membership fees and participation in activities may be subsidised using LUU grants
2.2.3	Participant members may be alumni, from another HE institution, or a member of the public.	<ul style="list-style-type: none"> • Participants are admitted at the discretion of the committee and Activities Executive. • Participants may be charged a fee to take part. • Participants do not hold rights under this constitution.

3 Club/Society Committee Members

1. The Committee shall consist of:
 - a. Seven elected Core Committee members, and
 - b. A maximum of fifteen additional elected General Committee members.

2. The committee structure visualised below in Diagram 1 shall be adopted and followed.
3. All Committee members will be appointed by popular vote of members at an AGM/EGM, officiated in accordance with LUU Guidelines and Article 5.
4. The term of Office of all Committee roles will be approximately twelve months from the previous AGM.
5. The Committee, where required, may appoint volunteers onto Volunteer Extended Committees, from among the Members to assist in carrying out the duties of the Society.

Diagram 1



SECTION 2: COMMITTEE ROLES AND RESPONSIBILITIES

1. Committee members are responsible for:
 - a. Attending and contributing to committee meetings;
 - b. Ensuring good running and proper financial running of the Society within their role;
 - c. Ensuring sensitive ISoc issues are kept confidential;

- d. Managing the ISoc on behalf of its members in accordance with the stated Aims and Objectives in Article 1, Section 2, and this constitution, and
 - e. Carrying out the duties and responsibilities of their role.
 - f. Any campaign carried out by the committee is to involve the entire committee team and to be led by one agreed member of the committee.
2. The Islamic Education Team, overseen by the Vice-President Brother, is to consist of at least two General Committee Members, with at least one female and one male - **Alongside prayer spaces brother and sister to oversee the prayer spaces.**

The Education Team shall be responsible for:

- a. Regular classes on topics relevant to both male and female Muslim students;
- b. One-off talks to increase engagement with the Society and address larger issues;
- c. Cover relevant topics and common misconceptions;
- d. Da'wah and interfaith work to promote the religion of Islam on campus
- e. Preparing and delivering on how Muslim Students will be educated about Islam over the course of the year.

The Vice-President Brother will decide on who will take the lead on each area of responsibility, having consulted the Education Team.

3. The Socials Team, overseen by the Vice-President Sister, is to consist of at least four General Committee Members, with two females and two males.

The Socials Team shall be responsible for:

- a. Holding regular socials to promote brotherhood and sisterhood on campus;
- b. Holding regular sports sessions to also promote a healthy lifestyle for brothers and sisters respectively;
- c. Welcoming Freshers and returning Students to the Society with appropriate social events at the start of the year.

The Vice-President Sister will decide on who will take the lead on each area of responsibility, having consulted the Socials Team.

4. The Student Affairs Team, overseen and led by the Head of Student Affairs, is to consist of at least two General Committee Members: An International Students' Representative who must be an International Student,

and a Post-Graduate Students' Representative who must be a Post-Graduate Student.

The Student Affairs Team shall be responsible for:

- a. Ensuring the views of a wide-reaching Muslim student population are heard and addressed where required;
- b. Working with LUU and the University of Leeds to provide a safe and comfortable space for Muslim students to share their views and practice their faith;
- c. Encouraging Members to integrate into the wider community through community projects and collaborations;
- d. Communicating with the different cultural societies where a large demographic are Muslim students.
- e. Overseeing the development and maintenance of an Alumni Network.
- f. In addition, the International Students' Representative shall be responsible for:
 - i. Communicating with and reaching out to the different cultural societies where a large demographic are Muslim students, and
 - ii. Ensuring the needs of International Students on campus are brought forward and measures are taken to address them as well as creating a welcoming environment for their respective needs.
- g. In addition, the Post-Graduate Students' Representative shall be responsible for:
 - i. Ensuring for the needs of Postgraduate Students on campus are brought forward and measures are taken to address them as well as creating a welcome environment for their respective needs.

5. The Marketing Team, overseen and led by the Head of Marketing, is to consist of at least three General Committee Members: one Social Media Officer, one Publicity Officer and one Video Production Officer. **In addition to this, Multi-media Creators may be elected (brother and sister) to aid the marketing team.**

The Marketing Team shall be responsible for:

- a. Producing quality media to promote and showcase the work of the ISoc, and
- b. Managing all external platforms including social media, the website, and the prayer rooms (from a marketing aspect).
- c. In addition, the Social Media Officer will be responsible for:
 - i. Managing and regularly posting content on the Islamic Society social media platforms at appropriate times, including, Facebook, Instagram, Twitter and Snapchat;

- ii. Replying to any messages from the social media platforms, or forwarding them, when necessary, to the Head of Marketing; and
 - iii. Engaging the committee team to ensure maximum social media publicity for ISoc events and activities.
- h. In addition, the Publicity Officer shall be responsible for:
 - i. Poster design and production, and
 - ii. Engaging the committee team to ensure posters are circulated around campus (where appropriate) to maximise publicity for ISoc events and activities.
- i. In addition, the Video Production Officer shall be responsible for:
 - i. Videography during events, and
 - ii. Production and editing of video content for release both in advance and following ISoc events to ensure maximum engagement.
 - iii. Any additional non-event-based video production work.
- j. **In addition, the Multi-media creators will be responsible for:**
 - i. **Supporting the primary marketing roles, including but not limited to:**
 - **Production and editing of video content for release both prior and post events to maximise engagement**
 - **Poster design and production**
 - **Videography during events**
 - **Engaging with the rest of committee to maximise social media publicity for ISOC events and activities**
 - **Helping to formulate ideas for content**
 - **Any other Marketing tasks where they may be needed to assist**

6. The Prayer Spaces Team, overseen and led by the **Vice President Brother**, is to consist of two General Committee Members, specifically one female and one male.

The Prayer Spaces Team shall be responsible for:

- a. Ensuring the Green Room and Cemetery Lodge Prayer Spaces, which are under the direct care of ISoc, are kept clean and maintained properly. This involves managing and regularly taking care of the prayer area, kitchen and wudhu facilities for Muslims on campus;
- b. Liaising with estates to ensure the smooth running, and redevelopment/renovating where necessary, of the Cemetery Lodge Prayer Spaces;
- c. Ensuring the Green Room and Cemetery Lodge Policies are adhered to by the users of these two facilities;
- d. Liaising with the university and the union for the regular maintenance of other prayer spaces on campus, and the

- e. Organisation and managing of regular Iftars in the Green Room during and outside of Ramadhan.
- f. Organisation and managing as well as presence at Jummah and Taraweeh prayers**

The Vice President Brother will decide on who will take the lead on each area of responsibility having consulted the Prayer Spaces Team

7. The Charity and Community Team overseen by the Treasurer is to consist of two general committee members, one male and one female.

The Charity and Community team will:

- a. Supporting the society's charitable and community outreach goals, including but not limited to:
- b. Leading and coordinating ISOC's Charity Week campaign
- c. Organising and overseeing bake sales and other small-scale fundraising initiatives throughout the year
- d. Planning and executing larger charity events to engage students and fundraise for the chosen charity
- e. Building and maintaining relationships with local charities and exploring opportunities to support them
- f. Strengthening ties with the wider community by liaising with local mosques and community leaders
- g. Promoting a sense of unity through community-building initiatives and collaborative projects
- h. Engaging in inter-society work to foster cooperation and expand the reach of ISOC's charitable efforts
- i. Assisting with any other charity- or community-related activities where their support is needed

SECTION 3: CORE COMMITTEE ROLES AND RESPONSIBILITIES

1. The Core Committee shall consist of a President, two Vice-Presidents referred to as Vice-President Brother (or VP Brother) and Vice President Sister (or VP Sister), Head of Marketing, Head of Student Affairs, General Secretary and Treasurer. The Vice-President Brother and Vice-President Sister positions are only open to a male and a female respectively.
2. The Core Committee shall be responsible for overseeing the General Committee Members and the smooth running of the society. Additionally, each core committee member shall be responsible for their roles respectively.

The President shall be responsible for:

- a. Setting directions for the Society in accordance with the Vision and the Aims and Objectives stated in this Constitution;
- b. Providing training and resources for Committee where necessary and feasible;
- c. Communicating, or being aware of communication, with external stakeholders;
- d. Ensuring the spiritual development of the Committee;
- e. Overseeing the Core Committee and ensuring they are fulfilling their responsibilities;
- f. Enforcing discipline amongst the Committee and monitoring best practice, ensuring the Committee is working together and functioning professionally, and
- g. Safeguarding the welfare of the Committee and not allowing Committee responsibilities to become burdensome.

The Vice-President(s) shall be responsible for:

- a. Being the main point(s) of contact for any queries, criticism or other such issues brought forward by the Members or Muslim Students of the University of Leeds;
- b. Aiding the President with the spiritual development and welfare of the Committee;
- c. Facilitating for the welfare of Muslim students on campus;
- d. Overseeing the Education Team and Prayer spaces team , which is the duty of the VicePresident Brother, and Socials Team, which is the duty of the Vice-President Sister, and;
- e. Acting as President in the case of the President's absence.
- f. In addition, the Vice-President Brother will be responsible for approving speakers for, and the running of, the Friday congregational prayer(s) as well as maintaining and building relations with the local masaajid.

The General Secretary shall be responsible for all admin work of the society including:

- a. Keeping Committee contacts and membership records up to date;
- b. Ensuring members are contacted regarding important updates, including but not limited to EGMs and AGMs;
- c. Reading/ replying to post and emails addressed to the Society in general;
- d. Chairing, producing agendas for, and maintaining a record of all Committee Meetings;
- e. Acting as the main contact with the LUU Activities and Development Office, and
- f. Booking appropriate venues for the society.

The Treasurer shall be responsible for:

- a. Overseeing the Charity and Community Officers
- b. Ensuring the Society's financial soundness;
- c. Maintaining a record of all financial transactions of the Society;
- d. Producing an annual budget for the Society;
- e. Ensuring membership/ session/ match fees/ invoices are paid;
- f. Exploring potential income opportunities (events/ sponsorship/ partnership/ merchandise);
- g. Communicating with financial stakeholders and ensuring contractual obligations regarding finances are fulfilled by the Society, and
- h. Acting as the main contact with the LUU Cash Office.

The Head of Student Affairs shall be responsible for:

- a. Acting as the main point of contact with the LUU Politics and Engagement Officer, LUU Faith Rep, and the University's Muslim Chaplain;
- b. Ensuring the needs of Muslim students to practice their faith freely and comfortably are addressed whether through LUU or directly by the University;
- c. Ensuring the Muslim students on campus are well-represented and supported by the union and the Society;
- d. Addressing any concerns Muslim Students may have with regards to their faith and their studies;
- e. Fostering good relations between the Society and other Muslim and faith societies, and
- f. Representing Muslims in political affairs and student politics where necessary.

The Head of Marketing shall be responsible for:

- a. Overseeing the Marketing Team and providing training where necessary;
- b. Managing the ISoc website and ensuring details are kept up to date;
- c. Working alongside the Treasurer to make the society marketable to and investable by sponsors;
- d. Managing the Islamic Society YouTube Channel;
- e. Working on initiatives to increase engagement through the platforms available to the Society, and
- f. Managing the marketing output of the Society via all the available platforms consistently.

SECTION 4: THE BOARD OF ADVISORS

1. If the committee requires further guidance on a subject, they may seek support from members of the Board of Advisors.
2. The Board of Advisors shall consist of:
 - a. Up to 3 Ex-Official members of the Society, co-opted by majority vote of the Core Committee, that served on committee for at least

6 months;

- b. In addition, the role of the Ex-Officio(s) includes the following duties:
 - i. Regularly check-up on the welfare and progress of the President to ensure they are coping with and fulfilling the responsibilities of their role;
 - ii. Ensure the Committee are acting in accordance with this Constitution and any violation is addressed;
 - iii. Work with the President to deliver training, support, and welfare checks where necessary and feasible;
 - iv. When requested, aid the General Secretary to ensure the smooth running of EGMs/AGMs, and
 - v. Conduct disciplinary action in accordance with Section 5 of this Constitution when required.
 - c. The Student Equality and Diversity and Activities representatives;
 - d. The Faith Activities Group representative;
 - e. A qualified scholar with experience, currently Shaykh Muhammed Taher (Imam of Leeds Grand Mosque) for advice on issues related to Islamic jurisprudence; and
 - f. The Muslim Student Advisor, currently [Jaan Malik](#)
3. The Board of Advisors shall be entitled to advise the committee but shall not be entitled to vote at committee meetings.

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 [this section cannot be edited]

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 [this section cannot be edited]

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.

