

LUU Law Society

CONSTITUTION 2025/26

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 **Law Society**, hereafter referred to as the Law 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 Law Society is:

1.2.1 Distribute information, advice, and network contacts for the purposes of career development in the legal field, working towards a core value of “working together to advance legal knowledge and enable success”;

1.2.2 Organise and execute regular speaker events to achieve objective 1.2.1, including an annual Careers Dinner alongside additional careers events;

1.2.3 Organise and execute regular social events for the enjoyment of its members, including an annual Law Ball alongside additional social events, themed social events, and social excursions;

1.2.4 In organising socials for the fulfilment of objective 1.2.3, to hold at least one non-alcoholic social per semester;

1.2.5 Engage with the community and host charitable events to divert profit towards a nominated cause;

1.2.6 To facilitate the enjoyment of recreational and competitive sport for members;

1.2.7 To reflect the diversity of its members by hosting events aligning with values of Equality, Diversity, and Inclusion;

1.2.8 To reflect the rigour of the academic and professional legal sphere by hosting Mooting, Negotiating, and Debating competitions internally and externally;

1.2.9 To represent key interest groups including first-year members and non-law degree studying members on a committee level;

1.2.10 To reflect our interests as a non-profit making society by endeavouring to make our events and opportunities as financially accessible as we are able to.

1.2.11 To liaise and facilitate communication and collaboration with parallel or adjacent societies and faculties of law across the country.

1.3 The Law Society receives sponsorship/donations with the following groups to support the achievement of its objectives. These organisations are but not limited to: Addleshaw Goddard, A&O Shearman, Ashurst, Baker McKenzie, BPP, Clifford Chance, DLA Piper, DWF, Eversheds Sutherland, Freeths, Freshfields Bruckhaus Deringer, Herbert Smith Freehills, Hogan Lovells, Latham & Watkins, Linklaters, Slaughter and May, Squire Patton Boggs, Travers Smith, White & Case, Walker Morris.

1.4.1 All sponsorships are to adhere to the LUU Working with External Organisations Policy

1.4.2 All sponsorship acquisition is to be the sole responsibility of the Executive/Core Committee.

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	<ul style="list-style-type: none">• To attend all meetings and take part in society activities

	<p>University Union. Members are as defined in the LUU Articles of Association and Bye-Law 6:5.</p>	<ul style="list-style-type: none"> • 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	<p>Ex-Officio membership. This will normally be the Activities & Opportunities Officer and the relevant Activities Executive representative(s).</p>	<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.
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3 Law Society Committee Members

3.1 The Committee shall consist of the three Core Officers and up to 17 Additional Committee Members

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 (the Executive, Executive Committee, or Executive 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 Law Society LUU cash office account, being a signatory for contracts signed and agreements by the society, or in the least overseeing the process of signing and agreement in the latter
- 4.2.3 Ensuring the Law 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 Law 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, in relation to both Committee Members and Society Members;
- 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.
- 4.2.9 Guiding the trajectory of the society, securing sponsorship for the society, and overseeing key decision making throughout their terms, including having oversight over the work of the wider committee;
- 4.2.10 Providing guidance and support to Committee Members in fulfilling their roles;
- 4.2.11 Shaping and overseeing the society budget, and allocating funds to Committee Members.

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 Executive Officers have additional individual roles and duties alongside those outlined in 4.2:

4.4.1 President/Captain/Chair:

- Organising and overseeing the running of the Law Society
- Chairing Committee Meetings, AGMs and EGMs
- Ensuring the production of an annual report
- Ensuring there is an up-to-date entry in the Law Society's LUU webpage
- The Code of conduct and risk assessments are communicated to all members
- Ensuring the LUU Safeguarding Policy is upheld

4.4.2 Secretary:

- Maintaining membership records containing at least the name and membership category of all the Law Society's members
- Organise weekly meetings throughout the year
- Organise and execute elections, AGMS, and EGMS
- Producing agenda documents for all meetings
- Maintaining a written record of all meetings
- Maintaining an up-to-date copy of the Law Society constitution
- Ensuring society documentation is archived
- Ensuring only Full and Ex-Officio Members are allowed to vote in society elections

4.4.3 Treasurer:

- Managing the finances of the Law 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 Law Society's Annual General Meeting

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 Law Society may appoint Additional Committee Members to assist the Core Officers in running and managing the Law 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:

5.6.1 Events Officer

5.6.2 Equality and Inclusion Officer

5.6.3 Media and Publicity Secretary

5.6.4 Mooting Secretary

5.6.5 Negotiating Secretary

5.6.6 Debating Secretary

5.6.7 Careers Secretary

5.6.8 Bar Careers Secretary

5.6.9 Sports Secretary (x2)

5.6.10 Community Engagement Secretary

5.6.11 Socials Secretary

5.6.12 Merchandise Secretary

5.6.13 First-Year Representative (x2)

5.6.14 Non-Law Representative

5.7 Sub-committees may be formed to aid a Committee Member, who will be the Chair of their respective sub-committee. The rules that govern such sub-committees are as follows:

5.7.1 Only an elected Committee Member can act as a Chair for a sub-committee;

5.7.2 The forming of the sub-committee may take place either at the initiative of the Executive Committee (the Core Officers), or with the permission of the Executive Committee on the initiative of any Non-Executive Committee member;

5.7.3 Members of a sub-committee will be appointed by the Chair on an ad-hoc basis, and the Chair will be required to inform the Executive of any such appointment;

5.7.3.1 Appointments must be made through an impartial application process whereby Full Members submit applications to be appointed to a relevant sub-committee, and the respective Chair is to judge the outcome of each application;

5.7.4 The Executive reserves the right to veto any appointment to any sub-committee through unanimous vote, or remove a member of a sub-committee through unanimous vote for failing to perform their responsibilities to an acceptable level, or indiscretions deemed to reflect poorly on the Society or run contrary to its morals;

5.7.5 Members of sub-committees shall not attend main Committee meetings, unless so decided by the Executive Committee;

5.7.6 Members of sub-committees will be expected to behave in the standard expected of Full Committee Members as part-representatives of the society;

5.7.7 Members of such sub-committees shall not hold voting rights on the main Committee;

5.7.8 Discipline of members of such sub-committees is the responsibility of the Chair, and disciplinary action where required may include removal from the sub-committee;

5.7.8.1 Members of such sub-committees receiving disciplinary action may appeal to the Executive Committee;

5.7.8.2 Representations from the Chair and the appellant may be submitted, heard, and decided upon by the Executive

5.7.9 The decision of the Executive Committee will be final in regard to sub-committees.

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 Election Candidature and Procedure

7.1 To stand for election and serve on the Committee, candidates must be Full Members of the LUU Law Society and studying at the University of Leeds;

7.2 To stand for election as President, only those who have been a Committee Member for at least one year leading up to an election cycle are permitted to nominate themselves as candidates;

7.2.1 In the event enforcement of 7.2 prevents a contested election, candidature for President will be opened to those who have been a Committee Member or sub-committee member for at least one year leading up to an election cycle;

7.2.2 The decision to broaden or narrow the eligibility for candidates as President lies with the Executive Committee;

7.3 To stand for election as Secretary of any academic competition (Mooting, Negotiating, Debating), only those who have participated in the relevant competition for at least one session leading up to an election cycle are permitted to nominate themselves as candidates;

7.3.1 In the event enforcement of 7.3 prevents a contested election, candidature eligibility may be amended by the Executive Committee in consultation with the incumbent Secretary of the relevant academic competition;

7.4 To stand for election as Secretary for Sports, only those who have participated in the Law Society sport for at least one year prior to an election cycle are permitted to nominate themselves as candidates;

7.4.1 In the event enforcement of 7.4 prevents a contested election, candidature eligibility may be amended by the Executive Committee in consultation with the incumbent Secretary for Sports;

7.5 To stand for election as First-Year Representative, only those enrolled in the first year of their degree are permitted to nominate themselves as candidates;

7.6 The election procedure is to be as follows:

7.6.1 The timeline of candidature nominations, campaigning, voting, and the AGM hustings is to be announced by the incumbent Executive Committee in the designated election period during semester two;

7.6.2 An Election Handbook will be released to communicate all relevant rules, eligibility criteria, deadlines, and additional information to Members, to ensure all Members are aware of the procedure. The contents of the Election Handbook are to be the foremost authority on the election being conducted, in any case. All questions and concerns are to be assessed in accordance with the Election Handbook released, and the Executive Committee;

7.6.3 Each candidate shall be required to submit a manifesto by the close of applications to the LUU Engage platform and to the Law Society General Secretary, and no exceptions will be made for candidates who fail to nominate themselves for election within the time given;

7.6.4 Each nominated candidate will be required to attend the AGM, where a husting will take place;

7.6.5 Failure to attend the AGM without a reasonable cause of absence will result in an invalidation of candidacy;

7.6.6 All campaigning and voting is to take place online in the spirit of fairness, and to ensure free, fair, and accessible elections without the need to fund an in-person campaign;

7.6.7 Where voting for an election is taking place online, in-person campaigning will not be permitted. Such campaigning includes but is not limited to displaying posters, handing out flyers, setting up campaign stalls, offering free gifts/treats in exchange for votes;

7.7 It shall constitute an electoral offence for any candidate to:

7.7.1 Launch a joint candidature in conjunction with another candidate running for a position;

7.7.2 Intimidate, defame, bully, or exhibit untoward behaviour towards any other candidate;

7.7.3 Attempt to influence voters through in-person campaigning, or by forcing Members to vote for them by whatever tactic;

7.7.4 Interfere with the campaign of another candidate;

7.7.5 Practise in-person campaigning methods which include but are not limited to displaying posters, handing out flyers, setting up campaign stalls, offering free gifts/treats in exchange for votes;

7.7.6 Form Law Society affiliated groups, such as group chats, email broadcast lists, or anything similar;

7.7.7 Nominate themselves as a candidate when they do not fulfil the eligibility criteria for the relevant position;

7.7.8 Perpetrate any other action which is considered by the Executive Committee to be contradictory to values of fairness, dignity, and equality of procedure, or offer the offending candidate an undue and unfair advantage;

7.8 Where an electoral offence is committed in the first instance, a warning must be issued to the offending candidate alongside a clarification of the rules broken which were expected to be upheld. Where an electoral offence is committed in the second instance or more, the Executive Committee may come to a decision as to the consequences, which can include the invalidation of candidacy;

7.8.1 The decision reached by the Executive Committee will be voted upon by the full Committee, and must pass with a three-quarter majority;

7.8.2 The offending candidate may appeal the majority vote of the Committee to the Returning Officer for elections, the Activities and Opportunities Officer;

7.9 Where evidence of a substantive electoral offence comes to light following a successfully won election, discussions must be held by the Executive as to the consequences. This may include the demotion of the offending candidate.

7.10 The rules governing first-year representative elections will be amended slightly from the standard procedure detailed above:

7.10.1 The timeline of candidature nominations, campaigning, voting, and interviews is to be announced by the incumbent Executive Committee in the designated election period during semester one;

7.10.2 An Election Handbook will be released to communicate all relevant rules, eligibility criteria, deadlines, and additional information to Members, to ensure all Members are aware of the procedure. The contents of the Election Handbook are to be the foremost authority on the election being conducted, in any case. All questions and concerns are to be assessed in accordance with the Election Handbook released, and the Executive Committee;

7.10.3 Each candidate shall be required to submit a manifesto by the close of applications to the Law Society General Secretary, and no exceptions will be made for candidates who fail to nominate themselves for election within the time given;

7.10.4 The Executive Committee and some additional Committee Members will interview the nominated candidates and select a designated number to go forward to the campaigning stage

7.10.5 Candidates are bound by the same byelaws on electoral offences, however byelaw 7.7.6 may not be applicable with regard to social media group chats;

7.10.6 Only first-year students are eligible to vote for first-year representatives and all votes for a candidate will be vetted accordingly.

7.11 In the event there is a tie in the vote/vote share between two candidates in the same position, there will be discussion as to how to proceed, such as by considering both to be appointed to the committee in the spirit of fairness. This may not be applicable to certain Committee positions, and decision-making in this regard lies with the Executive Committee;

7.12 In the event there is a tie between more than two candidates in the same position, there will be discussion as to how to proceed, such as by having votes be recast for the position in question. Decision-making in this regard lies with the Executive Committee.

8 Club and Society Formal Meetings

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

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

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

8.1.4 Decision-making should ideally be by consensus. However, if a vote is needed, voting shall be by show of hands unless a secret ballot has previously been requested. Decisions will be made by simple majority by those members having the right to vote as outlined in section 2 of this constitution. No member has more than one vote.

8.2 Committee Meetings

8.2.1 Any Committee Member may call a Committee Meeting.

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

8.2.3 Committee Meetings shall be open to all members of the Law Society.

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

8.2.5 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.

8.2.6 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 Law Society LUU webpage.

8.2.7 Individual Committee Members may request to have a meeting with the Executive Committee and vice versa.

8.3 Annual General Meeting

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

8.3.2 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.

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

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

8.3.5 The order of business shall be:

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

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

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

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

8.3.9 The Law Society must submit the full agenda and minutes of their AGM to the Activities Executive if requested by the Executive.

8.4 Extraordinary General Meetings

8.4.1 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.

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

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

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

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

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

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 Law 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

10.3 The Law Society will always adhere to the [Media Policy](#).

10.4 The Law Society requires members to adhere to kit guidelines, which may include appropriate match-day and training kits, appropriate activity wear, and club colours.

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.

Date 22nd July 2025

Signed

President: Ellie Colchester

General Secretary: Finn Mason

Treasurer: Oscar Adams