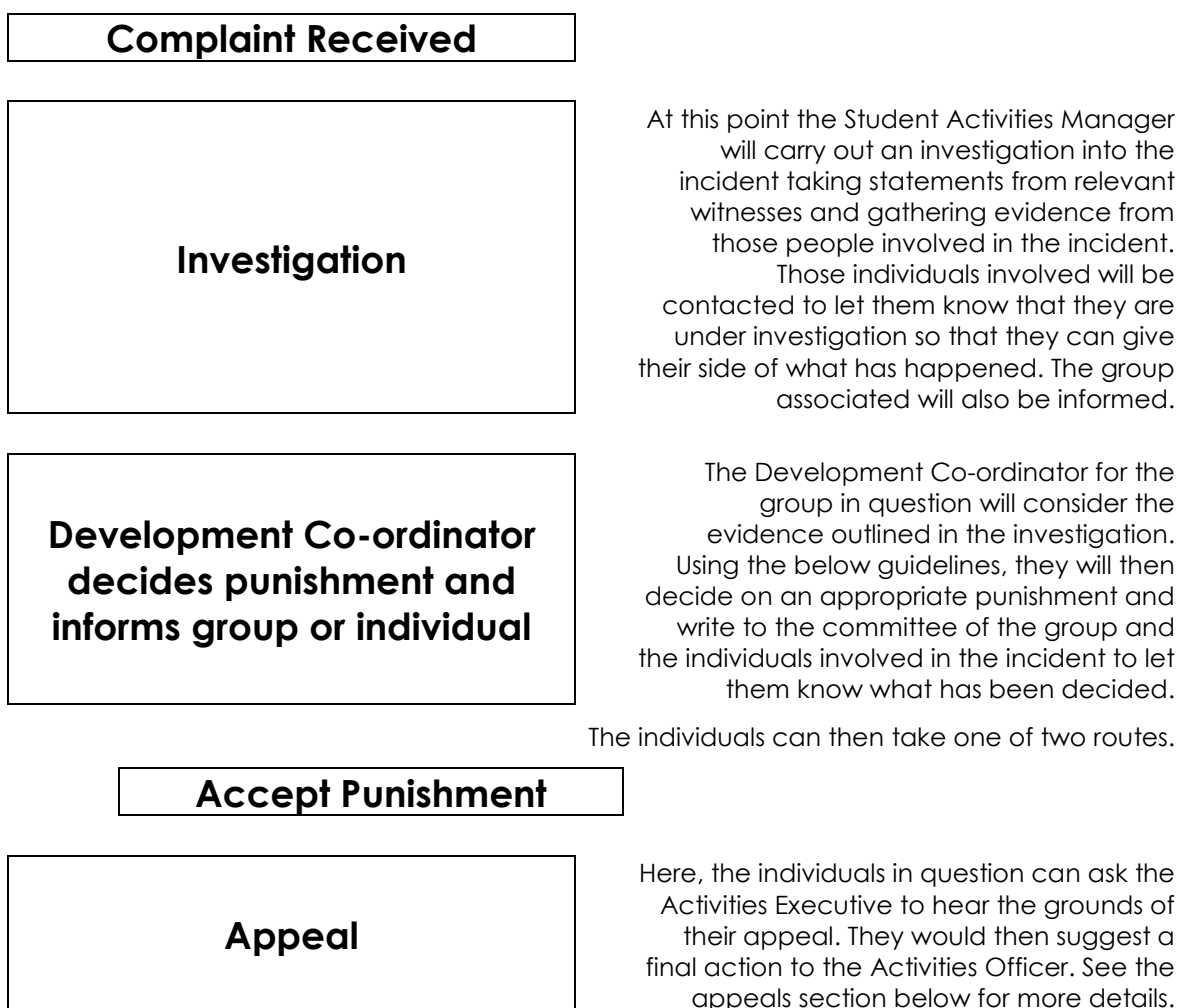


Disciplinary Procedures for Student Activities

Leeds University Union takes its image, and that of its activities, incredibly seriously. Any member of any activity that is involved in an incident which affects this is subject to these disciplinary guidelines. This document refers to any group activity (including socials) that can be classed as organised in that group's name, both at the Union and off-site at other venues.

In order for this procedure to come into force, a complaint must be received by the Activities Officer or any member of the ARC Office staff. Anyone can complain against a group, but all complaints must be received within a month of the situation occurring.

Process



*Procedure written: 26th June 06
Reviewed: 4th September 07
To be reviewed: June 08*

Punishment Guidelines

Depending on the nature of the incident, below are some punishments that could be expected. The Development Co-ordinators have the discretion to choose the punishment within the boundaries laid down based on their interpretation of the seriousness of the incident.

Level	Type of incident	Likely Punishment
1	General Misbehaviour	Formal written apology to the Activities Officer and person making complaint. Plus warning.
2 (a)	Any activity considered to bring the Union and/or the group into disrepute, violent conduct when taking part in a competitive activity	2 – 6 game / session ban depending upon seriousness of incident. Formal written apology to the Activities Officer and person making complaint. Plus warning.
2 (b)	Intimidating or threatening behaviour, damage to property, breaking the Union's Social Guidelines	6 – 12 game / session ban depending upon seriousness of incident. Formal written apology to the Activities Officer and person making complaint. Plus warning.
3	Serious physical violence, verbal abuse of a discriminatory nature	1 year to life ban from the activity in question. Formal written apology to the Activities Officer and person making complaint.

If an individual is already on a warning from a previous incident, the seriousness of the second incident will be considered to be one level higher. Warnings against individuals will stand for one calendar year from the point at when they are given. ALL punishments will come into force immediately.

Group responsibilities

When an individual is given a punishment for their behaviour we expect that the group they are related to will support that decision and enforce that punishment. If we find that groups are failing to enforce the punishment, the Development Co-ordinator will take action against that group, using sanctions from the list below.

Level of individual punishment	Group Punishment
2 (a)	£150 fine from the group's bank account
2 (b)	£300 fine from the group's bank account
3	Group's activity ceases, bank account frozen and all Union funding removed. (If the incident relates to a sports club, the team in question will be removed from all competitions)

Procedure written: 26th June 06
 Reviewed: 4th September 07
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Appeals

Appeals may only be lodged if the candidate can evidence any of the following:

- *that the process of investigation and / or disciplinary did not follow procedure or natural justice,*
- *that new and significant information has come to light that could not reasonably have been provided previously*
- *That the decision made was perverse or unfair*

All appeals must be directed in writing to the Chair of Activities Executive via the Activities Officer at the Executive Office in the Union within 7 seven days of being informed of the decision.