

Wrexham Glyndwr Students' Union

Members Code of Conduct

This Code of Conduct applies to Union members as defined in the Memorandum and Articles of Association Article 10. In accordance with Article 12.4 the Students' Union and its Trustees have a right to suspend or terminate membership if a member's conduct is found to be in significant breach of any part of this code.

1. WGSU expects that as a minimum standard of behaviour, each member:

- 1.1. Conducts themselves in a reasonable and responsible manner when on WGSU premises, using WGSU facilities, participating in any WGSU activity/event wherever they are held or whilst representing or acting on behalf of WGSU wherever this may be;
- 1.2. Not engages in any activity of behaviour likely to bring WGSU into disrepute;
- 1.3. Treats all WGSU property with respect and shall not interfere with other people's enjoyment of WGSU facilities or events;
- 1.4. Complies with reasonable requests by WGSU staff;
- 1.5. Adheres to WGSU policies and procedures including but not limited to Health & Safety, Equal Opportunities, WGSU Memorandum and Articles of Association and Bye-Laws and financial regulations;
- 1.6. Undergos any training required as a result of any roles (voluntary or paid) undertaken;

2. Misconduct

WGSU shall consider the following conduct as examples (though not an exhaustive list) of misconduct whilst on WGSU premises or engaged in specific WGSU activity no matter the location:

- 2.1. Failure to respect the rights of others to freedom of speech within the law, as required by s.43 of the Education Act (No.2) 1986;
- 2.2. Disorderly, threatening, bullying or offensive behaviour or language;
- 2.3. Any action that is likely to cause injury or impairment of safety;
- 2.4. Damage to, defacement or misappropriation of WGSU property whether caused intentionally or recklessly;

- 2.5. Misuse or unauthorised use of WGSU premises and property;
- 2.6. Breaches of any other codes, policies or regulations adopted by WGSU;

WGSU shall consider the following conduct as examples (though not an exhaustive list) of serious misconduct whilst on WGSU premises or engaged in specific WGSU activity no matter the location:

- 2.7. Theft, fraud, deceit, deception or dishonesty in relation to WGSU or its staff and members or whilst on WGSU related activities;
 - 2.8. Discrimination, harassment, victimisation of others on the grounds of their age, disability, gender, gender re-assignment, pregnancy, maternity, race, religion, belief or sexual orientation;
 - 2.9. The use, possession or supply of illegal drugs;
 - 2.10. Committing a criminal offence of relevance to WGSU;
 - 2.11. Physical or sexual violence towards others, or the threat of physical or sexual violence;
 - 2.12. Persistent or repeated acts of misconduct over an extended period;
 - 2.13. Failure to report a criminal conviction to WGSU which may affect their membership of WGSU.
3. Procedure for dealing with alleged breaches of the Membership Code of Conduct
- 3.1. An allegation that a member has breached this code shall be dealt with in accordance with the following procedure.
 - 3.2. In the event that an allegation is reported to WGSU via any means, this matter shall be reported to the Chief Executive Officer (CEO) and/or President and shall be treated in the strictest confidence.
 - 3.3. To ensure transparency and trust, WGSU discourages anonymous allegations except if there is a reasonable and obvious threat to safety of the complaint.
 - 3.4. Any and all investigations shall be conducted promptly. All members are expected, in the interests of WGSU to cooperate with the investigation. However, there is no legal obligation to do so and WGSU will not seek to penalise any party or person who does not provide assistance.

Minor breach and level 1 disciplinary panel

- 3.5. If the breach is considered to be minor, then the CEO or President may arrange an informal meeting with the member to discuss the matter. The outcome of the meeting will be recorded in a letter (this may be electronic) but does not constitute a warning. This letter will only be referred to by WGSU if there are further concerns about the members conduct. The letter will usually include guidance on how to avoid investigation in the future and the possible consequences of any further breach of this code. The letter will remain on file for 6 months.
- 3.6. If the breach is considered too serious to be resolved in accordance with paragraph 3.5, a level 1 disciplinary panel may be established. The panel shall consist of two eligible members and one trustee who shall chair the panel (usually the President). Only written submissions shall be considered at this stage. The member in question may submit a written response to the panel no more than 3 days before the meeting of the panel.
- 3.7. If the panel consider the breach to be minor, the member shall be informed within 5 working days of the hearing and shall receive a letter in accordance with point 3.5.
- 3.8. If the panel consider the breach to be serious, sanctions may be imposed.
- 3.9. The member shall be entitled to appeal the decision of the panel on the condition that they do so within 10 working days of the hearing. Any appeal must be in writing and directed to level 2.

Appeals and level 2 disciplinary panel

- 3.10. The level 2 panel shall comprise of three trustees, one of whom shall be a lay trustee. A level 2 panel shall be convened within 28 days of receiving an appeal.
- 3.11. An appeal to a Level 2 disciplinary panel must be based on at least one of the following criteria:
 - 3.11.1. New information has come to light which calls in to question the decision of the level one panel;
 - 3.11.2. The sanction imposed by the disciplinary panel was disproportionate to the offence committed
- 3.12. The decisions open to the level 2 panel reviewing the case are as follows:
 - 3.12.1. To up hold the finding of the level 1 panel;
 - 3.12.2. To uphold the finding of the level 1 panel but to reduce or increase the sanction(s) imposed;

3.12.3. To dismiss the case against the member.

3.13. Members shall have a final right of appeal which shall be heard by a different panel made up of trustees not previously involved.

3.13.1. This final appeal must be made within 28 days of receipt of the level 2 appeal notification letter.

3.14. If, after the conclusion of any review, the member fails to comply with the sanctions that have been imposed as a result of this procedure, the Board of Trustees shall have the power to suspend the student from WGSU and/or refer the matter to the University.

4. Sanctions available to disciplinary panels

4.1. Where an allegation against a member is upheld, the panel may impose a sanction they deem appropriate, including but not limited to:

4.1.1. Suspension of WGSU membership for a specified period of time, up to and including the remainder of the academic year or equivalent period;

4.1.2. Defined restrictions to the membership rights of an individual club, group, society;

4.1.3. Full and permanent withdrawal of WGSU membership

4.1.4. Suspension from a club, group or society;

4.1.5. A fine and/or ban on specific activities to the individual or club, group or society.

4.2. WGSU may at any time refer the allegation of misconduct to the University if it deems it appropriate to do so.