

## STANDING ORDERS GOVERNING THE REMOVAL OF NON CROSS-CAMPUS ELECTED STUDENTS

### 1. Interpretation

- 1.1 These Standing Orders shall be read in conjunction with the Bye-Laws and the relevant Standing Orders and Constitutions of the University of Lincoln Students' Union and shall be interpreted accordingly.
- 1.2 This Standing Order should also be read in conjunction with the relevant process for providing proposals for informal or formal warnings or for the removal of post.
- 1.3 For the purpose of clarity, if a formal complaint is submitted in regards to the representative, the University of Lincoln Students' Union complaints procedure should be followed.

### 2. Definition

- 2.1 The Students' Union exists as a student-led organisation, and as such requires both the election of students into roles which are not elected cross-campus, as well as the ability for these students to be removed from their elected position by those they represent, should their conduct or performance fall below acceptable standards.
- 2.2 This Standing Order sets out the process from removing non cross-campus elected students from their elected position. These include Sports Clubs Committees, Societies Committees, Academic Societies Committees, Campaigns Committee Members, College Officers, School Reps and Course Reps.
- 2.3 The appropriate Student Leader and Volunteer Officer should be informed in the first instance before a process to provide informal warnings, formal warnings or the removal from post proceeds.

### 3. Informal Warning

- 3.1. The following shall be reasons for an Informal Warning against a non cross-campus elected student.

3.1.1 Instances of lack of attention to the performance of duties or instances of non-attendance at meetings relating to their elected role without good reason.

3.1.2 Instances of rude behaviour to other Committee Members or fellow representatives; those they represent; or members of Students' Union or University staff.

3.2. An Informal Warning will remain in place for the duration of time that the elected student continues to undertake the role which s/he held at the time the Informal Warning was awarded. This includes a second term of office after re-election in the same role. If an elected student changes roles, then the Informal Warning is nulled.

3.3 If a second Informal Warning is proposed during the elected students' term of office then s/he will face immediately a vote for a Formal Warning.

#### **4. Formal Warning**

4.1. The following shall be reasons for a Formal Warning against a non cross-campus elected student.

4.1.1 Failure to improve conduct following the passing of an Informal Warning pursuant to this Standing Order.

4.1.2 Verbal aggression to other Committee members/ fellow representatives; those they represent; or members of Students' Union or University staff.

4.1.3 Regular occurrences of lack of attention to the performance of duties or of non-attendance without good reason.

4.1.4 Willful disobedience of an order, motion or Students' Union by-laws.

4.2 A Formal Warning will remain in place for the duration of time that the elected student continues to undertake the role which s/he held at the time the Formal Warning was awarded. This includes a second term of office after re-election in the same role. If an elected student changes roles, then the Formal Warning is nulled.

4.3 If a second Formal Warning is proposed during the elected students' term of office then s/he will face immediately a vote for their Removal from Post.

#### **Removal from post**

5.1. The following shall be reasons for the Removal from Post of a non cross-campus elected student.

5.1.1 Failure to improve conduct following the passing of a "formal warning".

5.1.2 Disorderly or indecent conduct of a serious nature.

5.1.3 Acts in contravention of the Bye-Laws.

5.2 In the instance that the Proposal for a Removal from post is against a Volunteer Officer, an Accountability Forum shall be triggered.

## Appeals

6. All non cross-campus elected students who receive Informal Warnings, Formal Warnings or Removals from post shall be entitled to appeal their Warning or Removal.

6.1 Appeals shall be heard in the following forums:

Sports Club/Societies Committee Members: Sports / Societies Hubs

Cluster Reps: Activities Hub

Campaigns Committees: Campaigns Network

ISA: ISA Forum

School Reps & College Officers: Accountability Forum

Course Reps: Executive Committee

6.2 Appeals must be passed by a majority of two-thirds of those entitled to vote at the relevant meeting. The individual that the Warning or Removal from Post is against shall not be entitled to vote.

6.3 Appeals should be submitted to the individual outlined in the relevant process for providing proposals for informal or formal warnings or for the removal of post, within 10 working days from the decision being made.