

Rule 10 – Praise and support for members and officers

This Rule covers praise and recognition for members and officers, supporting officers when things go wrong, monitoring and reporting attendance, and resignations from office.

Praise and recognition

1. Praise and recognition: general

- 1.1 The Union President and Vice-President Engagement shall be responsible for leading the work of the Union on the recognition and promotion of success by officers, members and student clubs or societies.

2. Motions of commendation

- 2.1 A Zone Committee may pass a motion of commendation of a member or student club or society.
- 2.2 A motion of commendation recognises outstanding work carried out by that member or student club or society.

3. Clubs and Societies Stars

- 3.1 The Union shall award a Student Clubs and Societies Star for each month of the academic term.
- 3.2 The Student Clubs and Societies Star recognises exceptional work by a Student Club or Society during that month.
- 3.3 The Sabbatical Team shall propose a shortlist of nominees, and the Chair of Senate shall decide the winner.

4. Union Stars

- 4.1 The Union shall award a Union Star for each month of the academic term.
- 4.2 The Union Star recognises exceptional work by a member during that month.
- 4.3 The Sabbatical Team shall propose a shortlist of nominees, and the Chair of Senate shall decide the winner.

Officer support, management and accountability

5. The scope of officer support, management and accountability

- 5.1 In order to ensure that officers are supported, managed and held accountable, the Union utilises and provides various platforms. In different circumstances, some

may be more appropriate than others.

- 5.2 In order to identify the most appropriate platform, members wishing to raise issues with the performance of officers should, in the first instance, address these with the appropriate Sabbatical Officer, the Union President, or a suitable member of staff.
- 5.3 Where issues arise from the political performance of officers (such as not carrying out policy, or failing to discharge their duties), there are means provided for holding officers to account, including but not limited to: questions via the Union website, at Senate, at Zone Committees or at such other opportunities as may be provided. In addition, members may wish to re-affirm or update policy in order to raise its importance.
- 5.4 Where these platforms are not suitable or have been exhausted, the provisions of this Rule (see section 6 below) may be utilised.
- 5.5 Where issues arise from the behaviour or conduct of individuals, it may be appropriate to utilise the complaints procedure (Rule 8) or the member disciplinary procedure (Rule 9), or in the case of Sabbatical Officers, the functions of Trustee Board under employment law.
- 5.6 In relation to Sabbatical Officers, their unique status means that they are subject to specific provisions of the Articles relating to their removal from officer, and they are subject to the employment policies of the Union. Therefore, the operation of this Rule is without prejudice to any rights a Sabbatical Officer may have at employment law, or to the operation of the employment policies of the Union.

6. Officer misconduct

- 6.1 A member dissatisfied in the performance of an officer, having exhausted the other opportunities available to them, may make a complaint under this Rule relating to misconduct by that officer.
- 6.2 A misconduct complaint made under this Rule shall be treated, in so far as is appropriate and subject to the following provisions of this Rule, as though it were a complaint made under Rule 9, and shall be dealt with by Disciplinary Committee.

7. Suspensions: part-time officers

- 7.1 Where a misconduct complaint is made against a part-time officer, the President may suspend that officer whilst the complaint is investigated. A suspension is not a punitive measure, and shall only last for so long as is required to investigate and resolve the complaint.
- 7.2 The effect of a suspension is that the officer so suspended shall not carry out any of their duties as an officer during the period of the suspension.

7.3 The operation of this section is without prejudice to any suspension or ban that may be imposed under Rule 9.

7.4 In this section, “part-time officer” means any officer of the Union other than a Sabbatical Officer.

8. Suspensions: Sabbatical Officers

8.1 Where a misconduct complaint is made against a Sabbatical Officer, the President (or in the case of a misconduct complaint against the President, then the deputy President) may suspend that officer whilst the complaint is investigated. A suspension is not a punitive measure, and shall only last for so long as is required to investigate and resolve the complaint.

8.2 The effect of a suspension is that the officer so suspended shall not carry out any of their duties as an officer (and where that officer is a Trustee, as a trustee) during the period of the suspension.

8.3 The operation of this section is without prejudice to any suspension or ban that may be imposed under Rule 9.

9. Outcomes of Disciplinary Committee

9.1 Where Disciplinary Committee finds an officer guilty of misconduct, instead of the penalties provided for by section 9.3 of Rule 9, the penalties shall instead be:

9.1.1 no action,

9.1.2 some form of apology and to make amends,

9.1.3 further training,

9.1.4 recommend a Censure, or

9.1.5 recommend a Recall.

9.2 Where the Committee recommends a Censure or Recall, this shall be proposed:

9.2.1 in the case of Sabbatical Officers, Student Leaders, the Chair of Senate or Union Senators, to Union Senate, and

9.2.2 in the case of other officers, to the relevant Zone Committee.

9.3 On a motion of censure or of recall,

9.3.1 the vote shall be by secret ballot,

- 9.3.2 the results of the ballot shall be by a simple majority of those present, and the number of votes shall not be publicly declared, and
- 9.3.3 only one such motion may be proposed against an officer in any one meeting.
- 9.4 The provisions of Article 23 of the Articles of Association apply to a Sabbatical Officer who is not a Sabbatical Trustee as though they were a Sabbatical Trustee.

Attendance

10. Attendance: reporting

- 10.1 The attendance of each officer at every relevant event shall be published via the Union website, to include the number of possible events that could have been attended, the number from which the officer was absent with apologies and the number from which the officer was absent without apologies.
- 10.2 For the purposes of this Rule, an event is a relevant event if it is:
- 10.2.1 a meeting of a body or committee that the officer is a member of, or
- 10.2.2 mandatory training on any part of the officer's duties;
- and "body or committee" means any formal Union or University body or committee.
- 10.3 Where an absence is excused in accordance with the provisions of section 11, it shall be marked accordingly and shall not contribute to the total number of absences by that officer.

11. Attendance: managing absence

- 11.1 Where an officer is:
- 11.1.1 absent without apologies from two relevant events, or
- 11.1.2 absent (with or without apologies) from four relevant events;
- the relevant Sabbatical Officer shall meet with that officer with a view to establishing if further support is required for them, or if any other steps need to be taken in order to enable them to continue to carry out their role.
- 11.2 If, after such a meeting, the relevant Sabbatical Officer:
- 11.2.1 believes, on reasonable grounds, that an absence or absences should be excused, they may do so;
- 11.2.2 believes, on reasonable grounds, that an absence or absences cannot be excused, they may report that to the relevant Zone Committee (for

Voluntary Officers), or Senate (for other officers), and take such further action as they see fit (which may include the making of a misconduct complaint under section 6).

11.3 An officer may, on application to Democracy Zone, request that their absence or absences be excused. The Committee shall hear such evidence as they see fit and may, if they believe there are reasonable grounds for doing so, resolve to excuse an absence or absences accordingly.

12. Attendance: further action

12.1 A part-time officer who is:

12.1.1 absent without apologies from four relevant events, or

12.1.2 absent (with or without apologies) from six relevant events;

shall be removed from office, and shall be informed of that removal by the Vice-President Democracy and Creative Industries as soon as is reasonably practicable.

12.2 An officer removed under section 12.1 has the right of appeal to Democracy Zone Committee (within ten clear working days of being informed of their removal), and their removal from office shall be stayed until such time as that appeal is heard by the Committee. The Committee shall hear such evidence as they see fit and may, if they believe there are reasonable grounds for doing so, resolve to overturn such a removal accordingly.

12.3 Where a Sabbatical Officer is:

12.3.1 absent without apologies from four relevant events, or

12.3.2 absent (with or without apologies) from six relevant events;

the President shall make a misconduct complaint against them under section 6.

12.4 In the application of this Part to the Union President:

12.4.1 the “relevant Sabbatical Officer” means the deputy President and one other Sabbatical Officer, and

12.4.2 section 12.3 shall not apply (in recognition of the fact that the President is a member of every Zone Committee).

Resignation or removal from office

13. Cessation of office

13.1 An officer shall cease to hold office if they:

- 13.1.1 are recalled by a motion of recall under section 9,
 - 13.1.2 are removed from office under section 12.1 (and do not appeal, or where that appeal is unsuccessful), or
 - 13.1.3 resign from their office, in accordance with the provisions of section 14.
- 13.2 Where an officer ceases to hold office, this shall be published via the Union website, and reported to the next meeting of Union Senate, and, where appropriate, to the next meeting of the relevant Zone Committee.
- 13.3 A vacancy created by the resignation or removal from office of an officer shall be filled in accordance with Rule 7 (Elections).
- 13.4 This section is subject to the provisions of Article 23 (Disqualification and removal of Trustees).

14. Resignation

- 14.1 An officer or a Trustee may resign from their office at any time (but subject to the provisions of Article 23.1.6 of the Union, by which a Trustee may not resign if to do so would mean that fewer than two Trustees would remain in office).
- 14.2 A resignation must be given:
- 14.2.1 in the case of the Union President; to the deputy President,
 - 14.2.2 in the case of another Trustee, Sabbatical Officer or the Chair of Senate; to the Union President,
 - 14.2.3 in the case of a Student Leader or Voluntary Officer; to the relevant Sabbatical Officer.
- 14.3 A resignation must be given in writing, which may be sent by email from the University email account of the officer, and sent to the email address of the relevant officer.
- 14.4 Once given, a resignation may not be revoked.