

# Strike and Warning Policy for Student Groups

The Students' Union will always try to address minor etiquette issues with Student Groups (in this instance Student Group refers to a Society, Student Media Outlet, Volunteer Group or Sports Club) informally however a warning and strike policy does operate for when Student Groups do not meet the expectations set out for rooms usage or are found to be in more than a minor breach of the Students' Union or University policies or procedures.

Aside from this strike policy there is also a walkover policy and initiation policy which is applicable to Sports Clubs.

## Strike Policy

### What are strikes issued for and who are they issued by?

Student Groups may receive strikes for breaches considered to be more than minor to any Students' Union or University policy and procedure and anything else deemed necessary. This can include but is not limited to:

- Not adhering to the external speaker process.
- Not adhering to safeguarding policies and procedures.
- Proof-reading procedures not being adhered to (applicable to Student Media Outlets).
- Financial mismanagement\*.
- The events procedure not being followed.
- Any incidents deemed by the appropriate Staff Member and the Appropriate Student Council Officer that warrant more than a warning.
- A Student Group who receives a 3<sup>rd</sup> Reception Warning.
- Contravening charity law e.g., ultra vires.
- Not adhering to the society store cupboard guidance.

\*Whether financial mismanagement is classed as minor or major is dependent on the judged level of risk involved. Examples of minor financial mismanagement could include, but is not limited, the below involving small sums of money. Examples of major financial mismanagement could include, but is not limited to, the below involving large sums of money.

- Not promptly paying money into reception.
- Collecting or Holding money in personal or unauthorised accounts.
- Using cash sales to make purchases or reimburse expenses.
- Signing contracts.
- Using a personal card reader.
- Misusing allocated grant funding.

Minor financial mismanagement also includes consistently not adhering to financial processes and procedures.

Major financial mismanagement, depending on severity of the breach, may constitute more than one strike or disaffiliation.

Strikes will be issued and recorded by the Appropriate Staff Member and the Appropriate Student Council Officer will be informed.

### **What are the implications for receiving strikes?**

A Student Group who receives a 3<sup>rd</sup> strike will be banned or restricted from carrying out their activities for a period time. This could include, but is not limited to, a ban or restriction on:

- Booking rooms for 6 academic weeks. All upcoming bookings may be cancelled.
- Applying for or receiving Students' Union grant funding for the next round.
- Participating in the next BUCS fixture and participating in Club training for 4 weeks.
- Producing and releasing content for up to 6 academic weeks.
- Suspension of a Student Group and/or Student Group Committee Members.

Other events and activities planned to take place within a period of 6 academic weeks may also be reviewed or cancelled.

If the 3<sup>rd</sup> strike is given in semester 3, how the restriction applies into the following academic year will be considered.

As per the Student Group Bye-Law, The Vice President Welfare or Appropriate Student Council Officer or Appropriate Committee, with guidance from the Appropriate Staff Member, may disaffiliate or suspend some or all of the support given to a Student Group who receives 4 strikes in one academic year. For more information about disaffiliation see the Student Group Bye-Law.

Behaviour or conduct of individuals, where necessary, will be dealt with via the relevant Students' Union and/or University disciplinary processes and procedures.

### **Appeals**

If a Student Group would like to dispute a strike, they should email their reasons for appeal to the Student Engagement Manager (if the appeal is from a Sports Club this will be forwarded to the Deputy Head of Sport) who will review the appeal with the appropriate Student Council Officer. If, after this, the outcome does not change, Student Groups can appeal the decision by contacting the Students' Union President.

An appeal must be submitted within 10 working days of the strike being issued.

## Reception Warning Policy

The Students' Union will always try to address minor etiquette issues with Student Groups informally however a warning and strike procedure does operate for when Student Groups do not meet expectations set out for bookable rooms usage. A Student Group can book a maximum of two hours a fortnight across all bookable Students' Union rooms and a maximum of one booking a week across university bookable rooms.

### Reception Warnings

If a Students' Union or University or room is booked by a Student Group, the Students' Union expects the Student Group to:

- A. Arrive within 30 minutes of the start of their booking.
- B. Leave the room clean and tidy.
- C. Return all furniture to its correct location.
- D. Vacate the room on time.
- E. Be polite to all staff, including student staff and other students.
- F. Use the room for the activity described on the room booking form.
- G. Return all borrowed equipment.
- H. Show up to their room booking or inform Reception if the room will not be used.
- I. Not have food or drink in university rooms.
- J. Only make bookings for their Student Group and not on behalf of another Student Group or external organisation.
- K. Not impact bookings or teaching taking place after their booking.

If a Student Group does not meet these expectations, they will be given a Reception Warning. Any Student Group that receives 3 warnings will be banned from booking any rooms within the Students' Union or University for a period of 4 academic weeks. If a Student Group receives a ban and they have bookings that have previously been confirmed within the next 4 weeks, these will be cancelled. A Student Group who receives a 3<sup>rd</sup> warning in an academic year will receive a strike.

Once a Student Group has received a strike following being issued 3 room usage warnings, any further room usage incidents will incur a second strike and potential further room booking ban. Any further room booking ban will be decided by the Appropriate Staff Member.

If a Student Group leaves their booking later than expected, they may be charged for the additional running costs associated with the delay caused. If a Student Group leaves their room booking in an unclean state where additional cleaning is needed, they may be charged for the additional cleaning costs associated with the delay caused.

Bookable rooms with higher risk attached to them being misused by Student Groups may result in the Student Group receiving multiple sanctions. This may include but is not limited to, causing a fire safety risk and/or causing a health & safety risk. This will be decided by the Appropriate Staff Member.

Warnings will be issued and recorded by the Students' Union Reception, who will inform the Appropriate Staff Member.

If a Student Group or Sports Club wants to make an appeal this must be submitted within 10 working days of the room booking warning being issued.

*Updated March 2024*