



UNIVERSITY OF ESSEX STUDENTS* UNION

STUDENT MEMBERSHIP GENERAL POLICY

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Owner: Director of Activities & Support

Author: Director of Activities & Support

STUDENT MEMBERSHIP GENERAL POLICY

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1. APPLICATION

Unless otherwise specified, the University of Essex Students' Union's Student Membership General Policy shall apply in respect of all activities, facilities and services provided by the Students' Union for Members.

2. DEFINITIONS

Where the terms listed below are used in this document they shall have the following meanings:

- Club(s) – any recognised Sports Club of the Essex Blades Sports Federation, as defined by Article 4 of the Essex Blades Sports Federation Constitution
- General Policy - University Of Essex Students' Union Student Membership General Policy
- Member(s) – a Member of the Students' Union
- Member(s) of Clubs – Membership of the Essex Blades Sports Federation shall be available to all members of the Students' Union who wish to join. Only members of the Federation shall be entitled to join clubs affiliated to the Federation.
- Member(s) of Societies – any full or associate member(s) of any Society
- Officer(s) – An elected sabbatical officer or part time officer
- Society or Societies - any Recognised Society or Societies of the Societies Guild as defined by Article 4 of the Societies Guild Constitution.
- Staff – An individual employed by the Students' Union
- Student(s) – An individual registered with the University of Essex
- Students' Union– the University of Essex Students' Union
- University - the University of Essex and partners i.e. Edge Hotel

3. ALCOHOL (GENERAL)

The Students' Union is committed to providing a safe and healthy study, work and leisure environment and developing a social culture which fosters and promotes the sensible consumption of alcohol.

The Students' Union is committed to reducing the risks associated with alcohol use within its community and where appropriate will take disciplinary action as set out in the University of Essex Students' Union Disciplinary Procedures and the University of Essex Students' Union Disciplinary Procedures related to staff in response to unacceptable behaviour associated with the misuse or abuse of alcohol on the part of any Member or Officer and also reserves the right at its discretion to refer any such behaviour by any Student to the University Proctor for investigation under the provisions of the Code of Student Conduct.

The Students' Union recognises that the use of alcohol plays a part in the lives of some people and will be sympathetic to problems arising from the misuse or abuse of alcohol whilst not condoning such misuse or abuse. Any Member, Officer or

Student concerned about their use of alcohol is encouraged - and where appropriate will be supported - to seek advice and assistance.

The Students' Union recognises its responsibilities regarding both the sale and the provision of alcohol and will exercise its duty of care by encouraging customers to drink responsibly and by ensuring that the sale and provision of alcohol by the Students' Union on campus is managed responsibly under license and complies with all legal requirements, including but not limited to the provisions of the Licensing Act 2003.

The Students' Union will market and promote responsibly all events involving the consumption of alcohol that are organised by the Students' Union and there will be no active promotion of drinking games.

The Students' Union will ensure that soft drinks and free water are made available to customers whenever alcohol is being sold or provided by the Students' Union.

4. ALCOHOL (CLUBS AND SOCIETIES)

The Executive Committees of Clubs and Societies shall be deemed to be responsible for the actions of their members at any event or activity involving the consumption of alcohol and are expected to ensure that their members behave in an acceptable manner consistent with the fact that they are representatives of the University of Essex and the University of Essex Students' Union. They are also subject to the Code of Student Conduct

At any event where the members of any Club or Society are consuming alcohol, one or more members of the Executive Committee of any Club or Society should abstain from drinking alcohol so that the Executive Committee is able to meet its responsibilities set out in Article 2.1 of the General Policy.

Members of Clubs or Societies shall not be expected pressurised or forced to consume alcohol at any social event on or off campus, and members of Clubs and Societies shall not expect pressure or force any individual to consume alcohol at any social event on or off campus and this shall extend to any 'tradition' of the Club or Society in question.

The following events and behaviours are not endorsed or condoned by the Students' Union:

- (a) any event or activity in which members of the Club or Society are expected to participate as a means of gaining credibility, status or entry into that club, including but not limited to initiation events, 'mothers and daughters' events and/or 'fathers and sons' events
- (b) any occasion whereby pressure is placed upon members of a Club or Society by peers to participate in events or activities involving the consumption of alcohol, the consumption of concoctions of various

food stuffs, nudity, bodily fluids, physical violence, or any behaviour that may be deemed humiliating.

- (c) any organised sustained drinking activities regardless of location that encourage anti-social behaviour and excessive drinking of alcohol.

At any event or activity which is organised by a Club or Society at which alcohol is provided or served it is the duty of the Executive Committee of the Club or and Society in question to ensure that non-alcoholic drinks are also available.

5. BULLYING

The Students' Union is committed to establishing a learning, working and social environment that is free from any form of bullying.

The Students' Union considers bullying to be an offensive behaviour, which violates a person's dignity, or creates an intimidating, hostile, degrading, threatening or offensive environment or which humiliates or undermines an individual or group. Bullying can be carried out by an individual or a group of people. Bullying is typically unpredictable, irrational and sometimes unseen by others.

Examples of bullying include: repeatedly shouting at an individual or group, repeatedly 'telling off' an individual or group in front of other people. In certain situations, one-off actions may constitute bullying. Criticising an individual in an inappropriate manner or belittling them about their work, personality or appearance, persistently ignoring or 'talking down' an individual and pressuring an individual into behaviour or actions against their wishes

The Students' Union has a zero tolerance approach to bullying and for the purposes of Article 3 of this General Policy zero tolerance means that the Students' Union will take action and that action taken will be proportionate to the circumstances.

Bullying on the part of any Member or Officer disciplinary action as set out in the University of Essex Students' Union Disciplinary Procedures and the Students' Union also reserves the right at its discretion to refer bullying on the part of any Student to the University Proctor for investigation under the provisions of the Code of Student Conduct.

6. HARASSMENT

The Students' Union is committed to establishing a learning, working and social environment that is free from any form of harassment and all Members, Officers, Staff and Students are expected to be treated and to treat each other with dignity and respect regardless of:

- gender expression, identity, affirmation or reassignment
- race, ethnic origin or national origin
- age

- socio-economic background
- disability
- religious beliefs or affiliations, or absence of religious beliefs or affiliations
- political beliefs or affiliations
- family circumstances, including maternity and paternity
- marital or civil partnership status
- pregnancy and maternity
- sexual orientation
- sex

or any other distinction.

Harassment is a form of discrimination and is illegal under the Equality Act 2010. The Students' Union considers harassment to be unwanted conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, threatening or offensive environment for that person which interferes with their learning, working or social environment. Harassment can be in verbal, written or physical form and can cause stress, anxiety, fear or sickness on the part of the harassed person. Differences of attitude, background or culture and the misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another. However, this does not make it acceptable. Being under the influence of alcohol or drugs will not be accepted as an excuse for harassment. Some general examples of harassment might include teasing, comments about personal characteristics or appearance, unreasonable criticism, cyberbullying, promises of reward or threats made to secure sexual favours or negative comments about someone's race, ethnicity, nationality, age, gender, gender identity, sexual orientation, disability, religion or belief. Any act of harassment that involves the abuse of a position of authority or trust will be regarded by the Students' Union as very serious.

While the Students' Union is committed to providing a safe and supportive environment for all its students, officers and staff regardless of their gender expression, identity, affirmation/reassignment or their sexual orientation, it considers that it is the right of all individuals to choose whether they wish to be open about their gender expression, identity, affirmation/reassignment, or their sexual orientation within Students' Union and University community, and to disclose the gender expression, identity, affirmation/reassignment or sexual orientation of any Member, Officer, Staff or Student without their permission will be treated as harassment.

The Students' Union has a zero tolerance approach to harassment and for the purposes of Article 4 of this General Policy. Zero tolerance means that the Students' Union will take action, and that action taken will be proportionate to the circumstances.

Harassment on the part of a Member or Officer may result in the Students' Union taking disciplinary action as set out in the University of Essex Students' Union Disciplinary Procedures and the Students' Union also reserves the right at its discretion to refer harassment on the part of any Student to the University Proctor for investigation under the provisions of the Code of Student Conduct.

The detrimental treatment of a person as a result of their making a complaint about harassment or giving evidence relating to such a complaint is unacceptable and may result in the Students' Union taking disciplinary action as set out in the University of Essex Students' Union Disciplinary Procedures and the Students' Union also reserves the right at its discretion to refer bullying on the part of any Student to the University Proctor for investigation under the provisions of the Code of Student Conduct. Individuals are also able to take legal action regarding Harassment.

7. EQUALITY AND DIVERSITY

Under the Equality and Diversity Act 2010, The Students' Union recognises the value of diversity and is committed to equality of opportunity throughout every aspect of the organisation and aims to create a culture and conditions where all Members, Officers, Staff and Students are treated with dignity and respect, and solely on the basis of their merits abilities and potential regardless of:

- gender expression, identity, affirmation or reassignment
- race, ethnic origin or national origin
- age
- socio-economic background
- disability
- religious beliefs or affiliations, or absence of religious beliefs or affiliations
- political beliefs or affiliations
- family circumstances, including maternity and paternity
- marital or civil partnership status
- pregnancy and maternity
- sexual orientation
- sex

or any other distinction.

The Students' Union is committed to the use of non-discriminatory language in all internal and external documents, official correspondence, publications and other communications including verbal communication.

The Students' Union recognises that a wide variety of religions and beliefs are represented on campus and subject to operational requirements will seek to ensure the availability of facilities and opportunities for all its members.

Discrimination on the part of any Member or Officer may result in the Students' Union taking disciplinary action as set out in the University of Essex Students' Union Disciplinary Procedures and the Students' Union also reserves the right at its discretion to refer bullying on the part of any Student to the University Proctor for investigation under the provisions of the Code of Student Conduct. Within these procedures the Students' Union is committed to upholding the Equality and Diversity Act 2010.

The detrimental treatment of a person as a result of their making a complaint about discrimination or giving evidence relating to such a complaint is unacceptable and

may result in the Students' Union taking disciplinary action as set out in the University of Essex Students' Union Disciplinary Procedures and the Students' Union also reserves the right at its discretion to refer bullying on the part of any Student to the University Proctor for investigation under the provisions of the Code of Student Conduct. Within these procedures the Students' Union is committed to upholding the Equality and Diversity Act 2010.

8. HEALTH & SAFETY

The Students Union is committed to the provision of a high quality, safe and healthy working and social environment for Members, Officers, Staff and Students.

The Students' Union has adopted a no smoking policy in compliance with both the University's no smoking policy and relevant legislation, including the Health Act 2006 and as a result of this smoking is prohibited in all Students' Union controlled venues and facilities including all offices, corridors, lifts, stairwells, toilets and under podia with the exception of the Sub Zero outside smoking area.

In the event that any Member or Student identifies an existing or potential hazard to health or safety of in any venue or facility controlled by the Students' Union this should be reported as set out in the University of Essex Students' Union Health and Safety Policy.

9. REFUSAL, RESTRICTION, WITHDRAWAL AND BANNING OF SERVICE

Students' Union staff can refuse service, restrict service and withdraw service or ban from a service any individual, including any Member, Officer, Staff or Student, whether face-to-face or via telephone or any via electronic means of communication, who behaves in a manner which is abusive, threatening or violent, and in the event of such behaviour occurring such service, advice or assistance may be refused and, if applicable, the individual may be asked to leave the premises.

Any such behaviour on the part of a Member or Officer may result in the Students' Union taking disciplinary action as set out in the University of Essex Students' Union Disciplinary Procedures and the Students' Union also reserves the right at its discretion to refer any such behaviour on the part of any Student to the University Proctor for investigation under the provisions of the Code of Student Conduct who may ban from using any services in the future.

10. SAFEGUARDING

As an organisation the activities of which involve or may involve working with children, young people and adults at risk, the Students' Union has in place a Policy and Procedure on Safeguarding.

11. MAKING A COMPLAINT

Should any Member or Student be concerned or believe that any Member, Officer, Staff or Student may have acted against any elements of the University of Essex Students' Union General Policy they should follow the University of Essex Students' Union Complaints Procedure.

Any complaint made in this way against a Member or Officer may result in the Students' Union taking disciplinary action as set out in the University of Essex Students' Union Disciplinary Procedures and the Students' Union moreover reserves the right at its discretion to refer any complaint against any Student for investigation by the University Proctor as provided by the Code of Student Conduct.

Where the use of alcohol is a factor in any complaint against any Member or Officer the use of alcohol will in no way mitigate any disciplinary action taken by the Students' Union.

APPENDIX A: LINKS TO RELEVANT POLICIES

THE FOLLOWING POLICIES APPLY MORE SPECIFICALLY TO PARTICULAR AREAS OF THE STUDENTS' UNIONS ACTIVITIES BUT ARE SUBJECT TO THE PROVISIONS OF THIS GENERAL POLICY

SOCIETIES GUILD CONSTITUTION

SOCIETIES GUILD CODE OF CONDUCT

REBEL TERMS OF REFERENCE

REBEL CODE OF CONDUCT

JUST START TERMS OF REFERENCE

JUST START CODE OF CONDUCT

ESSEX BLADES CONSTITUTION

STUDENT VOLUNTEERING POLICY

ISA CONSTITUTION

NETWORK CONSTITUTIONS

VENUES TERMS AND CONDITIONS

FINANCE POLICIES AND PROCEDURES - CLUBS AND SOCIETIES

SU ADVICE POLICIES AND PROCEDURES

SU VEHICLE DRIVER HANDBOOK

SAFE SPACE

ZERO TOLERANCE

UNIVERSITY OF ESSEX STUDENTS UNION STUDENTS PRIVACY POLICY

ARTICLES OF GOVERNANCE

COMPLAINTS PROCEDURE