



Imperial College Union

## Clubs, Societies and Projects Strike Policy

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Owner(s): Activities and Development Manager (ADM), Deputy President Clubs and Societies (DPCS)

### 1. Definitions

*Clubs, Societies and Projects (CSPs)* are a collective of students who have agreed to become volunteers with the Union and deliver a subscription-based service to other students. Students purchase a membership and therefore become members of the Club, Society or Project.

*Constituent Unions and Management Groups* are not classified as a Club, Society or Project but for the purposes of this policy, will be included in the classification and term CSP (Clubs, Society and Project) (Clubs, Societies and Projects).

*CSP Leaders* are the elected or recruited volunteers who are responsible for overseeing the delivery of a CSP's activities. They are often also referred to as *CSP Officers*.

*CSP Committee* refers to the collective of CSP Leaders who lead a Club, Society or Project.

*Members* are students, associate members or lifetime members who have purchased or are granted membership to a CSP. This includes *CSP Leaders*.

### 2. Policy Statement

Imperial College Union is committed to holding its volunteers and members to account for their behaviours and decisions to ensure that CSP's (Clubs, Societies and Projects) can be run in a way that is in line with our values and governance.

Leaders of CSPs have a duty to provide safe, welcoming, inclusive activities for their membership and those who may be impacted by their activities within the law.

Leaders of CSPs must ensure that their group is governed in a fair and democratic manner.

Leaders of CSPs are expected to administer the funds, spaces and resources associated to their group in line with Union Policy and within the law.

Leaders of CSPs are responsible for the behaviors of its members and reporting poor behaviour.

Members of a CSP are responsible for their own behaviour within CSP activities.

### 3. Introduction

This policy sets out the methods used by the Students' Union to handle Clubs, Societies and Projects' failure to comply with administrative processes, procedures, policies, misbehaviour within CSP or poor culture values within a CSP. The aims of this policy are:

- To support the fair and correct usage of space and resources
- To ensure Health, Safety and Legislation compliance are continually upheld
- To prevent reoccurring issues within CSP activities
- To hold CSP committee members accountable for upholding the Union's Values on a regular basis and creating a positive culture within our communities.

This policy applies to all Clubs, Societies and Projects of Imperial College Union including all their members and any activities they deliver in any location.

#### **4. Raising an Issue or Complaint against a CSP, CSP Leaders or a member of a CSP**

An issue or complaint against a CSP, CSP committee or CSP Leader may be raised by emailing the Deputy President Clubs and Societies or the Activities and Development Manager. You can do this via email which can be found on our website, or you can discuss your issue with us in person by coming to the Union Offices.

Departmental Room Booking Leads have an issue submission form to notify the Students' Union of any poor management of a room or booking.

The Students' Union will also accept the raising of an issue or complaint by speaking to or emailing another member of staff or officer within the Students' Union.

If the Students' Union becomes aware of any issues, poor behaviour or breach of procedure, process, or policy in anyway, we reserve the right to begin a process to investigate further.

For issues or complaints against an individual member within the CSP, *that is not regarding a volunteer's duties*, please follow the processes outlined in complaints bye-law G.

#### **5. Investigating issues and complaints**

If necessary, the Students' Union will take steps to investigate a complaint or issue about a CSP. Depending on the nature of what is raised, the union may investigate before notifying the CSP committee. If an investigation is considered to need the involvement of CSP committee or any CSP members, the Students' Union will notify the relevant committee members that an investigation is taking place.

Dependent on the nature of the issue, an investigation summary may not be produced.

#### **6. Issuing Strikes**

Strikes can only be issued up to a maximum of 3 at any given time. There are many reasons that strikes may be issued to a CSP. A summary of reasons can be found in *Appendix 1*. When a strike is issued, it may be accompanied by a sanction. More about sanctions can be found in Section 10 of this policy.

Single Strikes

Any officer trustee of the Student's Union, or permanent members of staff within the Activities Team or Venues Events Team may issue a single strike to a CSP. Any other member of staff who wishes to issue a strike must first discuss this with the DPCS and ADM.

### Multiple Strikes

Only the Director of Membership Services (DoMS), DPCS, or ADM may issue multiple strikes at once to a CSP. If any other member of staff or officer wishes to issue multiple strikes at once it must be discussed with the DPCS and ADM.

The DPCS and ADM reserve the right to call an internal panel to discuss the decision on issuing multiple strikes.

### Notification of receiving a strike

If a CSP is issued strike(s) by the Students' Union they will receive an email notifying them with how many strikes they have been issued, the reasons why they have been issued strikes, and any sanctions they may have received.

### Record of issued strikes

The Students' Union will keep a log of all strikes issued, who they are issued by the date they are issued, whether an investigation was necessary, and the reasons they were issued.

## **7. Appealing a Strike**

If a CSP receives a strike and feels they have been issued this incorrectly, they may appeal against this by emailing the DPCS and ADM within 5 working days of the strike being issued.

The DPCS and ADM will review the appeal within 5 working days. If the strike was issued by the DPCS or ADM, the appeal will be reviewed by the Deputy President Finance and Service (DPFS) or DoMS.

## **8. Thresholds for Escalation**

If an issue or complaint is submitted to a member it will be passed onto the complaints officer of the Students' Union to handle as outlined in Complaints Bye-law G.

If an issue or complaint is submitted which is felt to need escalating to a CSP disciplinary process, as outlined in the CSP policy, the DPCS, ADM, or DoMS will review before escalating. Reasons issues or complaints may be escalated to the CSP complaints process are listed below but not limited to:

- Actions that are in contravention of Imperial College Union or Imperial College values and likely to damage the reputation of Imperial College Union or Imperial College;
- Actions that knowingly or willingly expose Imperial College Union or Imperial College to threat of legal actions;
- A failure to comply with any Imperial College, Imperial College Union, or relevant 3<sup>rd</sup> party disciplinary penalties.

Once a CSP reaches a total of 3 strikes, it will trigger the need for a Culture and Behaviour Review. Depending on the severity of the issues in which a CSP has received its 3 strikes, the Union may place the CSP under central administration.

## 9. Culture and Behaviour Reviews

The purpose of a Culture and Behaviour Review is to support CSP leaders to identify and diagnose issues related to their group's performance and then work with the Students' Union to create a plan of corrective action. Sanctions and restrictions may be issued as part of a culture and behaviour plan.

The Activities Team will agree measures of success with the CSP and monitor them for an agreed time. All Culture and Behaviour Reviews will be approved by the DPCS, ADM or DoMS before they begin. The Student's Union will keep a record of all reviews and monitoring information regarding a group's action plan. Regular updates on Culture and Behaviour reviews will be reported to the relevant Union committees.

Failure to successfully complete a Culture and Behaviour Plan may result in an extension of the review monitoring period and associated restrictions and sanctions. After one extension of a Culture and Behaviour Review, if the group have not completed their success measures, they will be escalated to CSPB (Clubs, Societies and Projects Board) for dissolution.

## 10. Resetting accumulated strikes

On August 1st, each year, strikes for all CSP will be reset so that the income committee are not penalised because of the behaviour of the committee before them.

The Union will keep a log of all CSP strikes from each year. If a CSP receives 3 strikes over consecutive years or across any number of years leading to multiple Culture and Behaviour Reviews, the Union reserves the right to issue more serious sanctions including the dissolution of a CSP. These more serious sanctions can be approved by the DPCS, ADM and DoMS.

## 11. Sanctions and Restrictions

Sanctions and restrictions can be brought against any CSP being issued with any number of strikes or throughout the process of completing Culture and Behaviour Reviews. There are a range of sanctions and restrictions that can be issued which can be found in *Appendix 2*.

The strike policy does not have the power to remove a volunteer from their role but may recommend through the CSP complaints process that an investigation is launched under the recommendation to do so.

The strike policy may temporarily suspend a member or committee member from certain events, but continued suspension or removal of CSP membership must go through the member disciplinary process outlined in Disciplinary Bye-Law H.

### ***Appendix 1 – Table of Reasons for Strikes***

The following reasons may be used to issue strikes to CSP's. This list is not exhaustive, and strikes issued may not fall under the below categories at the discretion of the DPCS, ADM, and DoMS.

1 Strike	<ul style="list-style-type: none"><li>• Low level breach of a policy or procedure</li><li>• Behaviour from a member or group of members that has a negative impact on others</li><li>• Not returning a booked room to an appropriate layout</li></ul>
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	<ul style="list-style-type: none"> <li>• The unauthorised use of space</li> <li>• Misuse or Mismanagement of Funds</li> <li>• The outcome of a complaint investigation</li> <li>• Being disrespectful to members of staff or other members</li> </ul>
2 Strikes	<ul style="list-style-type: none"> <li>• Medium level breach of a policy or procedure</li> <li>• Continuation of poor behaviour linked to an already issued strike</li> <li>• Misuse or Mismanagement of Funds</li> <li>• The outcome of a complaint investigation</li> <li>• Purposeful or negligent damage to a college or Union space</li> </ul>
3 Strikes	<ul style="list-style-type: none"> <li>• Medium – High level breach of policy or procedure</li> <li>• Theft, Misuse of funds or damage to property</li> <li>• The outcome of a complaint investigation</li> </ul>

**Appendix 2 – List of Possible Sanctions**

The following sanctions may be used alongside receiving strikes, or as part of the outcome recommendations of a Culture and Behaviour Review. Sanctions are not limited to the guidance below. Sanctions not listed can be issued at the discretion of the DPSC, ADM or DoMS.

- Removal of the use of a Union awarded resource for any reasonable amount of time (including to but not limited to: Room Usage, Space Allocation, Funding, and Grant)
- Limiting of the use of financial accounts
- Limiting or the cancellation of student group activities may be imposed upon the group
- Requests for letters of apology, to be conveyed via the Union to the complainant
- Requirement to complete Consent Matters and/or Active Bystander training
- Written warning of disciplinary action under Imperial College Union Members’ Disciplinary Procedure
- Bans from our licensed bars and spaces
- Charges to cover the cost of any damage to the space or equipment or issues regarding the readiness of the space for other use.
- Suspension of a member from volunteering duties or access to activity