



## **HULL UNIVERSITY UNION** **UNION EXECUTIVE COMMITTEE CODE OF CONDUCT**

### **SECTION I - SCOPE**

1. The following Code of Conduct forms part of the conditions of service of a Principal Officer and should be read in conjunction with the Principal Officer Contract, Constitution, Byelaws and Standing Orders of Hull University Union. It shall be the principal document governing the conduct of all members of the Union Executive Committee (UEC).

For Part-time Officers, all sections shall apply with the exception of Section VII, para (c) (iii)

### **SECTION II – NOMINATION FOR SABBATICAL OFFICERS**

2. In order to stand for election as a UEC member, individuals must submit a Nomination form under the terms specified in Standing Orders 7001. Upon submitting their Nomination Form for the election to a position on UEC, all candidates shall be subject to this Code of Conduct as stipulated below for the duration of the election period. It is required that all candidates read the UEC Code of Conduct prior to submitting their nomination, and upon submitting their nomination form are deemed to have agreed to those sections that shall apply to them.

Any candidate who has been dismissed for misconduct from temporary or permanent employment in HUU will be barred from standing.

### **SECTION III – MEMBERS OF UEC (ELECT)**

3. All members of UEC (elect) shall be subject to this Code of Conduct. However a UEC member (elect) dismissed for misconduct from temporary or permanent employment in HUU will be disqualified from office.

### **SECTION IV – MEMBERS OF UEC**

4. Upon signing the Principal Officer or Part Time Officer Contract, all members of UEC agree to be subject to the terms stipulated below. It is required that all members of UEC

shall read the full Code of Conduct again prior to signing their Contract, and upon signing, agree to be subject to the full terms of the Code of Conduct.

Contravention of these terms, either as a UEC candidate, a UEC member (elect), or a member of UEC, shall result in disciplinary action as outlined in the relevant paragraphs of this UEC Code of Conduct.

## **SECTION V - ELECTION**

5. All candidates shall be subject to the terms of Standing Orders 7001 governing the conduct of elections.

(a) **Declaration of Criminal Convictions**

- (i) All UEC candidates are required to declare whether they have criminal convictions on their nomination form for an elected UEC position by indicating in the relevant section on the nomination form. Spent convictions as detailed under the Rehabilitation of Offenders Act must also be declared.

In order to maintain confidentiality, the detailed instructions about delivering the nomination form should be followed precisely. These are to be found on the nomination form. Any nominations indicating criminal convictions will be passed to the President who will deal with the matter as outlined below in paragraphs (ii) to (v) below.

- (ii) Any candidate who has declared a criminal conviction will then be required to give details of the conviction to a select and confidential panel, who shall form the 'Select Panel with responsibility for CRB policy'. This panel shall consist of the Union President and the Deputy President and one other Principal Officer nominated by the Union Executive Committee, the Union Human Resources Manager as a counter signatory of Hull University Union shall act as an advisor.

The candidate may have a friend, who shall be a student of Hull University, present at the meeting but shall not take part.

The panel will meet as soon as possible after the nomination has been handed in but no more than 5 clear days later. The candidate's nomination shall stand until a decision of the panel has been reached.

- (iii) The panel shall assess, under the terms stipulated by the Rehabilitation of Offenders Act and those reasons stipulated below, whether the offence is relevant to the position of member of UEC of Hull University Union and therefore whether the candidate shall be able to continue in the elections.

Convictions relevant to the membership of UEC of Hull University Union are:-

- Violent crime or assault – that shall include assault of a sexual nature or against vulnerable individuals.

- Financial irregularity – that shall include theft, fraud, deception to gain funds.
  - Acts of discrimination against minority groups – that shall include racism, homophobia, sexism.
- (iv) If the panel agree by a majority that the offence is deemed relevant to the position of member of UEC of Hull University Union, or is deemed to impact upon the ability of the candidate to carry out the duties of member of UEC, the candidate in question shall be withdrawn from the elections (subject to (v) below).
- (v) A candidate who is deemed unfit to stand in the elections by the panel has the right to appeal. They will be required to submit their letter of appeal within 2 clear days of the time of the result of the panel being made available to the candidate. The letter must outline the reasons for the appeal and it must be submitted to the General Manager and Secretary to the Trustees (GM) or in his/her absence, his/her nominated deputy in a sealed envelope marked "Strictly Private and Confidential". By making an appeal, the candidate consents to his convictions being heard by the Appeal Panel.

If, after the allotted 2 days, no appeal has been received, the candidate will be assumed to have withdrawn from the election and the nomination forms on notice boards will be so marked. No reason for the withdrawal will be revealed.

The appeal shall be considered by the Appeal Panel comprising 3 people drawn from:

- (a) Current Principal Officers, who did not sit on the original panel.
- (b) Other members of UEC.
- (c) Selected Trustees.
- (d) Chair Campaigns & Democracy, Chair ISA, Chair Media.

The GM, the CRB lead counter signatory of Hull University Union, shall act as an advisor.

Should the Appeal Panel uphold the appeal, the candidate will be allowed to continue in the election.

- (vi) Should the Appeal Panel uphold the disqualification, the candidate shall be withdrawn from the election and their nomination forms on notice boards will be so marked.
- (vii) If a criminal conviction is not declared at the time of nominations, but is later revealed on the subsequent CRB check that all members of UEC (elect) must undergo, the member of UEC (elect) will be automatically disqualified and unable to take up office as a member of UEC.
- (viii) If a member of UEC is convicted of a crime whilst in office, they shall be subject to the enquiry procedure stated above. If the member of UEC concerned is either the

Union President or Deputy President, another Principal Officer shall be appointed to sit on the Select Panel.

- (ix) If any member of the panel feels they are unable to assess the case fairly or has an interest in the party concerned, they must declare their interest and shall be replaced on the panel by another Principal Officer, nominated by the Union Executive Committee. In the event that there are insufficient Principal Officers able to form the Select panel or the Appeals panel, paragraph (v)(b), (c) and (d) above will apply.

## **SECTION VI – REMUNERATION**

- 6. The Principal Officers are entitled to remuneration as approved by the HUU Constitution.

## **SECTION VII - ATTENDANCE**

- 7. (a) **Candidates for Membership of the UEC**

All individuals wishing to stand in the UEC elections must attend the following meetings.

- (i) Procedural Meeting
- (ii) Election Hustings at both Hull and Scarborough Campus

It is also recommended that candidates attend:

- (i) Week 2 (Semester 2) Union Council Meeting

If a candidate cannot attend the above meetings, they must give apologies and good reason to the President at least five clear days in advance of the meeting. If apologies are not received, candidates may be subject to the penalties described in Standing Orders governing elections.

- (b) **UEC Members (elect)**

- (i) All UEC members (elect) must attend Union Councils following their election and any other meetings that are arranged from time to time by Hull University Union or the University of Hull, which request their presence. If a UEC member (elect) is unable to attend such meetings, they must give their apologies to the current Officer of their position. In the case of Union Council this must be five clear days in advance of the meeting and apologies should be given to the President. In the case of any other meetings, apologies must be given to the current Officer in their position at least 3 clear days in advance of the meeting. If apologies are not received, UEC members (elect) may be subject to the disciplinary procedures for UEC members as stipulated below.
- (ii) UEC members (elect) must also attend the period of handover that precedes their taking office at noon on the Friday of Week Three of the summer vacation. They must also attend all UEC training as prescribed in the Nomination Form.

(iii) UEC members (elect) must have regular, weekly office hours with the current officer at a time appropriate to both parties to ensure an effective handover. These office hours should be no less than three (3) hours per week. These office hours should commence from the week following the elections and continue until the end of the academic year.

(c) **Members of UEC**

(i) UEC members are required to fulfil such duties as are specified in the Standing Orders of their position, all duties that are necessary to fulfil the aims and objectives of Hull University Union and to ensure the effective running of Hull University Union.

(ii) UEC members are required to attend such meetings of Union Council, the Union Executive Committee, Standing Committees and H.U.U Services Limited as directed by Standing Orders, and to attend those meetings that may be called from time to time to ensure the effective running of Hull University Union and the representation and support of the student body.

(iii) When in post, the Principal Officers are obliged to work 35 hours in a working week. They are required to work outside of, or in excess of these hours when their responsibilities and duties dictate.

(iv) During term time, Part Time Officers are expected to work 16 hours in a working week.

Prolonged absence without good cause or a failure to fulfil the duties as specified above shall result in Officers being held to account by the Board of Trustees, or by Union Council, in the disciplinary procedures stipulated below.

## **SECTION VIII - BEHAVIOUR**

8. This section shall apply in full to all candidates wishing to stand as a member of UEC, who have submitted their Nomination Form, all UEC members (elect) and full members of UEC.

(a) It is required that all UEC member candidates, UEC members (elect) and UEC members shall conduct themselves in a manner that shows due respect to the members, guests and staff of Hull University Union and in accordance with the Constitution, Standing Orders and Bye Laws.

(b) It is required that whilst bound by the UEC Code of Conduct, UEC member candidates, UEC members (elect) and UEC members conduct themselves in a manner that does not bring Hull University Union into disrepute.

(c) Whilst bound by the terms of the UEC Code of Conduct, any UEC member candidates, UEC member (elect) and UEC members who commit any offence that

would be cause for disciplinary action, shall be subject to the disciplinary procedures as outlined below.

- (d) In the case of UEC candidates, any allegations of offence directly relating to the election process, as outlined in Standing Order 2003 shall be dealt with by the Election Appeals Committee.

## **SECTION IX – DISCIPLINARY ACTION**

9. This section shall apply in full to all candidates wishing to stand as a member of UEC, who have submitted their Nomination Form, all UEC members (elect) and UEC members.

- (a) Union Council shall undertake Disciplinary Action against any UEC member candidates, UEC member (elect) or UEC member, or in its absence the Union Executive Committee, who shall fulfil its duties in vacation periods, as outlined in the Constitution of Hull University Union.
- (b) Only such offences that were committed whilst bound by the UEC Code of Conduct may be subject to this disciplinary action.
- (c) Any individuals who have a successful motion brought against them shall be entitled to appeal.
  - (i) If the motion was passed by Union Council, the body of appeal shall be a Union General Meeting, which shall be called according to the Standing Orders governing Union General Meetings.
  - (ii) If the motion was passed by the Union Executive Committee acting during vacation periods, the body of appeal shall be Union Council and the appeal shall be heard at the first Council meeting following the vacation period
  - (iii) If a Motion of No Confidence is passed by the Union Executive Committee during a vacation period, the Officer shall be suspended on the relevant remuneration level until their appeal may be heard at the first Council following the vacation period.
- (d) **Motion of Caution**  
The following offences shall result in a Motion of Caution being brought against the offending UEC member candidates, UEC member (elect) or UEC member by Union Council, or in its absence, the Union Executive Committee acting under the powers as outlined above.
  - (i) Minor disciplinary offences, which shall include:
    - being drunk and disorderly within Union premises.
    - bringing the name of Hull University Union into disrepute.
  - (ii) Instances of lack of attention to the performance of duties. (It is recommended that in the case of UEC members an informal warning is

issued by the Union Executive Committee to an offending Officer, before the issue is brought to Union Council).

- (iii) Instances of non-attendance without good reason. (It is recommended that in the case of UEC members an informal warning is issued by the Union Executive Committee to an offending Officer, before the issue is brought to Union Council)
- (iv) Instances of rude behaviour to members, their guests or staff of Hull University Union.
- (v) Instances of inappropriate behaviour that contravene above section of the UEC Code of Conduct relating to behaviour.
- (vi) Failure to declare additional employment that may interfere or conflict with the duties and responsibilities of a UEC member.
- (vii) Failure to secure Council or UEC approval for the commencement or continuation of an academic course during the Principal Officers' period of Office (which shall commence upon the fourth week of the Summer Vacation).

(e) **Motion of Censure**

The following offences shall result in a Motion of Censure being brought against the offending UEC member candidate, UEC member (elect) or UEC member by Union Council, or in its absence, UEC acting under the powers as outlined above.

- (i) Failure to improve conduct following the passing of a Motion of Caution as detailed above.
- (ii) Disciplinary offences that shall include:
  - Verbal aggression to members, guests or staff.
  - Attempting to gain entry to Union events without payment, or by use of deception or other unfair means.
- (iii) Regular occurrences of lack of attention to the performance of duties. (It is recommended that in the case of UEC members an informal warning is issued by UEC to an offending Officer, before the issue is brought to Union Council),
- (v) Regular occurrences of non-attendance without good reason. (It is recommended that in the case of UEC members an informal warning is issued by UEC to an offending Officer, before the issue is brought to Union Council).
- (vi) Regular occurrences of rude behaviour to members, their guests or staff of Hull University Union.
- (vii) Wilful disobedience of an order or amendment to Standing Orders approved by Union Council or the UEC.
- (viii) Wilful failure to declare an interest or relationship which may conflict with the duties and responsibilities of the post.

(f) **Motion of No Confidence**

The following offences shall result in a Motion of No Confidence being brought against the offending UEC member candidate, UEC member (elect) and UEC member by Union Council, or in its absence, the UEC acting under the powers as outlined above.

If the alleged offence is serious and to allow the Officer to continue in post could put the Union's finances at risk or jeopardises the safety of members and staff, then the Officer may be suspended until the Motion is heard. The Officer's remuneration will be paid until the motion is decided. The decision to suspend will be taken by UEC provided a majority of 2/3 of those present and eligible to vote agree. In this case the Officer concerned will not be allowed to vote.

- (i) Failure to improve conduct following a Motion of Censure.
  - (ii) Assault of another person on Hull University premises.
  - (iii) Disorderly or indecent conduct of a serious nature, including fighting on Hull University Union premises.
  - (iv) Wilful irresponsibility leading to the injury or potential injury of another person whilst on Hull University Union premises.
  - (v) Serious acts of negligence or carelessness.
  - (vi) Driving a Hull University Union vehicle while under the influence of drink or non-prescription drugs.
  - (vii) Theft from Hull University Union premises or of property belonging to members, their guests, suppliers, customers and members of staff.
  - (viii) Fraud, including the falsification of expense claims and sickness certificates.
  - (ix) Any act of financial misappropriation of Hull University funds, where such an offence is found to have taken place either prior to nomination, during the election process or while in Office.
  - (x) Serious breach of safety regulations likely to endanger others, including deliberate damage to, neglect or misappropriation of safety equipment.
  - (xi) Actions in contravention of Hull University Union Policy on equal Opportunities Harassment and Bullying
  - (xii) Deliberate actions in breach of Hull University Policy on Computer Security and e-mail.
  - (xiii) In the case of UEC member and UEC member (elect), Acts in contravention of Standing Orders governing the elections. Acts in contravention of the Standing Orders governing the conduct of elections committed by Principal Officer and Part Time Officer candidates shall be addressed by the Election Appeals Committee.
  - (xiv) Breach of Confidentiality with regard to CRB disclosures and sensitive information regarding individuals.
- (g) If a Motion of No Confidence is successful, in the case of:
- (i) UEC member candidate; the offending candidate shall be disqualified from the elections.
  - (ii) A UEC member (elect); the offending Officer (elect) shall be disqualified from taking office and the vacancy created will be filled as detailed in section 10 below.
  - (iii) A UEC member; the offending Officer shall be removed from Office with immediate effect and the vacancy will be filled as in section 10 below.

The acts detailed above provide a detailed, but not exhaustive list. Each act shall be considered on its own merits and circumstances.

## **SECTION X – VACANT POSTS**

10. In the case of an unopposed UEC member candidate, or a UEC member (elect) withdrawing from or being withdrawn from the election process or disqualified from taking office, a new election shall be held in accordance with Standing Order 7001. If the vacancy occurs after the commencement of week 10 of semester 2, the decision on whether to hold another election or reallocate duties amongst other UEC members shall be taken at the first Union Council thereafter.

In the case of a UEC member vacating their post for whatever reasons, a decision whether to hold another election or reallocate duties amongst other UEC members will be made at the first Union Council meeting thereafter.

## **SECTION XI – DOCUMENTATION**

11. It is required that all Officer candidates, Officers (elect) and Officers of Hull University Union read the following documents carefully.
- (a) Hull University Union Constitution
  - (b) Standing Orders of Hull University Union directly relevant to their position
  - (c) Computer Security: Policy and Procedure
  - (d) Equal Opportunities: Harassment and Bullying
  - (e) Health and Safety

## **SECTION XII – REVIEW OF UEC CODE OF CONDUCT**

12. The contents of this Code of Conduct may only be altered/ updated with the approval of Union Council. Such approval may only be granted with a two-thirds majority of all those present and eligible to vote.

PWT/SEB  
April 2009