

University of Leicester Students’ Union (ULSU)

Student Group Constitution

2025/26

Please read this document and **fill in all relevant sections highlighted** like: **<example>**

Sections without highlighting are fixed, linked to regulations or subject to the department's written approval; any changes made without the department's awareness will not be valid.

Document drafted and confirmed by Activities & Volunteering Department (also known as Activities Team/ Activities Department); unionactivities@leicester.ac.uk

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# Terminology

AGM – Annual General Meeting

BUCS – British Universities and Colleges Sport

MRA – Master Risk Assessment

Semester 1 (25/26) - Based on the university, 22 September 2025 - 11 January 2026

Semester 2 (25/26) - Based on the university, 12 January 2026 - 5 June 2026

SG(s) – Student Group(s)

Term – Based on the university, mainly applies to undergraduate students.

TL – Team Leicester, competitive sports clubs endorsed by Sport & Active Life, UoL

ULSU – University of Leicester Students’ Union

UoL – University of Leicester

# Opening Statement

*The Student Group Constitution acts as* ***the governing document for all Student Groups affiliated to the University of Leicester Students’ Union****. It is submitted to the Activities & Volunteering Department with other affiliation documents each academic year and sits alongside the conduct matrix and additional policies issued by the University of Leicester and the University of Leicester Students’ Union.*

*This constitution supersedes previous constitutions completed by the Student Group, and was adopted by the Activities & Volunteering Department following approval by the Activities & Volunteering Department, Activities Officer and Sports Officer on 01/06/2025.*

*By completing this document, the Committee Members of* ***<student group name>*** *for the duration of the* ***2025/26*** *academic year**will ensure that they are familiar with the contents of this document and make it* ***available to all members of the Student Group when requested.***

# Status of the Constitution

* 1. Student Group Constitution is an official document that confirms the **affiliation status and objectives of a student group** as part of the ULSU, where a committee is formed by a group of students who agree to be responsible for the operation of the SG during the communicated period.
	2. **Constitutional Amendments**
		1. Amendments to the Constitution can only be approved by vote at a SG’s Annual General Meeting (AGM) or any equivalent means to communicate with all members democratically, including but not limited Poll, once it has been submitted for affiliation, unless related to membership, committee positions and responsibilities, which can be amended by the committee but **with an email notification to all the members**.
		2. Amendments **must be confirmed by the Activities department** and must not be against any existing SU policies and guidelines.
		3. Amendments specifically related to membership prices can only be changed on **a maximum of 3 occasions** between **October and April**, with a minimum of **3 weeks’ window.**
		4. When making changes from the template issued by the Activities & Volunteering Department, SGs should clearly indicate edits by highlighting as follows ***<example>***
	3. **SG Committee must ensure the recorded SG Constitution is up to date**

# Aims of the Student Group

* 1. The aims of the SG for the 2025/2026 academic year will be as follows:
		1. <**aim 1**>
		2. <**aim 2**>
		3. <**aim 3**>
		4. **<any additional aim>**
	2. The aims of **the committee** for the 2025/2026 academic year will be as follows (to be completed by all committee members **individually**):
		1. As President/Club Captain, I <**aim**>
		2. As Treasurer, I <**aim**>
		3. As Wellbeing and Inclusion Ambassador, I <**aim**>
		4. As Additional Position, I **<aim>**
	3. These aims will be achieved through the following actions of **the committee**:
		1. As President/Club Captain, I will achieve this aim by <**action**>
		2. As Treasurer, I will achieve this aim by <**action**>
		3. As Wellbeing and Inclusion Ambassador, I will achieve this aim by <**action**>
		4. As Additional Position, I will achieve this aim by **<action>**

# Student Group Affiliation Status

* 1. **Affiliation Eligibility**
		1. SGs are affiliated to ULSU upon the following criteria:
			1. The SG has unique aims and has demonstrated that the group is likely to be a feasible and sustainable venture.
			2. Has a committee that is formed by **at least three UoL students** and takes up the three core positions**: President/Club Captain, Treasurer and Wellbeing and Inclusion Ambassador**
			3. **All Committee positions are democratically elected** on the ULSU website, in line with ULSU guidance, except when starting a new SG.
			4. The **three core** **Committee positions** have been elected in accordance with ULSU guidance prior to **June 1st 2025,** or the communicated deadline should there be a vacancy among the core positions.
			5. The SG demonstrates that they will abide by existing guidelines and policies issued by UoL and ULSU.
			6. All affiliation documents have been submitted alongside the completion of mandatory Committee Training by all Committee Members by the communicated deadlines**.**
			7. All Committee Members of the SG have purchased membership within one month after affiliation.
			8. Any Committee Member of the SG who was elected through a by-election after September 2025 for the 2025-2026 academic year have purchased membership **within one month** after being elected.
		2. To become a **Team Leicester** Club, groups must also follow the process required by the Sport & Active Life Department and can contact them via teamleicester@leicester.ac.uk
		3. Associations will be given a specific guideline by the department and required to provide clear guidelines to all their sub-groups; to become an Association, please refer to 6.8
	2. **Affiliation Privileges**
		1. Affiliated SGs have access to the following privileges with ULSU:
			1. A Student Group bank account (referred to as the **‘Funding Account’**), held by ULSU. This will be the **only** bank account held by the SG.
			2. Access to ULSU Services, including but not limited to **Room Bookings and Grant Funding**.
			3. Participating in Students’ Union ‘Student Group only’ events.
			4. Access to a **Student Group mini-site** (SG webpage) on [www.leicesterunion.com](http://www.leicesterunion.com).
			5. A Student Group **distribution email** (su-[studentgroupname]@le.ac.uk).
			6. Training opportunities and support provided by the Activities department and UoL, including but not limited to Student Support Service, Sport & Active Life, Career Team, and Sustainability Team.
			7. Recognition via awards and certification near the end of the year
		2. The SGs will lose their access to the following privileges with ULSU if they do not agree:
			+ 1. Committee Members **accept full administrative and financial responsibility** for the SG and will ensure that the group **remains in positive figures**.
				2. Accounts (finance) for the past year will be presented at the AGM, or any equivalent means **to communicate with all members democratically**, and termly accounts shall be presented to the rest of the Committee.
				3. Committee members must **not** hold long-term funds privately or in a non-SU bank account with any other financial institution. This includes personal accounts as well as any bank or finance accounts established in the name of your Student Group.
				4. All committee members are responsible for liaising with the department’s staff and are legally accountable for the financial records of the student group throughout their term of office.
				5. The Committee must approve all **expenditure related to the SG** via the SG Finance System on ULSU Website. All expenditure must be for the benefit and development of SG. Expenditure is **not permitted to be used for the personal use of Committee Members or any individual members.**
				6. The Committee and/or the Activities Department **reserves the right to refuse re-imbursement for any non-approved purchases**, unless it can be proved the purchase was essential, and that it was impossible to obtain permission at that time.
				7. When obtaining sponsorships, the SG will complete the template **Sponsorship Contract** and have this reviewed by the Activities Team **before** signing the contract.
				8. The SG will comply with the financial regulations set by the ULSU Finance Department and will present its accounts for scrutiny on demand.
				9. The SG will comply with the regulations related, including but not limited to event notification, room booking terms and conditions, and grant funding guidance.
	3. **Memorandum of Understanding, Values and Expectations**
		1. The Activities & Volunteering Department **empowers and supports** all students to find and form communities at university; this expectation extends to **all SG committees** within their SGs.
		2. The Activities & Volunteering Department **supports and celebrates liberation** groups whilst identifying and removing barriers to marginalised student engagement; this expectation extends to **all SG committees** within their SGs.
		3. The Activities & Volunteering Department aims to empower and facilitate students using their democratic voice to lead groups, and affect **positive change**; this expectation extends to **all SG committees** within their SGs.
		4. The Activities & Volunteering Department aims to provide opportunities for students to undertake altruistic activity within **the university and wider community**; this expectation extends to **all SG committees** within their SGs.
		5. The Activities & Volunteering Department aims to provide experiences, knowledge and tools that support student leaders' aims both at university and beyond.
		6. The Activities & Volunteering Department expects you to understand your student groups activities, aims and needs.
		7. The Activities & Volunteering Department expects you to meet the deadlines and standards set **to allow the department to safeguard your group**.
		8. The Activities & Volunteering Department expects you to read and engage with any emails sent to you.
		9. The Activities & Volunteering Department expects you to follow the Students’ Union and University policies and **create a safe and inclusive environment.**
		10. The Activities & Volunteering Department expects you to **talk to the department** **when in need of support.**
	4. **Suspension Criteria**
		1. The Activities & Volunteering Department holds the right to suspend the activities and privileges of a SG for a period of time for reasons **including but not limited** to:
		2. Abusing SG Privileges as stated in 5.2.
		3. The SG has failed to fill the three core Committee positions by **1st June 2025** (if applied).
		4. The SG has failed to complete relevant training and affiliation documents by the communicated deadline.
		5. The SG has breached ULSU and/or UoL constitution, conduct matrixor additional policies.
		6. The SG acts outside of the law.
		7. The SG acts in a way that endangers its membership.
	5. **Disaffiliation Criteria**
		1. In the event that a SG chooses to disaffiliate from ULSU, its assets will revert to ULSU. Any assets that have been purchased by an individual members can be retained by that member if sufficient evidence is supplied.
		2. A SG may be disaffiliated for reasons **including but not limited** to:
			1. Abusing SG Privileges as stated in 5.2.
			2. The SG has failed to fill the three core Committee positions by **1st June 2025.**
			3. The SG has failed to complete relevant training and affiliation documents by the communicated deadline.
			4. A Committee Member of the SG has failed to purchase membership within one month of affiliation, by the end of September or the communicated deadline.
			5. A Committee Member of the SG that was elected through a by-election after September 2025 for the 2025-2026 academic year has failed to purchase membership within one month of being elected.
			6. The SG has breached the constitution, conduct matrixor additional policies (see section 8).
			7. The SG acts outside of the law.
			8. The SG acts in a way which endangers its membership.
			9. For a TL group, if the group has failed to follow Sport and Active Life procedures.

# Student Group Committee

* 1. **Student Group Committee Status**
		1. The SG Committee will make all core decisions with regards to the running and activities of the SG, however will recognise that ULSU are the ultimate authority in all matters.
			1. For TL clubs, ULSU and Sport and Active Life are the ultimate authority in all matters.
		2. The SG Committee for the 2025/2026 academic year will be identified as the ‘Committee Elect’ from the time of being elected until **31st May 2026.**
		3. The SG Committee for the 2025/2026 academic year will begin their time in position on **1st June 2025** until **31st May 2026.**
		4. The SG Committee for the 2025/2026 academic year will be expected to complete their **handover** and provide support to the SG Committee for the 2026/2027 academic year **until 30th June 2026.**
	2. **Committee Structure**
		1. The SG Committee must consist of three ‘core’ positions:
			1. President/Club Captain
			2. Treasurer
			3. Wellbeing and Inclusion Ambassador
		2. Where possible, the SG Committee shall consist of these additional positions for the 2025/2026 academic year:
			1. **<additional position 1>**
			2. **<additional position 2>**
			3. **<additional position 3>**
			4. **<additional position 4>**
	3. **Committee Eligibility**
		1. To be a member of a SG Committee, students must meet the following criteria:
			1. They must be a student at UoL for the duration of the 2025/2026 academic year.
			2. They must be **over 18 years old as of 1st June 2025,** unless confirmed by the department.
			3. They must have been a member of the group in the 2024/2025 academic year and plan to **renew their membership** in the 2025/2026 academic year.
			4. They must be **democratically elected** on [www.leicesterunion.com](http://www.leicesterunion.com) in line with ULSU guidance; exempted for new student groups.
		2. Students who are on a year without residence are eligible to run for SG Committee positions.
		3. Students who are on a year in industry/year abroad in the 2025/2026 academic year **cannot** run for SG Committee positions to be held in the 2025/2026 academic year.
		4. Students who are on a year in industry/year abroad in the 2024/2025 academic year may run for a SG Committee position to be held in the 2025/2026 academic year
		5. Students who are intending to return to UoL to study a postgraduate course are eligible to run for SG Committee positions but must step down if they are **not** successful in their application to continue study.
		6. All members of the Committee are volunteers and **cannot** be paid for their roles **in any format** (cash, gift, benefits etc) unless with authorisation from the Activities department or when delivering a skill they are fully qualified for, e.g. teaching, coaching, etc. This shall be agreed at the start of term by all Committee Members and signed off by the Treasurer. Should the treasurer be receiving payment for a service they are qualified to deliver, two other core Committee Members must sign this off.
	4. **Committee Responsibilities**
		1. Whole Committee responsibilities include but are not limited to:
			1. **Purchasing new memberships of the SG** within one month after affiliation, by the end of September or within one month of being elected if they were elected through a by-election after September 2025.
			2. For **Team Leicester Clubs**: Purchasing new **sports memberships** from Sport & Active Life and ensuring all members do so if they are playing sports and training for BUCS or any competitions.
			3. Holding and attending **regular Committee meetings and maintaining good communication**.
			4. Holding an AGM or any equivalent means to **communicate with all members** **democratically**.
			5. Acting as a signatory/approver on the SG’s funding account and all subsequent forms.
			6. Ensuring that the SG’s funding account remains in positive figures and ensuring **all SG finance records are handled within the guidance** and legally under UK Charity Law
			7. Adhering to and upholding the values of the SG Constitution and any additional policies and guidelines issued including but not limited to GDPR guidance.
			8. Ensuring that all relevant **paperwork is completed and submitted on time** to the Activities & Volunteering Department, including but not limited to: **Affiliation Documents, Events Documents & Notification, Financial Reports, Charity Donation Form,** etc.
			9. **Completing mandatory training and attending meetings as deemed necessary** by the Activities and Volunteering Department and/or Sport and Active Life (Team Leicester).
			10. **Retaining confidentiality** during and after their time in position and escalating situations to the Students’ Union in line with guidance in the ‘Wellbeing for Student Groups’ training module.
			11. Being considerate of SG’s impact on the community and following guidance on **Sustainability**
			12. **Acting as Health & Safety leads for the SG**, upholding the measures outlined in the Master Risk Assessment (MRA) and updating where necessary.
			13. Be responsible for **recording accurate minutes** of all Committee and General Meetings of the SG, and for the distribution of minutes and agendas for meetings.
			14. Be responsible for the SG mailing list and all communication using the SG mailing list
			15. Should ensure that members are aware of the **Terms & Conditions of their membership**.
			16. Be responsible for updating SG **inventory** with the Activities department and keeping SG properties in good condition.
			17. To work towards establishing a **code of conduct** or regulations for their members that fit into the code of conduct matrix and regulations of the Students’ Union.
			18. All student groups shall be open and welcoming to their members without any prejudice in relation to the protected characteristics listed in the Equality Act and their personal traits.
				1. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
			19. Taking **Legal Considerations and Duty**
				1. While SG members are entitled to their **rights and freedom**, all committee members must act respectfully to all individuals and follow [the **Equality Act**](https://www.equalityhumanrights.com/equality/equality-act-2010) to ensure the same applies to the members as part of their duty. Committee members are advised to follow theguidance from the Equality and Human Rights Commission and the government when carrying out their activities
				2. Recommendations and principles for respectful discourse must be followed when exercising [**freedom of speech and expression**](https://www.equalityhumanrights.com/guidance/freedom-expression-and-respectful-discourse-guidance-political-candidates-and-parties)**;** while there could be disagreement and debate, SG committees are required to facilitate **democratic participation and respectful discourse.**
				3. The Activities Department will provide assistance and updated guidance for all SG committee members; all SG committees must **act accordingly within the legal requirements** and ask for further assistance immediately if needed.
				4. All **SG finance regulations** are in compliance with Charity Law and must be followed by all committee members
				5. All activities should be reported to the Activities Department and ensure they are insurance covered; MRA should be revised and followed during all SG activities as part of the responsibilities for insurance and legal liability
				6. [**Guidance**](https://www.equalityhumanrights.com/sites/default/files/guidance_for_universities_and_students_unions_17-07-14.pdf) **on Gender Segregation** at Events and Meetings must be followed.
	5. **Individual Role Responsibilities (Core Roles)**
		1. The **President/Club Captain** of the SG should:
			1. Oversee the running of the SG.
			2. Represent the SG to ULSU, UoL and any external bodies.
			3. Ensure that all SG activities are appropriately coordinated and executed with all relevant paperwork submitted to the Activities & Volunteering Department.
			4. Ensure that all SG Committee Members are fulfilling their constitutional duties and delegate the responsibilities of any unfilled Committee positions.
			5. Maintain an up-to-date copy of SG affiliation documents. If amendments are made, these must be sent to the Activities & Volunteering Department
			6. Not hold another core or non-core Committee role within the SG
			7. To revise and follow MRA during an activity of SG.
		2. The **Treasurer** of the SG should:
			1. Keep an accurate record of all expenditure and income of the SG.
			2. Act as the primary signatory on the SG’s funding account.
			3. Be responsible for coordinating grant funding applications and other financial dealings with ULSU and external bodies.
			4. Process deposits and withdrawals from the SG’s funding account.
			5. Ensure prompt reimbursement of all approved expenditure.
			6. Ensure all funds (with the exception of external charity donations) are held and processed through the group’s funding account at ULSU.
			7. Ensure all charity fundraising and donation is line with ULSU guidance.
			8. Produce a termly report, yearly budget and statement that is submitted to the SG at the AGM or any equivalent means to communicate with all members.
			9. Not hold another core or non-core Committee role within the SG
			10. To revise and follow MRA during an activity of SG.
		3. The **Wellbeing and Inclusion Ambassador** of the SG should:
			1. Not act as a counsellor and only as a sign poster.
			2. Be knowledgeable of and be able to signpost to support services offered by ULSU, UoL and the community.
			3. Uphold values of policies and codes of the conduct and promote this to the rest of the SG membership.
			4. Retain confidentiality during and after their time in position and escalate situations to the Students’ Union in line with guidance in the ‘Wellbeing for Student Groups’ training module.
			5. Not hold another core or non-core Committee role within the SG
			6. To revise and follow MRA during an activity of SG.
	6. **Individual Role Responsibilities (Additional Roles)**
		1. The **<Additional Role 1>** of the SG should:
			1. <Responsibility 1>
			2. <Responsibility 2>
			3. <Responsibility 3>
		2. The **<Additional Role 2>** of the SG should:
			1. <Responsibility 1>
			2. <Responsibility 2>
			3. <Responsibility 3>
		3. The **<Additional Role 3>** of the SG should:
			1. <Responsibility 1>
			2. <Responsibility 2>
			3. <Responsibility 3>

* 1. **Disciplinary Procedures**
		1. Should a Committee Member fail to complete their roles as identified in the SG constitution, a Vote of No Confidence can take place; however, consultation with the Activities & Volunteering Department must take place. Please refer to the Vote of Confidence policy and guide from the department’s staff (separate from this document).
			1. For any communication issues within the committee, we urge all committee members to establish good and effective communication, including proactively resolving conflicts and disagreements. The department will be able to provide any further assistance and support upon request.
		2. Should a Committee Member act in a manner which breaks the conduct matrix, University Senate Regulations or other conduct policies, a complaint can be issued to su-complaints@le.ac.uk or [Report and Support](https://reportandsupport.le.ac.uk/) to launch an investigation.
	2. **Applying to form or to be an Association**
		1. A SG may apply to form with similar groups or to be an Association for doing a shared scope of work together, or to cover a certain area or subject.
		2. An association aim to work together in a more cohesive and organised way to allow longer-lasting collaborations by forming a core committee.
		3. The application is required to be **consulted with and approved by the Activities Department**, then confirmed by the Societies Council for the affiliation.
			1. For SG that would like to be an Association, will require at least one subgroup formed by an existing SG
			2. A SG may apply to form with similar groups or to be an Association where representatives from each society are required to form a committee
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# Student Group Membership

* 1. **Eligibility**
		1. A SG’s ‘Standard Membership’ is only available to all current students at UoL.
		2. A SG’s ‘Associate Membership’ is available to alumni and externals at a SG’s discretion.
		3. Groups may issue lifetime membership at their own discretion.
		4. All Team Leicester Clubs must abide by the Sport and Active Life Membership process.
	2. **Purchasing Membership**
		1. The SG Committee will determine the cost of membership annually. Membership costs for the 2025/2026 academic year are as follows:
			1. <£x> for Standard Membership (leave blank if group does not have this membership type).
				1. <£x> effective from **Semester 2** only – in consideration of January intake (leave black if group does not have this membership type).

If your SG wish to create Standard Membership by term:

* + - * 1. <£x> for Term 1 (leave blank if group does not have this membership type).
				2. <£x> for Term 2 & 3 (leave black if group does not have this membership type).
			1. <£x> for Associate Membership (leave blank if group does not have this membership type).
			2. <£x> for Lifetime Membership (leave blank if group does not have this membership type).
			3. <£x> for Social Membership (leave blank if group does not have this membership type).
			4. <£x> for <Membership>.
		1. Unless specified by the SG Committee or for Lifetime Membership, **standard and associate membership will commence on 1st September 2025 and expire on 1st June 2026 only.**
		2. Membership sales will be taken off by the Activities team during the main election period and first by-elections for the 26/27 committee elections. Details will refer to the further election guidance.
		3. All termly memberships must be indicated clearly when the constitution is submitted to ULSU.
		4. Memberships can only be purchased through [www.leicesterunion.com](http://www.leicesterunion.com). Memberships purchased outside of this will not be recognised by the Students’ Union.
	1. **Revoking Membership**
		1. Student and Associate members can apply for a refund within 21 days of purchase by emailing unionactivities@le.ac.uk and stating why they are requesting a refund. All requests after this point are reviewed and granted at the discretion of the Societies Council, the SG may be contacted to determine if the member attended any activities related to the SG.
		2. Unless followed 7.3.1, a SG membership can **only** be revoked as a result of the Students’ Union Conduct Matrix (see section 8). SG Committee members may seek further assistance and guidelines from the Activities Department if needed.
	2. **Membership Responsibilities**
		1. All SG members must:
			1. Adhere to UoL and ULSU’s governing documents, including but not limited to the Senate Regulations, Constitutions, Conduct Matrix and Policies. Failure to abide by these documents could result in disciplinary action.
			2. Endeavour to retain a copy of their proof of purchase for Student Group Membership.
	3. **Membership Privileges**
		1. Standard Members of a SG may:
			1. Attend all meetings and activities hosted by the SG.
			2. Vote in all Annual General, Emergency General and General Meetings.
			3. Stand for election to and hold positions on the SG Committee providing they meet eligibility criteria (6.3).
			4. Attend Committee meetings to discuss or raise specific points but **not** participate in Committee votes.
			5. Come to the Activities & Volunteering Department with any issues regarding the SG Committee.
			6. Raise a Vote of No Confidence against a Committee Member.
			7. Request a membership refund **within 21 days purchase by emailing unionactivities@leicester.ac.uk** . All requests made after this point are reviewed and granted at the discretion of the Societies Council, the SG may be contacted to determine if the member attended any activities related to the SG.
			8. Request a refund for SG-related merchandise for a valid reason agreed by the committee. Should an appeal be needed, this will be at the discretion of the Activities Department, and the SG may be contacted to determine if they are willing to give a refund.
			9. Request a refund for a SG-related event before the event has taken place. For any requests after the event has taken place, this will be at the discretion of the Activities Department and the SG may be contacted to determine if they are willing to give a refund.
		2. Associate Members of a SG may:
			1. Attend all meetings and activities hosted by the SG.
			2. Attend Committee meetings to discuss or raise specific points but **not** participate in Committee votes.
			3. Come to the Activities & Volunteering Department with any issues regarding the SG Committee.
			4. Request a membership refund **within 21 days of purchase by emailing unionactivities@leicester.ac.uk** . All requests made after this point are reviewed and granted at the discretion of the **Societies Council**. The SG may be contacted to determine if the member attended any activities related to the SG.
			5. Request a refund for SG-related merchandise for a valid reason agreed by the committee. Should an appeal be needed, this will be at the discretion of the Activities Department, and the SG may be contacted to determine if they are willing to give a refund.
			6. Request a refund for a SG-related event before the event has taken place. For any requests after the event has taken place, this will be at the discretion of the Activities Department and the SG may be contacted to determine if they are willing to give a refund.
		3. Associate Members of a SG may **not:**
			1. Stand for any Committee position.
			2. Vote in any SG elections or votes hosted by the SG.
			3. Count as members for the purpose of assessing ULSU Funding applications.
			4. Raise a Vote of No Confidence against a Committee Member.
		4. Lifetime Members who are **current students** of UoL have the same privileges as Standard members as described in 7.5.1.
		5. Lifetime members who are **not** current students of UOL may:
			1. Request a refund for SG-related merchandise for a valid reason agreed by the committee. Should an appeal be needed, this will be at the discretion of the Activities Department, and the SG may be contacted to determine if they are willing to give a refund.
			2. Request a refund for a SG-related event before the event has taken place. For any requests after the event has taken place, this will be at the discretion of the Activities Department and the SG may be contacted to determine if they are willing to give a refund.
		6. Lifetime members who are **not** current students of UoL may not:
			1. Stand for any Committee position.
			2. Vote in any SG elections or votes hosted by the SG.
			3. Count as members for the purpose of assessing ULSU Funding applications.
			4. Raise a Vote of No Confidence against a Committee Member.

# Complaint and Conduct Guidance

* 1. **General Guidance**
		1. **Student Groups**
			1. Student Groups will not discriminate unfairly on the basis of sex, pregnancy and maternity, gender, gender reassignment, disability, race, ethnic or national origin, age, sexual orientation, socio-economic background, religion and belief, political beliefs, family circumstances including marriage and civil partnership and trade union membership.
			2. Student Groups will work with the department and seek to:
	+ **Promote and accountable for the inclusivity of the SGs** and the wider student community
	+ **Eliminate discrimination, harassment and victimisation** in relation to the characteristics highlighted (8.1.1) within the SGs.
	+ **Promote equal opportunities** between people who share a characteristic and those who do not.
	+ **Foster good relations** between people who share a characteristic and those who do not.
		- 1. Student Groups must abide by the regulations and must not act in any inappropriate behaviour outlined in The Code of Conduct & Matrix under the [Students’ Union Complaints Procedure](https://www.leicesterunion.com/yourunion/unioncomplaints/) – Student Leaders & Student Groups (see 8.2)
			2. Student Groups that act in questions will be contacted by the department for further investigation and may face **sanctions that would impact their affiliation status and Student Groups ‘privileges.**
		1. **Committee members and SG members**
			1. Abide by the regulations and must not act in any inappropriate behaviour outlined in The Code of Conduct & Matrix under the [Students’ Union Complaints Procedure](https://www.leicesterunion.com/yourunion/unioncomplaints/) – Student Leaders & Student Groups (see 8.2)

* 1. **Complaints Process and Code of Conduct & Matrix**
		1. The [**Students’ Union Complaints Process**](https://www.leicesterunion.com/yourunion/unioncomplaints/) can be applied when a student leader or Society and/or Sports Club member displays **inappropriate behaviour and/or acts outside the conduct of their role** within an affiliated Students’ Union activity or setting. This includes, but is not limited to, abuse of power, harm to one’s wellbeing, inappropriate use of language or SG operation.
		2. The Code of Conduct & Matrix can be applied to behaviour ranging from minor harm to the point of breaching [University of Leicester Senate Regulation 11](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-11/intro). Where the latter is reached, the complaint/disclosure is beyond the scope of the SU procedure, it will be escalated to the University of Leicester’s Conduct Office and/or appropriate external authority for further action.
		3. The Code of Conduct & Matrix may be updated throughout the academic year, subject to amendments in the [Students’ Union Complaints Procedure](https://www.leicesterunion.com/yourunion/unioncomplaints/). Committee members are responsible for being aware of the changes and acting accordingly based on what is expected of student leaders.
		4. **The Code of Conduct & Matrix:**



|  |  |
| --- | --- |
| Harmful (1) | * Minor or no harm caused to another individual(s).
* No or low potential for reputational damage for either/both the Students’ Union and University.
* Consented humiliation of another individual(s).
* Minor or little effect on other individual(s)’s wellbeing.
 |
| Harmful (2) | * Injury to another individual(s), possibly sought medical attention.
* Potential or actual local level reputational damage to either/or the Students’ Union and University.
* Minor abuse of power as a student leader.
* Non-consented humiliation of another individual(s).
* Moderate impact on another individual(s)’s wellbeing.
 |
| Harmful (3) | * Injury to another individual(s), resulting in hospitalisation or deferral to a doctor.
* Potential or actual regional level reputational damage to either/or the Students’ Union and University.
* Non-consented humiliation of another individual(s). • Abuse of power as a Student Leader.
* Large impact on another individual(s)’s wellbeing. – Possibly sought professional help
 |
| Harmful (4) | * Major injury
* National level reputational damage to the Students’ Union/University.
* Extreme abuse of power as a student leader.
* Extreme effect on another individual(s)’s mental health medical attention required.
 |

* + 1. **Possible sanctions** will be based on the decision of the department, which includes, but is not limited to, warnings, the impact of affiliation or one’s committee status, and restrictions on SG privileges, or may be referred to the [Students’ Union Complaints Process](https://www.leicesterunion.com/yourunion/unioncomplaints/) should it apply.

# **Student Group Declaration 2025/2026**

By signing the constitution, the Committee of <**student group name**> confirm that:

* All Student Group elections were run democratically in accordance with the University of Leicester Students’ Union guidelines
* All Committee Members will be registered students with the University of Leicester in the 2025/2026 academic year and not on a year in industry/year abroad.
* All Committee Members agree to have personal data held by the University of Leicester Students’ Union in relation to the position they hold and be contacted using this until **31st July 2026** whereupon all data will be deleted with the exception of name, Student Group and Committee position. This information will be used to confirm Committee positions in requested references.

# Signatures

Please insert a digital signature or, alternatively, take a picture of your written name and insert it into this document.

Please **DO NOT** type your signature.

This document should be submitted via **the Affiliation Document Submission MS Form**, or sent to unionactivities@le.ac.uk if requested, for resubmission or amendments, by **31st July 2025 or by the communicated date.**

President/Club Captain

|  |  |
| --- | --- |
| Name (Block Capitals) | Signature |
|  |  |

Treasurer

|  |  |
| --- | --- |
| Name (Block Capitals)  | Signature |
|  |  |

Wellbeing and Inclusion Ambassador

|  |  |
| --- | --- |
| Name (Block Capitals)  | Signature |
|  |  |

*<* Insert Committee Position name if any >

|  |  |
| --- | --- |
| Name (Block Capitals)  | Signature |
|  |  |

*<* Insert Committee Position name if any >

|  |  |
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| Name (Block Capitals)  | Signature |
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*<* Insert Committee Position name if any >

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| Name (Block Capitals)  | Signature |
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