

Removal of Society Lead Policy

1. Purpose

- 1.1. This policy outlines the process by which a Society Lead can be removed from their position due to inaction and lack of activity.
- 1.2. This policy outlines the process by which a Society Lead can be removed from their position due to behaviour that breaches the Norwich Arts Students' Union (SU) Code of Conduct.

2. Definitions

- 2.1. 'Society Lead' is any student who is an official organiser for a society or club. The official organisers are the students who the SU has been informed are running the society during either the approval process or reaffiliation audit process
- 2.2. 'Removal' involves rescinding of official society lead duties from a student by the SU, followed by the invitation for other students to take over the role

3. Removal due to inaction and lack of activity

- 3.1. In a situation where the SU has recognised a lack of activity from a society lead they will contact the student via email to check if they want to continue their role or resign.
- 3.2. If the initial email does not receive a response within two weeks, a follow up will be sent. In this email the SU must clearly state that the removal process has been triggered and what this means.
- 3.3. If the follow up does not receive a response within two weeks the student will be removed from their position as Society Lead and will be notified of this via email.
- 3.4. A student who has been removed in this manner can volunteer to take on the role of Society Lead for the same or different society again, following a meeting with the Communities Project Manager which will focus on how the SU can support the student in their role

4. Removal due to behaviour that breaches the code of conduct

- 4.1. In a situation where a Society Lead is reported for their behaviour that breaches the code of conduct by another student, the SU Complaints Procedure, found in By-law 8, ought to be followed.
- 4.2. In a situation where a member of SU staff becomes aware of behaviour that breaches the code of conduct, an informal exploratory conversation will take place between the Society Lead in question, the Managing Director and Communities Project Manager to determine if the Complaints Procedure found in By-law 8 is triggered.
 - 4.2.1. The complaints procedure will be triggered if the conduct could be reasonably believed to be a potential breach in the code of conduct, amounting to the need for an investigation to take place.

5. Review

- 5.1. This policy is to be reviewed annually in August of each year, by the Communities Project Manager and Managing Director.