

CODE OF PRACTICE

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NTSU
NOTTINGHAM TRENT STUDENTS' UNION

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Key Contacts

NTSU Opportunities Team: opportunities@su.ntu.ac.uk

VP Societies & Sport: vpsocsports@su.ntu.ac.uk

President: president@su.ntu.ac.uk

NTSU Website: www.trentstudents.org

Section 1: Definition

1. The purpose of this document is to outline the processes and procedures that should be applied to the management and governance of all societies affiliated with Nottingham Trent Students' Union (NTSU).
2. A copy of this document will be available to any member of NTSU online at www.trentstudents.org or upon request by emailing opportunities@su.ntu.ac.uk.
3. If any dispute arises in relation to the interpretation of this Code of Practice or related documents, it shall be resolved by the VP Societies & Sport and/or Opportunities Manager.
4. The following Union documents are superior to this Code of Practice:
   4.1. Memorandum and Articles.
   4.2. NTSU Byelaws.
   4.3. Members' Code of Conduct.
5. The remit of societies is to allow students with common interests to form groups to further explore this interest. Societies are:
   5.1. A group of NTU student members who wish to participate in an activity with a social, academic, or cultural focus.
   5.2. A group which has written goals which are significantly different from any other society and do not replicate the work carried out by NTSU as part of its normal activity.

Section 2: Changes to this document

6. Changes to this document can only be made by the NTSU Executive Committee.
   6.1. Societies can suggest changes to this document by emailing VP Societies & Sport on vpsocsports@su.ntu.ac.uk
   6.2. If appropriate, this may be discussed at the next societies assembly. If there is a simple majority agreement, this will be forwarded to the NTSU Executive Committee.

Section 3: Affiliation

7. To begin the process of setting up a society, the application form at https://www.trentstudents.org/student-opportunities/start/restart/societies should be completed by a current NTU student.
8. The application should be based upon the following five principles:
   8.1. It must be best supported as a society rather than another NTSU activity, NTSU/NTU department or NTU Sport.
   8.2. Demonstrate genuine goals that do not directly duplicate another society or NTSU activity.

8.3. It must show that the society is a feasible and sustainable venture.
8.4. Must not encourage behaviour likely to be deemed as misconduct (as defined in the NTSU Members' Code of Conduct).
8.5. The applicants must agree that the society will operate under NTSU's Equality & Diversity Policy.

9. The application will consist of:
   9.1. A lead contact.
   9.2. Proposed name of the society.
   9.3. A minimum of three aims and information about planned activities.
10. The applicant(s) will then be required to attend a meeting with an Opportunities Coordinator and/or VP Societies & Sport to discuss their application further.
11. The Opportunities Coordinator and/or VP Societies & Sport will then consider the application and decide to:
   11.1. Accept the application with or without amendments and send to NTSU Executive Committee for final approval.
   11.2. Decline the application on the basis that it does not meet the requirements stated in 8.1 through to 8.5.
12. VP Societies & Sport will table the application at the next NTSU Executive Committee who will vote to:
   12.1. Accept the application.
   12.2. Accept the application with amendments.
   12.3. Decline the application.
13. If the NTSU Executive Committee declines the application, no application for a similar society will be considered within a three-month period.
14. If the NTSU Executive Committee approves the application, the applicants will be notified by the Opportunities Coordinator and/or VP Societies & Sport .
15. The applicants must complete the registration steps listed below in points 15.2 to 15.3.1 as well as any other steps stipulated by the Opportunities team:
   15.1. If society fails to complete the registration steps listed, it will be immediately disaffiliated.
   15.2. Prior to society set up:
      15.2.1. Attend the New society development meeting, including the development of risk assessment and constitution as well as compleat the following within a month:
      15.2.2. All committee members purchase membership of their society with one month of the new society development meeting.
   15.3. Within 6 months the society must have:
      15.3.1. 15 paid members.

16. VP Societies & Sport will inform the Societies Assembly of all newly ratified societies.
17. If the Opportunities Coordinator and/or VP Societies & Sport or NTSU Executive Committee declines the application, the applicant has the right to appeal to the NTSU President, with rationale, within five working days of the notification being sent by emailing President@su.ntu.ac.uk
    17.1. The NTSU President can either rule to:
        17.1.1. Uphold the appeal, in which case, the application will be accepted.
        17.1.2. Reject the appeal, which will be the final decision. Any application for a similar society will not be considered within a three-month period.
18. Once ratified the union will arrange for a webpage to be created on www.trentstudents.org for the society to begin to formally register members.
    18.1. Societies will become eligible for ocean tickets upon starting or restarting when the criteria listed in 18.2 or 18.3
    18.2. Criteria A
        18.2.1. Ratified for 3 month,
        18.2.2. Hosted at least 2 primary purpose activities per month for the, previous 3 months authorised by NTSU
        18.2.3. 50 members,
        18.2.4. And no outstanding complaints against the Society or Committee
    18.3. Criteria B
        18.3.1. Ratified for 6 months
        18.3.2. And no outstanding complaints against the Society or Committee

Section 4: Committees

19. Each society must have the following three elected/interim committee positions filled:
    19.1. President: The President shall be the principal officer and spokesperson for the society and the chairperson of meetings. They shall have overall responsibility for the promotion and development of the society. They will ensure that the society committee and members adhere to the Societies' Code of Practice (CoP) and all committee members complete their online training.
    19.2. Vice President: The Vice President shall be the chief financial officer for the society. The Vice President shall set and oversee the production of an annual budget and present a financial report to the committee at the end of the year and to the membership at the Annual General Meeting (AGM). They shall be responsible for submitting payment request forms throughout the year and monitoring income and expenditure for the society ensuring the society adheres to NTSU finance and funding policy. They will stand in for the president if the president is unavailable.

19.3. A third position, in the event that the society does not declare the title, of this position it will default to Secretary. This position should be one deemed essential to the society and must be filled at all times.

20. Each society may have additional specialist roles as defined in the societies' constitution which requires annual approval at the society's AGM and from the Opportunities team.
    20.1. Limits are placed on society committee size with the following ratios
        20.1.1. Societies with fewer than 150 members are limited to 4 officially recognized committee members
        20.1.2. Societies with 150+ members are limited to 7 officially recognized committee members
    20.2. Society Committees may add and remove other leadership positions that support the operation of their group through a simple majority vote of the committee
21. All members of the committee must have a responsibility for the wellbeing and welfare of society members.
22. Committee members are responsible for reporting any breaches of the law and policies/procedures by the society or their membership.

23. Policies relevant to societies can be found within the committees' hub on trentstudents.org.
24. If a committee member wishes to resign, they must email opportunities@su.ntu.ac.uk.
25. All committee positions will be elected annually alongside the Union's main elections in term two. The process for committee elections is outlined in Section 5 of this document.
26. If a committee position becomes vacant between elections, it can be filled by following the procedure outlined in Section 5.

Section 5: Committee Elections

27. All societies must hold fair and democratic annual online committee elections in accordance with NTSU regulations on elections.
28. Nominations will only be accepted by NTSU if they:
    28.1. Have a suitable manifesto that reflects the role they are running for.
    28.2. Are accompanied by an appropriate photo solely of the individual if a photo is submitted.
    28.3. Are submitted through the NTSU website before the published deadline.
29. If a committee position becomes available outside of the main election period, it can be filled by:
    29.1. The committee can open the position to their membership via the online election module, giving all members a fair and equal opportunity to nominate themselves for vacant positions.
    29.2. The committee can vote by a simple majority to share and act out the duties/responsibilities of that role until the next election period; however, the society must have the required number of committee members, see section 4. If the Committee chose to share the responsibilities, they must inform the opportunities team.
30. Elections should take place online; the opportunities team will set up the elections on behalf of the society:
    30.1. The nominations period will be open for a period of 7 days.
    30.2. The voting period will be open for a period of 7 days.
    30.3. NTSU Election regulations will apply.
31. If a position becomes vacant for any of the three core committee roles and it is not successfully filled through one of the mechanisms outlined in point 29, the society will be subject to the suspension/disaffiliation procedure outlined in Section 11.
32. If a position falls vacant between February and the end of May, an election will not be held to fill the position and one of the following two options may be triggered;
    32.1. The committee share the role's duties as outlined in point 29.2.

32.2. The individual who is elected in the main elections will be given the opportunity to take up their role early.

33. If a core committee member remains absent from all society activity for a period of at least one month, the committee must first notify the opportunities team. If after attempted contact they remain uncontactable, they may be removed from the position and, if necessary, a by-election to replace the committee member will take place following the processes outlined in point 29.

Section 6: Societies' Assembly

34. The main purpose of a Societies Assembly is:
    34.1. To provide societies with a forum to develop opportunities at NTSU.
    34.2. To improve and drive standards within societies at NTSU.
    34.3. To act as an advisory board to VP Societies & Sport & NTSU.
    34.4. To scrutinise and hold to account the VP Societies & Sport .
35. The meeting will be chaired by VP Societies & Sport who will have a casting vote only should it be required at the meeting.
    35.1. Where required, Societies Assembly will elect a deputy chair, for example during the process of scrutiny regarding VP Societies & Sport .
36. Societies Assembly will be open to all elected/interim society committee members.
37. The meeting will take place a minimum of once per term. The dates of each meeting will be published 20 working days in advance, and any changes will be communicated as soon as possible.
38. At any Societies' Assembly should a vote be needed, each society is eligible to participate, a voting quota of one vote per society is allowed.
39. Attendance at Societies Assembly is required by at least one committee member from each society. Failure to attend without notification of absence will result in action being taken against your society.
40. The meeting will contain as a minimum:
    40.1. Information for societies.
    40.2. New societies application reviews.
    40.3. Disaffiliations updates.
    40.4. VP Societies & Sport scrutiny.
    40.5. Feedback/Big Ideas.
    40.6. Any other business.
        40.6.1. Societies can add to the agenda by emailing Opportunities@su.ntu.ac.uk; this must be done at least 10 working days before the meeting.

Section 7: Society Membership

41. Standard society members are current Nottingham Trent University students who may become a member of a society by paying the membership fee to through the NTSU website.
    41.1. Membership fees for each society will be agreed annually by each society committee by 31st July.
    41.2. A minimum membership fee of £3 applies to all societies.
    41.3. Committees should seek approval from NTSU Opportunities regarding any membership fee changes; membership prices must not be altered by the committee at any time.
    41.4. Memberships to societies expire at the end of term 3 .
    41.5. Exceptions may be made to 41.4 upon discussion with the Opportunities Team for cases relating to courses that do not fall within the university's standard academic calendars.
    41.6. NTU students who are under the age of 18 are eligible to become members of NTSU societies, subject to the following condition
        41.6.1. Student Requirements:
            41.6.1.1. Submit an application to join the society through the Under 18 Expression of Interest Form
            41.6.1.2. Purchase the relevant society membership, where approved and made available through the standard membership process
        41.6.2. Society Requirements:
            41.6.2.1. All committee members have completed the required safeguarding training
            41.6.2.2. The society safeguarding risk assessment has been reviewed, understood, and circulated to all committee members.
            41.6.2.3. All committee members have read and understood the NTSU Safeguarding Policy
            41.6.2.4. The committee has met with the Opportunities Team to discuss appropriate measures to support and safeguard members under the age of 18 participating in society activities.
        41.6.3. The Opportunities Team reserves the right to refuse or restrict membership for any student under the age of 18 where it reasonably believes that participation in the society would be inappropriate, unsafe, or unlawful for an individual of that age.
42. Standard society members will have the following rights:
    42.1. To fully participate in events and social activities.
    42.2. To attend and vote in society democratic meetings including Annual General Meetings (AGM's) and Emergency General Meetings (EGM's).
    42.3. To stand for society committee positions.

42.4. To vote in society committee elections.

43. Associate society members are defined as students who are enrolled at affiliated colleges and educational institutes where a current agreement with NTSU is in place. Associate members may become a member of a society upon payment of a membership fee to the society through the NTSU website which is equal to that of a standard society membership.
    43.1. Associate members have the following rights as a society member:
        43.1.1. To fully participate in events and social activities.
    43.2. Associate members will not be able to:
        43.2.1. Vote in society democratic meetings including Annual General Meetings (AGM's) and Emergency General Meetings (EGMs).
        43.2.2. To stand for society committee positions.
        43.2.3. To vote in society elections.
        43.2.4. To control any finances of the society.
44. NTSU does not allow any non-NTU student memberships, this includes alumni, NTU staff, members of the public or students studying at other universities.

Section 8: Continuation of a Society

45. The continuation of a society from one academic year to the next is dependent on the following criteria.
    45.1. The completion of a society's constitution form.
    45.2. All committee members must complete compulsory online training by the first day of Term 1 of the new academic year, or within one month of a new society affiliation. The society will not be able to access their resources until training has been completed by all committee members.
46. VP Societies & Sport may submit a motion to NTSU Executive Committee for the immediate disaffiliation of societies, under the condition that either.
    46.1. The society does not have the core three elected committee members.
    46.2. The society has been inactive and/or unresponsive for a period of 3 months or longer.
    46.3. The society is in breach of minimum standards of behaviour highlighted in Section 9.
47. If a society wishes to be disaffiliated from NTSU, a simple majority vote at a society AGM will suffice. This meeting should be minute and these should be sent to Opportunities@su.ntu.ac.uk.
    47.1. In the event of a society wishing to hold a disaffiliation vote, the society must inform VP Societies & Sport and/or Opportunities Coordinators before the AGM.
    47.2. If the vote to disaffiliate is successful, all society assets should be returned to NTSU within 5 working days, all finances held by NTSU will be kept for 18 months after which it will be reclaimed and reallocated within NTSU Student Groups.
    47.3. If a society is unable to hold an AGM, then an email must be sent to opportunities@su.ntu.ac.uk requesting to disaffiliate which will be processed at the discretion of the VP Societies & Sport .

Section 9: Society Committee & Membership Conduct

48. NTSU shall expect that as a minimum standard of behaviour, each member of a society and committee shall:
    48.1. Always conduct themselves in a respectful and responsible manner whilst being a member of the union or affiliated group.
    48.2. Not engage in any activity or behavior likely to bring the Union or University into legal or reputational disrepute.
    48.3. Conduct themselves in a manner that shall not deliberately and maliciously offend others or engage in any form of discriminatory or anti-social behaviour.

48.4. Treat all Union and University property with respect and shall not interfere with other members' enjoyment of Union facilities or events.

48.5. Comply with the reasonable requests of Union and University staff.

48.6. Adhere to all NTSU policies and procedures.

48.7. Act with integrity and without bias when representing the Union both in person and online, including on social media platforms.

48.8. Attend and engage with all mandatory training opportunities provided by NTSU.

49. Additionally, committee members shall:

49.1. Enforce NTSU Policies within their society and associated events.

49.2. Uphold relevant NTU policies and procedures within their associated events.

49.3. Effectively manage society finances.

49.4. Formally report any breaches of this document to the NTSU opportunities team via opportunities@su.ntu.ac.uk.

50. Any members found to be in breach of the above points listed between point 48 to 49.4, may be subject to disciplinary action.

Section 10: Disciplinary Action – Removal of Committee Members & Society Members

Background

50.1. The scope of this disciplinary process is to resolve conduct issues which affect the operational activities of societies at NTSU. It is applied to society committee or members when breaches of acceptable standards of conduct (outlined in Section 9) occur in a society setting and/or the capacity as a committee member/member.

50.2. If at any time during this process matters arise that warrant investigation under NTSU Members Code of Conduct and/or NTU Student Code of Behaviour or through criminal investigation, this procedure will be suspended until those investigations are concluded.

50.3. VP Societies & Sport and/or Opportunities Manager has the right to temporarily remove or suspend the membership and/or leadership positions within societies pending the results of any investigation. This suspension/removal is a neutral act and is done so to ensure the safety of our members.

50.4. The Societies Conflict, Conduct & Disciplinary Guidance document should be read prior to the initiation of this process.

50.5. If a society or society committee has a conduct or disciplinary matter with a committee member and/or member, they should attempt to resolve the matter informally.

50.6. If the matter is unable to be resolved informally, then a formal disclosure should be submitted to the Opportunities Team via email Opportunities@su.ntu.ac.uk

50.7. The Opportunities Team will consider the formal disclosure and recommend the following;

50.7.1. A mediation meeting is conducted.

50.7.2. That a Vote of No Confidence (VNOC) is conducted.

50.7.3. An investigation will be initiated under the Societies Conduct and Disciplinary Procedure (point 53).

50.7.4. That the issue should be referred to another disciplinary procedure

Mediation

51. Mediation

51.1. If 51.7.1 is advised, then the Opportunities Team will aim to resolve the matter by conducting a mediation meeting.

51.2. The mediation meeting will be chaired by a trained NTSU mediator who will remain impartial and non-judgemental throughout the meeting.

51.3. The purpose of this mediation meeting is to allow all parties to understand the issues at hand and come to a common resolution.

51.4. The mediation process does not look at evidence or witness statements.

51.5. All parties should agree to participate in the mediation meeting.

Vote of No Confidence (VONC) – Committee Members Only

52. Vote of no confidence.

52.1. If 51.7.2 is advised, then the society will need to hold an EGM with the membership and conduct a vote of no confidence (VONC), which could result in the removal of the committee member. This would require a majority vote in favour of the removal.

52.2. This meeting must be attended by VP Societies & Sport or their nominee.

52.3. The society must demonstrate that the committee member has been given 7 days' notice to attend and the option to vote via email (if the member cannot attend in person) prior to the meeting. The society must clearly state in the invite the reasons for the VONC as well as outlining what will be voted on:

52.4. Standard members of the society are eligible to vote in this meeting, provided that their membership was purchased prior to the submission of the formal disclosure.

52.5. During this meeting, the society committee member should be given an opportunity to challenge the VONC.

52.6. A formal vote by secret ballot should be conducted during the meeting:

52.6.1. The vote will be facilitated by a member of the opportunities team at the discretion of the Opportunities manager.

52.7. A committee member removed from the committee that has remained within the society as a standard member may be ineligible to run for a committee position within the society in the future, this is at the discretion of NTSU Executive Committee.

52.8. A committee member who has been removed by a vote of no confidence may appeal on the grounds that the procedure above was not followed. Appeals must be submitted in writing to the Opportunities Manager at Opportunities@su.ntu.ac.uk within five working days of the notification of the decision.

52.9. The Opportunities Manager will investigate the matter and provide a report to the NTSU Executive Committee whose decision will be given within 20 working days.

52.10. Any member involved in the VONC may be subject to other formal disciplinary processes were appropriate.

Societies Conduct and Disciplinary Procedure

53. Societies Conduct and Disciplinary Procedure

53.1. If 51.7.3 is advised, the formal disclosure will be referred to a member of the Opportunities Team who will be appointed as an investigating officer (Please refer to the Manging conflicts formally section of the Society Conflict, Conduct and Disciplinary Guidance document to see example of matters that would be investigated).

53.2. The reported student(s) will automatically be suspended from all society activity for the duration of the investigation.

53.2.1. This is a neutral decision to aid the investigation.

53.3. The investigating officer will be responsible for all communications relating to the formal disclosure.

53.4. The reporting student(s) and reported student(s) will be contacted to provide their version of events and name(s) of any witnesses as well as information on relevant support and representative services.

53.5. The correspondence to the reported student must include an outline of the complaint.

53.6. The investigating officer will arrange meetings to obtain all further relevant evidence and any other leads of enquiry deemed appropriate.

53.7. Following the investigation stage, the reported and reporting student(s) will be provided with the details of the investigations so far including their own statements and/or minutes from their meeting.

53.7.1. At this time, they will have an additional opportunity to submit new evidence within 5 working days of receipt of the investigator report.

53.8. The investigating officer will submit the final report alongside recommendations to the NTSU Executive Committee for consideration.

53.9. NTSU Executive Committee will then decide on appropriate sanctions depending on the severity of the disclosure (See Societies Conduct and Disciplinary – Conduct Matrix)

53.10. The decision of the NTSU Executive Committee will be sent to the reporting and reported student(s) within 10 working days.

53.11. You have the right to appeal the decision of the Executive following the process outlined in Section 12.

53.12. In the instance that the complaint is levelled against one or more members of the society committee the Opportunities Manager reserves the right to suspend activity of the whole society if there is sufficient reason to believe the complaint puts further activity from the society at risk or has potential to raise further complaints.

Section 11: Disciplinary Action – Society Suspension and Disaffiliation

54. If a society falls below the acceptable standards of conduct outlined in section 13 or is reported to have done so, NTSU may suspend the society until further investigation has taken place.

55. The society will be tabled for discussion at the next NTSU Executive Committee meeting which will decide on reasonable actions and timelines.

55.1. The following action may be decided by the executive committee:

55.1.1. There is sufficient evidence without investigation to table the society for disaffiliation.

55.1.2. There is sufficient evidence without investigation to further sanction or suspension to be imposed on the society.

55.1.3. Further investigation is necessary.

55.1.3.1. The format of this investigation is to be provided by the Opportunities manager within five working days of the committee decision.

55.1.4. No further action needs to be taken.

56. The NTSU Executive Committee decision will be given in writing within five working days of the decision being made and will include when appropriate;

56.1. For decisions 55.1.1 or 55.1.2,

56.1.1. Details of the rationale

56.1.2. Agreed actions

56.1.3. Outline of suspended services
56.1.4. Any additional timelines

56.2. If further investigations 55.1.3 is deemed necessary, the decision to investigate will be communicated with in five working days of decisions along with the format of the investigation. Within 10 working days of completion of the investigation, the NTSU Executive committee will consider the investigation. And provide one of the following decisions:
56.2.1. To table the society for disaffiliation.
56.2.2. To further sanction or suspension to be imposed on the society.
56.2.3. No further action needs to be taken.

56.3. This decision will be communicated as directed in point 56.

57. A suspended society will remain so for time specified by NTSU Executive Committee. If a society becomes suspended, they may be prohibited from;
57.1. The use of accounts and banking services.
57.2. The use of all additional services available to the society (e.g. minibus hire)
57.3. Any promotion that NTSU undertakes on behalf of the society.
57.4. Any operations in any respect of NTSU's name.
57.5. The use of any branding or logos associated with NTSU.
57.6. Access to the society's trentstudents.org mini-site.
57.7. Access to NTU and NTSU room bookings.
57.8. And/or any other restrictions NTSU Executive Committee feel are necessary.

58. Should a society not meet the actions highlighted by NTSU Executive Committee within the specified time or commence them again before the end of the suspension period. The NTSU executive committee will consider whether too:
58.1. Disaffiliate the society, meaning that the society will no longer be affiliated to NTSU and no new application for a similar society will be accepted within a period of 6-month (or longer, where appropriate).
58.2. Decide to extend the suspension for a further specified time where the process above would be repeated.
58.3. Take no further action.

59. A society can be tabled for discussion and a vote for disaffiliation will be held at NTSU Executive Committee Meeting if the society is in breach of the following (other sanction may be implemented as an alternative to disaffiliation at the NTSU executive committee discretion):
59.1. Failure to comply with Section 9 of this document.
59.2. Society acts outside the law.
59.3. NTSU governing documents, including but not limited to Memorandum & Articles, Democratic Procedures Document, NTSU Members Code of Conduct.
59.4. Societies Code of Practice.

59.5. Code of Practice on Freedom of Speech Policy.
59.6. The society acts outside of the mission, vision and values of NTSU.
59.7. Equal Opportunities Policy.
59.8. Student Group Health & Safety policy.
59.9. Finance & Funding Policy.
59.10. External Affiliations Policy.
59.11. Equipment and Storage Policy.
59.12. Emergency Procedures Policy.

60. Should NTSU Executive Committee decide to suspend or disaffiliate a society, the society will have the right to appeal this decision following the process outlined in section 12.

Section 12: Disciplinary hearing Appeals

61. The reporting or reported student(s)/student groups will have the right to appeal the decision the NTSU Executive Committee made under points 53.8, or 61, the appeal must be made withing 5 working days of the notification being issued, by email to president@su.ntu.ac.uk.
    61.1. An appeal against the decision of the NTSU Executive Committee should include a statement and supporting evidence identifying one or more of the following grounds for appeal:
        61.1.1. Procedure stated in line with relevant policy section was not followed.
        61.1.2. Mitigating circumstances.
        61.1.3. Evidence of prejudice or bias from members of NTSU Executive Committee.
        61.1.4. The decision of the external procedure being reversed where relevant.
62. The appeal will not be a rehearing of the original disciplinary and will only consider points listed under 61.1
63. The President can either rule to:
    63.1. Uphold the appeal.
    63.2. Reject the appeal.
64. The decision of the President is final; no other form of appeal is available.

Section 13: Supporting safe activity

65. NTSU Opportunities aims to support all our students to participate in healthy meaningful activity.
66. However, there are occasions a student's health, wellbeing or disability, and associated behaviours, can impact negatively on the student and/or the wider society.

67. The Opportunities manger reserves the right to limit an individual's participation in society activity if there is reasonable evidence and concern of the following;
    67.1. The individual's presence is likely to have a significant detrimental impact on the specific society activity, or the other members present as a result of their associated behaviours.
    67.2. If the welfare or the safety of the individuals or other group members is of reasonable concern.
68. If the decision has been made to limit a student's involvement in specific activity the Opportunities team will communicate this decision to:
    68.1. The student which the decision has been made against.
    68.2. The relevant Society President (or where necessary event lead).
69. The Communication will include:
    69.1. The Title and date/s of relevant events or series of events.
    69.2. Reasoning behind the decision being made.
    69.3. Relevant support services.
    69.4. An opportunity to discuss the issue further.
        69.4.1. This does not constitute a formal appeal. Due to the likely timeframes involved, no formal appeals procedure will be available; however, the student may submit additional information, which may be considered in reviewing and overturning the initial decision.