



Society and Club – Vote of No Confidence (VONC) Process

If a club or society member is worried that a committee member isn't meeting the expectations of their role, it's important to address it early and fairly. Most issues can be resolved through open and honest conversations, but support is available if things don't improve. Below is a simple step-by-step guide to help you handle concerns in a constructive and respectful way.

How to Raise a Concern:

1. Speak to the member – Try to resolve the issue informally first. They may need support or may not be aware of the impact.
2. Contact the SU – If things don't improve, speak to your Activities or Student Voice staff team for advice.
3. Submit a VONC – If needed, you can start a formal Vote of No Confidence process. The SU will guide you through it and ensure it's fair and transparent.

If a committee member is consistently not fulfilling their core responsibilities, there is a formal process to raise this. This is known as a Vote of No Confidence (VONC).

How to Start the VONC Process:

It should only be used as a last resort, after all other options (such as a direct conversation or support from the SU) have been tried.

You may consider raising a VONC if a committee member is:

- Not doing the tasks expected of the role
 - Refers to specific actions or duties the person is meant to complete. This is about day-to-day or project-based tasks not being done.
 - These are practical, often short-term or routine tasks that come with the role.
- Example:
 - A Treasurer not submitting numerous budget on time
 - A Social Secretary failing to book a venue for an event
 - A President not sending out meeting agendas
- Not carrying out the core responsibilities of the role
 - Refers to the broader purpose or function of the role. This is about not fulfilling the overall intent or accountability of the role.

- These are core expectations or behavioural standards, not tied to a single task.
- Example:
 - A Welfare Officer failing to represent student concerns at meetings
 - A Secretary never communicating with members
 - A President not providing leadership or direction to the group
 - Missing or not attending Exec meetings without apologies or a valid reason

These core roles are defined by SU guidance and based on the Club or Society's Constitution.

For the avoidance of doubt this process should not be used for any disciplinary issues. If you are concerned about a member's behavior or wellbeing, please contact [Report - Report + Support - University of Warwick](#).

For challenging, difficult or non-functioning relationships between Execs you can please reach out to [Warwick Mediation](#).

Process

1. Submit a VONC form online (for the time being please submit directly to studentvoice@warwicksu.com) – detailing the reason for the VONC and evidence.
2. This form will be automatically forwarded to a staff member, and you will receive a reply detailing next steps.
3. The reason for VONC will be reviewed by staff members within 3 working days and a recommendation will be made as to whether it is appropriate to proceed with a VONC or resolve things another way. The VP Societies or Sports will then approve this recommendation.
4. If the VONC process is to be followed, then an Exec meeting should be held with the only topic being the VONC. This should be scheduled during working hours to allow staff and a Full Time-Officer to support and oversee the meeting, if necessary. This meeting should occur within 4-7 days of the VONC being approved,
 - a. In this meeting, both sides must be allowed to present their case in a timely manner. We would strongly advise this is no longer than 10 minutes each. The person being VONCed always speaks last Any evidenced should be submitted 48 hours before the meeting.
 - b. Only Exec members, the Full-time Officer and SU staff support can attend.
 - i. The only way that Standard Society/Club members can attend is if they are the ones who submitted the VONC. They can stay for discussion but must leave when the vote occurs.
 - c. Vote

- d. After discussions, a vote will take place facilitated by the SU staff member/ Full-Time Officer.
 - e. The options should be Yes to the VONC/ No to the VONC/Abstention.
 - i. Abstentions count towards quoracy, which is 50% +1 of the total Exec.
 - ii. The vote must occur via a secret ballot.
 - f. To pass, the VONC needs at least 2/3rds of the vote.
5. Outcomes
- a. If the vote passes the Exec can decide to co-opt a member to undertake the role for up to 10 weeks or to immediately proceed to an election.
 - i. You must immediately co-opt if the Exec member being VONCed has a core Exec role.
 - b. The individual who is VONCed will be offered support by staff/and or the Full-Time Officer in the immediacy and also referred to the Advice Centre.
6. Appeals
- a. If any party feels that the process was not followed, they can appeal to the opposite Full-time Officer that dealt with the case (Societies appeal to VP Sports, Sport appeal to VP Societies).

