

Lancaster University Students' Union

Members' Code of Conduct

Drafted	December 2016
Consultation To Date	<ul style="list-style-type: none">▪ Full Time Officers▪ Governance Sub Group▪ Executive▪ Trustees▪ Students▪ University Stakeholders
Approved	Ratified by the Union Board of Trustees and the Union Executive
Review Date/Mechanism:	In line with constitutional review unless deemed appropriate sooner
Policy Owner	LUSU President
Scope	<p>All members, including all elected officers, representative officers and associate members studying at the Lancaster Campus in the UK.</p> <p>Students' Union staff are not subject to the Code but agreed employment policies and other Union Policy. They are expected to uphold the values of the organisations.</p> <p>The Trustee Board has its own Code of Conduct reflecting the specific requirements and responsibilities of Trustees.</p>

Our Code

This is a minimum standard of conduct and behaviour expected of **all members including associate members studying at the Lancaster Campus in the UK**. As a Students' Union we seek to provide all of our members with the support and guidance they need to achieve success during their time at Lancaster.

We will share our values and this Code with student representatives leading activity at partner campuses both in the UK and globally. However, these associate members are not bound by this Code.

Our members are those people set out under Articles 9 and 13 of the Union's Memorandum and Articles.

Under Article 28.2, the Students' Union and its Trustees have the responsibility to uphold the Memorandum and Articles; as such have a right to suspend or terminate membership if a member's conduct breaches the behaviour outlined in this Code under Article 10.4.

The aim is to:

1. Ensure that all Union members have the best possible experience whilst studying at Lancaster University recognising we are an international and culturally diverse community.
2. Enable involvement with the Union and all its supported activities and services, in a safe environment where all people are treated equally with dignity, fairness and respect.
3. Encourage our members to behave in ways, which promote positive relationships with the wider communities in which we live and study.

Our Values:

We are a friendly and vibrant community of students, supporting each other to develop ideas and activity that will benefit ourselves and others. We aspire to become the best citizens that we can be and strive to continuously improve the way we do things to provide the best experience for all. All members are expected to respect and support the values of the Union:

DEMOCRATIC AND INCLUSIVE: We are student-led, member-focused and representative by including students from all backgrounds at every level of decision-making.

INDEPENDENT: We are the independent voice of Lancaster students.

ACCOUNTABLE: We are responsible, principled and transparent. Our actions and decisions will stand up to scrutiny by our members.

COLLABORATIVE: We work with the University, our local community, fellow Students' Unions and organisations to achieve the best possible outcomes for our students.

1. General Member Obligations

All Students' Union members engaging in Union activity including our affiliated groups must:

- 1.1. Treat others with respect and dignity following Union Policy which lays down that discrimination, harassment and bullying will not be tolerated
- 1.2. Conduct themselves reasonably and responsibly at all times, not engaging in activity or behaviour likely to bring the reputation of the Students' Union into disrepute or that of the University when using its name.
- 1.3. Adhere to the Students' Union Memorandum and Articles and relevant Union and University's policies and regulations on:
 - Student/Staff Protocol
 - Health and Safety
 - Financial Regulations and Procedures
 - IT, Data Protection and Information Security
 - Responsible Alcohol Consumption Policy
 - Green/environmental policies
 - Relevant legislation
- 1.4. Use any Union or affiliated group resources responsibly and honestly.
- 1.5. Not to disrupt other members' use of the Union's venues and activities.
- 1.6. Comply with the reasonable requests of staff and Officers of the SU and the University.
- 1.7. Participate positively with any relevant training required to participate in activity.
- 1.8. Compete in a manner of good competitive spirit when representing the Union and the University.

Members are expected to abide by the Code irrespective of whether they are on Union premises, campus or at another location undertaking union activity.

2. Student Leaders (Elected, volunteer or nominated roles to represent or lead activity)

It is expected that these students will be ambassadors for the Students' Union and practice inclusive behaviours. They will lead Union activity to the best of their ability and will:

- 2.1. Actively support the Union's [values, objects and mission](#) by leading an inclusive way.
- 2.2. Support all students to ensure that they receive equitable treatment.
- 2.3. Understand their duty of care towards other students' wellbeing and carrying out their duties to a high standard.
- 2.4. Know and understand their role and responsibilities: making every effort to undergo required training for their role and highlighting where more may be required. Where appropriate, support the smooth handover of duties and information to students taking over their role.
- 2.5. Not to be under the influence of intoxicants where such behaviour could be deemed unacceptable. Initiation ceremonies strictly are prohibited.

2A. Elected Officer and Representatives (Full Time Officers/Part Time and Liberation Officers/JCR Executives/Course and Faculty Representatives)

1. Be the authentic voice of the students they represent: gathering a diverse range of views on matters, which are important that group and which may affect them.
2. Initiate and/or support the development of campaigns and policy by proactively feeding into relevant Union decision-making bodies.
3. Proactively feeding back into relevant University committees and structures in a timely and constructive way.
4. Be accountable to the students they represent by:
 - a. Meeting their commitments as an Officer/Representative: being punctual, prepared and productive.
 - b. Accurately representing the beliefs of their student group and the Union (upholding policy positions).
 - c. Being open and transparent regarding all meetings and decisions unless confidentiality prohibits this.
 - d. Complying with any relevant conflict of interest policies

2B. Executives of Union-Affiliated Student Societies, Sports Clubs and Student Groups

1. On duty members of Executives are completely sober whilst being transported to or from any activity under the umbrella of the Union.
2. Operate within the accepted rules of their sport/activity including any national governing body guidelines.
3. Comply with the Union's Financial Regulations governing the use of funds to clubs and societies.
4. Socials are group activity. Executives are expected to encourage appropriate behavior within their group and mitigate any potential negative impacts it may have on others, including members of the local community.
5. Report any concerns for the health and safety or welfare of its members and any serious incidents regarding group activity.

2C. Ambassadors: Welcome Representatives & Kitchen Reps

1. Make every effort to comply with their agreed commitments as an Ambassador.
2. Be passionate and enthusiastic about the Union, what it has to offer, being polite and courteous at all times to students and visitors.
3. To follow any reasonable requests from Officers or Union/College Staff.

3. Reporting and Investigating An Alleged Breach of the Code

Anyone who believes that there has been a problem around a member's conduct in relation to their Student's Union activity (behavior has fallen below the standards outlined within this Code) should contact the Students' Union Complaints Coordinator. The Complaints Coordinator will make an initial assessment and decision as to whether:

- Any immediate action should be taken,
- A complaints investigation under the Union's Complaints Procedure should be triggered or, if all or any of the matter should be referred to the University.

Immediate action may include partial or full temporary suspension of membership entitlements until the matter is fully investigated and resolved.

- Ordinarily matters referred to the Deanery will not be investigated by the Students' Union until the Deanery has concluded its proceedings.
- However, the Students' Union reserves the right to investigate matters concurrently where the actions/omissions of the members concerned are not covered by the University's rules or procedures.

- Any member whose conduct is under investigation shall know the remit of the Union's investigation and the remit of the University Deanery's.
- The Union reserves the right to impose its own actions on a member outside of any University process.

4. Hearing, Decision Making and Review Process

- The Conduct Panel shall hear the alleged cases of breaches of the code referred to them.
- The Panel shall be made up of 3 members of the student body, one of which shall be a member of the LUSU Executive Committee who shall act as chair.
- For alleged breaches an independent Investigating Officer shall be appointed who will present the case to the Conduct Panel. The panel may hear evidence in any way it sees fit. This includes the testimony of witnesses, and the production of documents or other relevant material evidence.
- The individual or student group appearing before the panel shall have the right to present evidence in their defence orally at the hearing and/or in writing. The individual or student group shall also have the right to be accompanied by a friend who should normally be a member of the University.
- The Right of Appeal is available to individuals or groups if there exists evidence of one or more of the following:
 - A material procedural irregularity in the proceedings;
 - That there exists evidence that could not have reasonably been made available at the time;
 - That there exists evidence that the judgment of the Panel was against natural justice.
- The request for an appeal should be submitted in writing to the Provost for Student Experience, Colleges and the Library. If it is deemed that the request for an appeal meets the eligibility criteria for an appeal, then an appropriate senior officer of the University appointed by the Provost shall hear the appeal.

5. Sanctions for Breach of Code

Disciplinary action may be taken against any member who breaches the Code.

If behavior is found to have fallen below the standards expected, individuals and/or groups may have the following sanctions and actions taken against them this may be a combination of the following:

- Formal warning/caution subject to conditions
- Financial Restitution: a fine/financial penalty to make good any damage or loss incurred to property by the Union and its student groups
- Time-limited suspension of an individual(s)' membership of the Union
- Time-limited suspension of an Affiliated Group
- Individual(s)' membership of the Union revoked
- Disaffiliation of a Group

