



## UNIVERSITY OF SUFFOLK STUDENTS' UNION (SU)

### Trustees' and Elected Officers Code of Conduct Bye-Law

**03.01.2019**

Type of Document	Title of Document
Bye-Law	Trustees' and Elected Officers Code of Conduct Bye-Law
Recommendation	To Approve the following Bye-Law
Approval Bodies and Date Passed	February Trustee Board 2019
Proposing Member	Student Engagement Manager
Staff Responsible for Review	Student Engagement Manager
Committee Responsible for Review	Trustee Board
Review Date	February 2022

## **Students' Union Cover Page Explanation**

The Students' Union is a democratic organisation set up to represent and support students at the University of Suffolk. As such we are required to clearly outline our decision making and approval process at every level.

### **Articles of Association**

The Articles of Association is the rule book of the Students' Union, it sets out the constitution and the letter of the law for the organisation. Changing or adapting the Articles would be very unusual and would require approval from all SU democratic and corporate structures in addition to University Board approval

### **Bye-Laws**

Bye-Laws govern the SU at the top level, for example setting out our elections processes and our democratic processes. Bye laws must be passed by Annual General Meeting (All Students) and the Trustee Board.

### **SU Policy**

SU Policy or SU Policies are documents that are originally motions submitted by members of Student Council. They are written and drafted by Officers with support by SU Staff. SU Policy must be approved by the Student Officer Committee to become Live Policy. Once implemented the policy is live for three years, lapsing after the third year AGM.

### **SU Operating Plans**

SU Operating Plans are internal documents that ensure staff are able to carry out policy or Bye Laws. These documents will be used day-to-day. SU Staff propose these documents to the corporate governance structures; Trustee Board, Management Committee or sub-committees. As an example, following the approval of an Elections Bye-Law, SU staff would draft an Operating Plan on the implementation of Course Rep elections.

### **SU Strategies**

SU Strategies are documents that look to the future development of the organisation. These documents inform operating plans and reviews. SU Strategies will include key measurements to measure impact and performance. These documents set the direction of the Service or the Organisation for a length of time, usually 3-5 years.

### **Reviews**

Reviews ensure compliance, inform decision making and help us to solve problems in service delivery. Reviews investigate a particular area within the SU or University and make recommendations to the group, which commissioned the review to take place. The recommendations may go to our corporate governance structure depending on the level and outcome.

### **Initial Scoping Document**

An initial Scoping Document or Scoping Document looks at a proposed project or workload. Scoping documents look at the feasibility of a proposed project, if there is budget to achieve it and whether it is possible or desirable to implement.

# Bye Law: Trustees' and Elected Officers Code of Conduct

## Background

It is an expectation that all Students' Union employees maintain high standards of work and behaviour; Trustees and Elected Student Officers are not excluded from this expectation.

## 1. Underpinning Values

1.1 The SU will seek at all times to:

- 1.1.1 ensure that the diversity of its Membership is recognised and that equal access is available to all Members in line with the provisions of the Equality Act 2010;
- 1.1.2 pursue its aims and objectives independent of any political party or religious group;
- 1.1.3 pursue equal opportunities by taking positive action within the law to facilitate the participation of groups discriminated against by society;
- 1.1.4 pursue its activities in a sustainable fashion.

1.2 These values underpin every activity of the SU and as such should be upheld as a minimum requirement within the work of our Trustees and Student Council.

## 2. Behaviour

2.1 This section shall apply in full to prospective (from the date of nomination) current Trustees and Elected Student Officers, who will:

- 2.1.1 conduct themselves in a manner reflecting the values outlined above.
- 2.1.2 conduct themselves in a professional manner befitting of the role.
- 2.1.3 conduct themselves in a manner that shows due respect to all members, guests and staff of the SU, and in accordance with the Memorandum and Articles and Bye Laws.
- 2.1.4 conduct themselves in a manner that does not bring the SU into disrepute or present a conflict of interest.
- 2.1.5 conduct themselves in accordance with the Members' Code of Conduct Bye Law.
- 2.1.6 conduct themselves in a way which adheres to relevant legal requirements.

## 3. Disciplinary

3.1 Behaving in a manner which breaks any of the above will result in disciplinary procedures being commenced in line with the Disciplinary Procedures Bye Law. Examples of General Disciplinary Offences are:

- 3.1.1 Poor timekeeping and/or attendance.
- 3.1.2 Failure to attend two consecutive meetings of the Student Officer Committee or Board of Trustees without apology.
- 3.1.3 Poor work standard or inadequate attention.
- 3.1.4 Disruptive or unacceptable behaviour.
- 3.1.5 Contravention of health and safety regulations.
- 3.1.6 Failure to comply with the organisation's policies and rules.

### 3.2 Examples of Serious/Gross Misconduct are:

- 3.2.1 Theft from the organisation and/or its employees and/or its clients, customers or advisers.
- 3.2.2 Forgery, misrepresentation.
- 3.2.3 Fighting, damaging property.
- 3.2.4 Actions on our premises or to our staff constituting a criminal offence
- 3.2.5 Use of prohibited substances (which includes for this purpose addictive drugs, alcohol and solvents).
- 3.2.6 Discrimination and harassment (by any means whatever).
- 3.2.7 Money laundering and failure to report suspicions of money laundering.

This list is not exhaustive.