

# Leeds Arts Union

## Online Society Code of Conduct & Community Guidelines 2021/2022

All Leeds Arts Union societies are committed to ensuring a safe and inclusive community that are led by students for the benefit of each other. The Student Liaison staff support the organisation of all societies.

We are dedicated to ensuring all societies provide a respectful and friendly environment. We ask that all society members adhere to the following community guidelines and code of conduct to ensure that all students feel welcomed and a part of our online society. Failure to observe any of these points will result in potential expulsion from the society. Further University action will be taken if necessary.

As a member of the society you are entitled to equal input and can provide any ideas or feedback to the society leader or via email to [student.union@leeds-art.ac.uk](mailto:student.union@leeds-art.ac.uk)

Please read each point carefully before signing below.

1. All Leeds Arts Union online societies **must only** be hosted on Google Meet.
2. Society members must not take photographs, videos and/or screenshots whilst the society is in progress.
3. With the exception of the Life Drawing society, photographs or screenshots may be taken by society leaders for a variety of purposes, including posting on social media or other society marketing materials. All members will be given fair and advanced warning, and no pictures or screenshots will be taken without all members being made aware and giving verbal permission. Those members who do not wish to be photographed, or do not wish their image to be shared, will be given opportunity to turn off their video feed before the capture is taken.
4. Should the society leader wish to photograph or screen shot the society, screen, usernames and/or society member names must be removed or obstructed to keep personal information secure.
5. Society leaders will run the online society with the help of society members and Student Liaison staff where necessary. Society leaders and members are encouraged to use both video and chat functions of Google Hangout. Society members are welcome to join in on conversations in which ever way is most comfortable for the individual.
6. Leeds Arts Union online societies are only open to Leeds Arts University students. Should the society leader wish to invite someone other than a Leeds Arts University student, this must be prearranged with the Student Liaison staff.
7. All society members will act appropriately towards others to ensure that all members feel safe and respected. Society members must not share any material that would be offensive, derogatory and/or disparaging towards another. If there is any political or sensitive material you believe would be beneficial to share with the society, this must be submitted to the Student Union staff either verbally or by email to be approved.
8. If you engage in any physical activity during this session, you agree to do so at your or own risk. You are voluntarily participating in these activities and assume all responsibility for risk of injury yourself. The Union and University accepts no responsibility for any damage to possessions or persons while undertaking the activities in the session.

9. To ensure a safe and welcoming community, actions and/or language that is discriminatory or offensive will not be tolerated. This includes behaviour which violates a person's dignity, or creates an intimidating, hostile, degrading, threatening or offensive environment or which humiliates or undermines an individual or group. This could be in person, via text/messaging or online. Participants are encouraged to report any breach of the society code of conduct to either the society leader or the Student Liaison staff.
10. In the event of a break in the code of conduct, the society leader will inform the Student Liaison staff. Society members are encouraged to report any breach of the society code of conduct to either the society leader or the Student Liaison staff. Where necessary, further University action will be taken. All Leeds Arts Union societies are facilitated in line with University policies.
11. Failure to observe any of these points will result in potential expulsion from the society. Further University action will be taken if necessary.