

Leeds Arts Union

Leeds Arts Union Society Member Code of Conduct 2024/2025

Originator: Students' Union
Date: September 2024

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. Leeds Arts Union staff support the organisation of all societies.

We are dedicated to ensuring all societies provide a respectful and friendly environment. In signing up to be a member of a Leeds Arts Union society, you confirm that you have understood and agreed to this Code of Conduct. Failure to observe any of the below standards may result in expulsion from the society, and further University action will be taken if necessary.

As a member of any Leeds Arts Union society, you are entitled to input and can provide any ideas or feedback to the Society Leader or to Leeds Arts Union staff via email to student.union@leedsart.ac.uk

As a member of any Leeds Arts Union society, you agree

1. 1. When engaging in any physical activity during a society event, you are primarily responsible for your own personal safety and that your participation is at your own risk. You agree that you are medically fit to participate in the physical activity, that you will comply with all event rules, notices and directions given by the society or the event organiser, that use of any equipment or property is entirely at your own risk, that you will act in a safe and responsible manner at all times and that you will be liable for any damage or loss caused by you. Your participation in any activity or event which is not organised by, or affiliated with, the relevant society or Leeds Arts Union is entirely voluntary and at your own personal safety risk.
2. To ensure a safe and welcoming community. Actions and/or language that is discriminatory or offensive will not be tolerated. 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 member or individual. Participants are encouraged to report any breach of the Society Members Code of Conduct to the Society Leader and Leeds Arts Union staff.
3. Society members are welcome to join in and participate in activities and events in whichever way is most comfortable for you. If you have any concerns about the behaviour of another individual, or if you or another member of the society is being made to feel uncomfortable, then you can talk to your Society Leader and to Leeds Arts Union staff.
4. Please respect the pronouns given by each individual and use them accordingly.
5. Society Leaders are the point of contact for Leeds Arts Union staff regarding society events and are responsible for liaising with staff regarding events and communicating with the society members. Society members may play an active role in collaborating on ideas and events, however all communications regarding organising events and requesting funds must be made through the Society Leader directly to Leeds Arts Union staff.
6. With the exception of the Life Drawing society, photographs or screenshots may be taken by Society Leaders or Leeds Arts Union for a variety of purposes, including posting on social media or other society marketing materials. Any event photographs taken by University staff, Society Leaders or hired photographers may be used on the Leeds Arts Union website, the Leeds Arts University website, social media or printed materials. These photographs may be used for the purposes of promotion and marketing Leeds Arts Union and/or Leeds Arts University events, activities and initiatives. All members will be given fair and advanced warning at the start of the session, and no pictures or screenshots will be taken without you being made aware and giving verbal permission. If you do not wish to be photographed, or do not wish your image to be shared, you will be given the opportunity to not be in shot, or in the case of an online event to turn off your video feed before the capture is taken.
7. Society members agree to uphold any Health and Safety measures put in place at any society run event. Risk Assessments will be undertaken by the Leeds Arts Union team in collaboration with the Health and Safety team, and where applicable the Society Leaders. Society Leaders, Leeds Arts Union staff, or coaches/instructors in the case of organised sports events, will communicate with members any Health and Safety information, and/or required measures at the start of a session. In circumstances where it is appropriate, Health and Safety disclaimers will be included on event descriptions on the Leeds Arts Union website. Society

members are also advised to pay due attention to signs that may be in spaces on site relating to Health and Safety, for example signs advising to check packaging for allergens on food products provided.

8. If you are a member of a sports society, it is your responsibility to ensure that you have paid all necessary membership fees, and any league fines that may have been issued to you.
9. If you are a member of a sports society, it is your responsibility to notify the Society Leader if you are unable to attend a scheduled league match, so that they can ensure that a full team is available to play. Failure to present a full team will result in the match being forfeited and a fine being issued to Leeds Arts Union, so as soon as you can let your Society Leader know if you can't attend, the better.
10. If you are a member of a sports society, it is your responsibility to sign up to each training session that you plan to attend, so that attendance can be monitored and capacity managed.
11. If visitors, including students from other universities, external speakers or members of non-university societies wish to attend one of your society events, and the meet up is taking place on campus, you must let your Society Leader know prior to the event, so that they can liaise with Leeds Arts Union. The University's visitor procedure must be followed and all visitors must sign in and be collected from reception. Visitors must not be left unattended and will need to be accompanied by the Society Leader whilst moving around the campus, and when signing out at the end of their visit. This is a really important part of keeping our University spaces safe for everyone. The further in advance that you can let Leeds Arts Union staff know the better, to ensure that there are no hold-ups.
12. Leeds Arts Union would usually recommend that events take place in person. However, if special circumstances dictate that an event needs to take place online, then this should take place on Google Meets. Society events that take place online are not monitored or attended by Leeds Arts Union. If you choose to attend an event on a platform that is not supported by Leeds Arts University, including Leeds Arts Union, then this will be done at your own risk.
13. In the event that you witness or are made aware of a breach of the Society Members Code of Conduct or Life Drawing Society Session Guidelines, you are encouraged to inform your Society Leader and Leeds Arts Union staff. Where necessary, further University action will be taken. All Leeds Arts Union societies are facilitated in line with University policies.
14. Failure to observe any of these points may result in expulsion from the society. Further University action will be taken if necessary.