

# Leeds Arts Union

## Code of Conduct - Society Leaders

All society leaders must read and sign this Code of Conduct as an official Leeds Arts University society leader and also read in full, the [Societies Code of Conduct and Community Guidelines](#).

### **As a Society Leader, you will:**

1. Keep in regular contact with the Students' Union about your society; if anything changes or if you need help with anything. The SU are here to support you as best we can.
2. Have respect for your members and ensure they have respect for you and each other. Be aware that you will often be leading an online event or social and will need to monitor the behaviour of members at all times to ensure that everyone maintains appropriate behaviour. Intolerance, aggression and/or prejudice action by any member of a society at any time is unacceptable as further outlined in the Societies Community Guidelines.
3. Be aware of your society members and their individual needs - accessibility etc. No LAU student is to be excluded from a society under any circumstances unless their behaviour requires disciplinary action.
4. Please respect the pronouns given by each individual and use them accordingly.
5. Be aware of your members' right to consent - no means no. Always allow everyone the option to partake or not partake in an event or exercise. Everyone has the right to their own personal space and privacy but are still entitled to be involved if they wish. If a society member chooses to sit quietly during an online social instead of actively partaking, do not force them to be more involved if they aren't comfortable doing so.
6. Societies must be completely unpolitical and non-religious unless specified in their design and pre-approved by the Students' Union e.g Christian Union Society. Regardless of whether a society openly invites members of one religion to join, there is to be no prejudice of any kind towards other religions/views.
7. Organise all financial transactions through the Student Liaison Officer who will arrange any/all payments via the Union website. No cash should be handled through societies/society leaders themselves.
8. All Society Leaders will plan attend to the best of their ability a 'Look After Your Mate' training session delivered by the Students' Union and Student Welfare.
9. Allow students from other Leeds Universities to attend your society meet ups. If the meet up is taking place on either University campus, you must let the Union know in order for us to arrange visitor's passes with reception.
10. Ensure that your society is a positive representation of the University and everyone in it. Please make sure that your society is a welcoming and encouraging space for all. If anything happens that you're not comfortable with or if you're not sure about something, just ask us.

**I agree to the above code of conduct and to the storage by Leeds Arts Union of the details below;**

Name:

Course:

Date:

Signed: