

Members' Code of Conduct

Policy Name:	Members' Code of Conduct		
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REVIEW HISTORY			
Date	Version	Name	Notes

Policy Statement

This Policy sets out the standards of conduct and expected behaviours from all Members of Roehampton Students' Union. It is designed to help Members understand how to contribute to a positive and inclusive environment, and sets out the circumstances in which the Policy applies and how breaches will be handled.

Members' Code of Conduct

1. Purpose

- 1.1. This Policy sets out the standards of conduct and expected behaviours from all Members of Roehampton Students' Union ('the Union'). It is designed to help Members understand how to contribute to a positive and inclusive environment within the University.
- 1.2. Some Members of the Union who hold additional positions may also be subject to other codes of conduct, including but not limited to:
 - 1.2.1. Code of Conduct for Trustees of the Students' Union;
 - 1.2.2. Volunteer Agreements;
 - 1.2.3. Student Leader Volunteer Agreements; and
 - 1.2.4. Candidate Agreements.
- 1.3. The Board will publish further codes of conduct related to specific services provided by the Union as required.

2. Principles

- 2.1. The Union has agreed the following principle-based Code of Conduct relating to the behaviour of Members and guests while on Union premises and engaged in Union activities.
- 2.2. All Members of the Union are expected to:
 - 2.2.1. Abide by the Union's Articles of Association and its Bye-Laws at all times and operate within the rules related to the activities in which they participate;
 - 2.2.2. Conduct themselves in a reasonable and responsible manner at all times, in a way that characterises mutual respect and understanding for all members of the community;
 - 2.2.3. Conduct themselves in a way that promotes the values of the Union, taking into account public perception and the external reputation of the organisation;
 - 2.2.4. Treat all Union (and University) property with respect, and not interfere with other people's enjoyment of Union facilities, services or events;
 - 2.2.5. Adhere to relevant policies, procedures, rules and regulations of the Union, including (but not limited to) equality and diversity, health and safety and financial regulations; and
 - 2.2.6. Comply with the reasonable requests of Union and University staff.

3. Application of the Policy

- 3.1. This Policy applies to Members of the Union as defined in Bye-Law 1 in the following circumstances:
 - 3.1.1. When Student Members are involved in activities or at events that are administered or organised by the Union, whether on or off campus (including Student Group activity affiliated to the Union); and
 - 3.1.2. When a Member is representing, acting on behalf of, or could reasonably be perceived to be representing or acting on behalf of Roehampton SU.

- 3.2. The Policy does not apply to Members in the following circumstances, except where the Member is also acting in a way described in section 3.2, in which case the Policy applies:
- 3.2.1. When taking part in activities related solely to their College or the University;
 - 3.2.2. When taking part in sporting activities or sports clubs that are not affiliated to the Union;
 - 3.2.3. When taking part in student group activity with unaffiliated student groups; or
 - 3.2.4. When acting entirely outside of the Union's activities, for example at external events or activities with no connection to the Union.
- 3.3. This Policy also applies to guests of Members while they are on Union premises or participating in activities or events administered or organised by the Union. Members are responsible for the conduct of any guests they bring onto Union premises or to Union activities and may be subject to disciplinary proceedings under the Complaints and Disciplinary Policy as a result of a guest's conduct.

4. Enforcement

- 4.1. Breaches of this Policy will be handled in accordance with the Union's Complaints and Disciplinary Policy. The range of sanctions available is set out in that Policy and may include the suspension or removal of some or all membership rights, including the right to hold office.
- 4.2. The Member Disciplinary Procedure under the Complaints and Disciplinary Policy may also be initiated by the Chief Executive where the Union becomes aware of conduct that may constitute a breach of this Policy, whether or not a formal complaint has been received.
- 4.3. Membership rights under this Policy do not override the regulations of Roehampton University. A Member may not rely on their membership rights to circumvent action lawfully taken by the University. The statutory duties of officers and committees of the Union, and any requirements of the University's Code of Practice relating to the Students' Union, shall take precedence over the rights of all Members, subject always to the requirements of company law and the Education Act 1994.

5. Review

- 5.1. This Policy will be reviewed by the Board of Trustees at least every two years, or sooner if required by changes in law, regulation, or the Union's governing documents.