

Victoria University Student Union Inc.

CODE OF CONDUCT REGULATIONS

1. Authority

These Code of Conduct Regulations are made by the Student Council of Victoria University Student Union Inc. ("VUSU") pursuant to clause 30 of the VUSU Constitution.

2. Application

(1) This Code of Conduct applies to all categories of members described in the VUSU Constitution, other than Life Members. For clarity, the Code of Conduct applies to:

- (a) Members who have been elected to VUSU student union board.
- (b) Members who have been elected to the Committees of VUSU associated bodies.
- (c) Members who hold Executive positions on VUSU affiliated college societies; and
- (d) Members who have applied for and been admitted to membership in accordance with VUSU Constitution and Membership Regulations.

3. Standards of Conduct

- (1) All the parties named above will work collaboratively in support of the purpose of VUSU as outlined in Clause 3 of the VUSU Constitution, namely clause 3 of the Constitution
- (2) Elected members of VUSU affiliated college societies will work in support of the Constitution, to the extent that it does not contradict the VUSU Constitution.
- (3) Elected members of VUSU Association's will work in support of the associated Body's Constitution, provided it does not contradict the VUSU Constitution.
- (4) Governing members including office bearers, will not breach the requirements of the VUSU Constitution, and in particular will fulfil the duties outlined at clause 46 of VUSU Constitution.
 - (a) To act honestly and in good faith;
 - (b) To exercise reasonable care and diligence;
 - (c) To act in the best interests of VUSU as a whole; and
 - (d) Not to knowingly or recklessly make improper use of either their position,

or information acquired by virtue of their position, so as to gain directly or indirectly any financial benefit or material advantage for themselves or any other person; or to cause a detriment to VUSU.

- (5) The provisions of rule 3(4)(d) apply also to former governing members including former office bearers.
- (6) Office bearers will work in accordance with the VUSU Office Bearer Regulations clause 30 of the Constitution, and with any work plans developed from time to time for their position.
- (7) VUSU members shall not engage in discrimination, sexual harassment or intimidation against another VUSU member, prospective member, member of VUSU staff or VU students or staff. For the purposes of the last sentence, “discrimination” is taken to mean direct or indirect discrimination on the grounds of nationality, race, gender identity, sexual orientation, age gender identity, disability, marital status, parental status or status as a carer, physical features, political belief or activity, pregnancy or religious belief or activity.

(8) VUSU members will not misuse, damage or steal VUSU property, resources and equipment.

(9) All members are required to protect and enhance the reputation of VUSU, and refrain from conduct that is prejudicial and/or likely to bring the VUSU into disrepute.

(10) All individuals referred to in rule 2 who produce material for Student Union publications must:

- (a) Ensure that content is in line with Clause 25 (2) (d) of the Constitution and the requirements of these Regulations; and
- (b) Provide access for the General Secretary to the material prior to publication.

4. Victoria University Policies

(1) As members of the Victorian University community, all individuals referred to in rule 2 are bound by Victoria University and other documents relating to conduct, including but not limited to:

- (a) The Student Charter Policy;
- (b) University’s Student Misconduct Procedure;
- (c) Student Misconduct Regulations 2014;

- (d) the University's Sexual Harassment Response Policy;
- (e) Sexual Assault Response Policy, Discrimination and Harassment Prevention and Management Policy;
- (f) Discrimination, Sexual Harassment and Bullying Prevention and Management Procedure

5. Coverage

(1) The requirements of VUSU members described above apply:

- (a) At VUSU premises, on Victoria University campuses and beyond;
- (b) At VUSU related activities including on and off campus VUSU events, conferences, work lunches and Christmas parties;
- (c) Inside and outside of normal VUSU and Victoria University working hours; and
- (d) To activity on social media and other forms of electronic media

6. Eligibility to Stand and to Hold Office

(1) Only members who are students are eligible to stand for office and to hold office as an elected student

representative of VUSU and its associated bodies, or as a member of College Society Executive body, as set out in clauses 13 and 50 of the VUSU Constitution.

- (2) Individuals who are elected to office whilst a student, but whose enrolment subsequently lapses or is relinquished, must immediately advise the General Secretary and the President of their change in status, and are no longer eligible to remain in their elected office.
- (3) VUSU is entitled to seek information from the University about a student's enrolment status:
 - (a) To determine a student's eligibility to stand for election, and
 - (b) To determine a student's eligibility to take up office or remain in office after the election
- (4) Removal from office of an elected representative who is no longer a student can be determined by the Executive. Action under this rule does not require Disciplinary Committee to be convened, nor do individuals removed from office under this rule have any rights appeal.

7. Information and Education

- (1) VUSU will use its best endeavours to promote this Code of Conduct Regulation to all parties named in rule 1.
- (2) Executive VUSU Office Bearers, or where appropriate the Executive Officer, will discuss with the member/s concerned any alleged or apparent breaches of the Code of Conduct in the first instance, and every effort will be made to resolve issues at the level.

8. Disciplinary Action

- (1) Where those discussions fail to resolve an issue, or where breaches of this Code are of a very serious nature, the provisions of the VUSU

Disciplinary Regulations may be invoked.

9. Interpretation

- (1) Where relevant, words and phrases used in these regulations take their meaning from their definition or use in the VUSU Constitution.
- (2) The Word:
“Clause” refers to a provision in the VUSU Constitution; and
“Rule” refers to a provision in these VUSU Code of Conduct Regulations.
- (3) “VUSU body” refers to all Committees, Associations, College Societies and other bodies established under Parts 6, 7, 8, 9 of the VUSU Constitution.

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Drafted: 07 November 2018

Responsible Person: Executive Officer

Date Effective: 22 November 2018