

LTSU Code of Conduct Regulations

1. Authority

These Code of Conduct Regulations are made by the Student Council of La Trobe University Student Union Inc. (LTSU) pursuant to Clause 33.1 of the LTSU Constitution.

2. Application

2.1 This Code of Conduct applies to all categories of members described in the LTSU Constitution, other than Life Members. For clarity, the Code of Conduct applies to:

- 2.1.1 Members who have been elected to LTSU governing bodies (that is, governing members);
- 2.1.2 Members who have been elected to the Committees of LTSU Associated bodies.
- 2.1.3 Members who hold Executive positions on LTSU affiliated Clubs and Societies; and
- 2.1.4 Members who have applied for and been admitted to membership in accordance with the LTSU Constitution and Membership Regulations.

3. Standards of Conduct

3.1 All the parties named above will work collaboratively in support of the purpose of LTSU, as outlined in Clause 3 of the LTSU Constitution, namely:

[T]o advance the education of students at La Trobe University by:

- 3.1.1 Enhancing the learning experience of students while at the University;
- 3.1.2 Promoting the interests and welfare of students;
- 3.1.3 Representing students within and outside the University;
- 3.1.4 Co-ordinating and supporting the activities of students; and
- 3.1.5 Providing amenities and services for students, other members of the University community and the public.

3.2 Elected members of LTSU affiliated Clubs and Societies Committees will work in support of their Club's Constitution, to the extent that it does not contradict the LTSU Constitution.

3.3 Elected members of LTSU Associated Bodies Committees will work in support of the Associated Body's Constitution, provided it does not contradict the LTSU Constitution.

3.4 Governing members, including office bearers, will not breach the requirements of the LTSU Constitution, and in particular will fulfil the duties outlined at Clause 50.1 of the Constitution (and the similar duties in the *Associations Incorporation Reform Act 2012* (Vic)), namely:

- 3.4.1 To act honestly and in good faith;
- 3.4.2 To exercise reasonable care and diligence;
- 3.4.3 To act in the best interests of LTSU as a whole; and
- 3.4.4 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 LTSU.

3.5 The provisions of rule 3.4 apply also to former governing members including former office bearers.

3.6 Office bearers will work in accordance with the LTSU Office Bearer Regulations, and with any work plans developed from time to time for their position.

3.7 LTSU members shall not engage in discrimination, sexual harassment or intimidation against another LTSU member, prospective member, member of LTSU staff or La Trobe University 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, 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.

3.7 Members of an LTSU body who have a material personal interest in a matter being considered at a meeting of the body must act in accordance with the "Conflict of Interest" requirements outlined in Clause 67 of the LTSU Constitution.

3.8 LTSU members will not misuse, damage or steal LTSU property, resources or equipment.

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

3.10 All individuals referred to in rule 2 who produce material for Student Union publications

must:

3.10.1 ensure that content is in line with Clause 78.1 of the Constitution and the requirements of these Regulations; and

3.10.2 provide access for the General Secretary to the material prior to publication.

4. La Trobe University Policies

4.1 As members of the La Trobe University community, all individuals referred to in rule 2 are bound by La Trobe University policies and other documents relating to conduct, including but not limited to:

4.1.1 the Student Charter of Rights and Responsibilities

4.1.2 the Student Behaviours Policy

4.1.3 the General Misconduct Statute

5. Coverage

5.1 The requirements of LTSU members described above apply:

5.1.1 at LTSU premises, on La Trobe University campuses and beyond;

5.1.2 at LTSU related activities including on and off campus LTSU events, conferences, work lunches and Christmas parties;

5.1.3 inside and outside of normal LTSU and La Trobe University working hours; and

5.1.4 to activity on social media and other forms of electronic media.

6. Eligibility to Stand for and to Hold Office

6.1 Only members who are students are eligible to stand for office and to hold office as an elected student representative of LTSU and its associated bodies, or as a member of a Club and Society Executive body, as set out in clauses 14.2 and 54.1 of the LTSU Constitution.

6.2 Elected student representatives at LTSU's regional associated bodies are not required to be members if the associated body concerned does not run a membership program.

6.3 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.

6.4 LTSU is entitled to seek information from the University about a student's enrolment status:

6.4.1 to determine a student's eligibility to stand for election; and

6.4.2 to determine a student's eligibility to take up office or remain in office after the election.

6.5 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 a Disciplinary Committee to be convened, nor do individuals removed from office under this rule have any rights of appeal.

7. Information and Education

7.1 LTSU will use its best endeavours to promote this Code of Conduct Regulation to all parties named in rule 1.

7.2 Senior LTSU Office Bearers, or where appropriate LTSU staff, 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 that level

8. Disciplinary Action

8.1 Where those discussions fail to resolve an issue, or where breaches of this Code are of a very serious nature, the provisions of the LTSU Disciplinary Regulations will be invoked.

9. Interpretation

9.1 Where relevant, words and phrases used in these regulations take their meaning from their definition or use in the LTSU Constitution.

9.2 The word:

9.2.1 "clause" refers to a provision in the LTSU Constitution; and

9.2.2 "rule" refers to a provision in these LTSU Code of Conduct Regulations.

9.3 "LTSU body" refers to:

9.3.1 all committees and other bodies established under Part 9 of the LTSU Constitution, including Associated Bodies recognised by LTSU under Clause 45 of the Constitution.

9.3.2 all LTSU affiliated clubs and societies