



# Student Union Society Conduct Policy

EFFECTIVE: April 9 1999

AMENDED: March 21 2014

---

AUTHORITY: Governance Committee

RATIFIED BY: Board of Directors

---

RELATED DOCUMENTS:

- Conference Policy
  - Confidentiality Policy
  - Responsibilities of a Board member
- 

**Purpose:** The purpose of this Policy is to establish a Code of Conduct that is integral in promoting teamwork, mutual respect and a healthy working environment.

### **1.0 General Conduct:**

1.1 SUS Board Members, Executive Members, employees and volunteers will conduct themselves in a respectful, professional and courteous manner when engaging in any business or role on behalf of The Society.

### **2.0 Office Conduct:**

2.1 The office is the chief workplace of the Society. That work is best done in a friendly, respectful atmosphere and, therefore, all members should endeavor to contribute to this atmosphere by adhering to the following principles.

2.2 Respect all Society Board members, Executive Members, Employees, and other persons working or present in the office of The Society.

2.3 Refrain from loitering in the office during peak office hours.

2.4 Understand that the business of The Society takes priority over personal, recreational or social interaction in the Office.

2.5 All members of the Board and employees will refrain from using alcoholic or abusive substances when performing Society business in any capacity on or off campus.

2.5.1 When members are attending events where alcoholic beverages are served, representatives may consume alcohol responsibly and in moderation, provided that Members of The Society are not acting in a capacity where they are required to act in a sober state of mind.

### **3.0 Society Board Meeting Conduct**

3.1 In order for The Society to conduct business in the most efficient and productive manner, members attending Board meetings, committee meetings, and general meetings must:

- 3.1.1 Comply in all respects with any relevant Bylaws and Policies;
- 3.1.2 Refrain from the use of offensive language, comments, and other disrespectful or rude conduct;
- 3.1.3 Ensure that regrets are sent and noted if members cannot attend meetings;
- 3.1.4 Enter all meetings prepared and on time;
- 3.1.5 Attempt to remain for all discussion until scheduled breaks are called.

3.2 Board Members are responsible for all business dealt with during the meeting and therefore should stay for the entire meeting. In the event where timeliness is impossible or a member must leave early, they should make every effort to notify the Board Chair prior to the meeting time.

#### **4.0 Representing The Society:**

4.1 Only the Executives represent the Society in an official capacity with provincial and national organizations, agencies, organizations, government departments, professional associations, and UFV;

4.2 While conducting any SUS business and while on any UFV campus, SUS Executives and representatives will conduct themselves in a respectful, professional and courteous manner. This has particular importance when representing The Society to others;

#### **5.0 Breach of this Policy**

5.1 The Executives and Board members of SUS are held accountable to this policy by the SUS Board.

5.2 All student and permanent staff are accountable to their employment contracts and applicable staff procedures.

5.3 Any disciplinary action taken against a Board or Executive member can be appealed to the SUS Board.

5.4 Any disciplinary action taken against a student or permanent staff member can be appealed to the Executive Director.

5.4.1 When the Executive Director initiated the disciplinary action, the decision can be appealed to the Executive Committee.