

Leeds University Club and Society Social Guidelines 21/22

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How to use this document:

Step 1: Read through the sections - all the information here is to support you, not tell you what to do

Step 2: Any questions? Get in touch with your [Development and Engagement Coordinator](#) for your category.

Step 3: Core officers need to commit to the guidelines by signing at the end of the document.

Step 4: Upload this signed document to LUU Engage

Overview

These social guidelines will help you understand the do's and don'ts for your Society-organised socials and guide you through what is reasonable behaviour when participating in any activity or event under the name of Leeds University Union (LUU) and/or your Club or Society.

LUU's primary concern is always the welfare of students and protecting those that lead our Clubs and societies.

These guidelines will help you keep everyone safe and look after the wellbeing of everyone during events and socials.

Please read this document carefully, these guidelines are part of your Club or Society constitution.

What is an organised event?

Your activity or event is considered as 'organised' if it matches any one of these criteria:

1. It is branded in any way as being affiliated with the Club or Society, LUU or the University of Leeds

2. Publicised in any way by the Club or Society as a Club or Society activity/event/social (including online)
3. Funded in part or whole by LUU, the University of Leeds or through your LUU account
4. Requires the use of equipment owned by the Club or Society or LUU
5. Group transport is booked through LUU
6. Clothing that identifies or affiliates you with your Club or Society or LUU or the University of Leeds

Committee responsibilities

As Club or Society Core-Committee members, you are responsible for the welfare of all your members. The Committee is responsible for sharing these expectations and guidelines with all members.

You are also responsible for looking after any disciplinary or legal processes which may arise.

In summary, the Committee are responsible for:

1. A duty of care to all Society members to ensure their health and safety
2. Minimising hazards as much as possible, including those associated with social events
3. Ensuring all members are drinking responsibly at all socials which include alcohol
4. Educating and informing members of the expectations when representing the Club or Society
5. Fully investigating any incidents through your constitution and reporting these to the Activities Team
6. Ensuring compliance procedures are up to date, which include:
 - a. The Constitution
 - b. Risk Assessments
 - c. Code of Conduct and Code of Practice applicable to Gryphons Clubs

Behaviour we encourage

We want you to enjoy your events and socials as a Club or Society and we of course encourage you to have a good time. Here's a few ideas on how you can do this:

- Organise activities and events to promote socialisation within the Club or Society
- Aim to make events as inclusive as possible to all members and students; this includes hosting a range of events, thinking of innovative ideas and not relying primarily on alcohol-focused events
- Be mindful of access, inclusivity and equality when organising events
- If drinking alcohol, drink responsibly and encourage other members to do so
- Respect members of the public, public and private property and public spaces

We encourage you and your members to use acceptable language. This includes using language that is respectful, appropriate and inclusive; the type of language you would use in a professional setting or academic classroom.

- By respectful language we mean that you and your members engage with each other, are interested in what is being said and value everyone's contributions. By actively listening and then responding to each other, we create opportunities for understanding and harmony. It is important to use non-judgemental words and phrases.
- Appropriate language means you and your members are aware of the context of your environment and use language that is suitable to the situation.
- Inclusive language means you and other members create an environment in which any individual or group can participate and feel a sense of belonging, irrespective of their identity, background, or [protected characteristics](#).

Behaviour we do not want to see

To ensure all students love their time at Leeds there are a few behaviours we do not condone and which will result in disciplinary action:

- Organising and carrying out any initiation
- Discriminating against an individual or group [based on one or more of their protected characteristics](#)
- Urinating, defecating or vomiting in public or anywhere other than a toilet
- Public nudity
- Property damage and/or misuse
- Any form of sexual harassment
- Bringing the reputation of the University of Leeds, LUU or your Club or Society into disrepute

LUU has a zero tolerance policy towards sexual harassment and further information, including how to report incidences, can be found further below in this document. Sexual harassment is defined as:

- Any form of unwanted verbal behaviour. This includes sexual comments, unwanted questions & derogatory sexual remarks. These can be both explicit and implicit; communicated through tone of voice, using generic obscenities or euphemisms.
- Any form of unwanted non-verbal behaviour; an example of this type of improper personal behaviour is wolf whistling.
- Any form of physical conduct of a sexual nature which creates an intimidating, hostile, or offensive environment. Examples of this include 'groping, pinching & lifting up a skirt.

Digital Communications

We want you to use digital media to the best of its ability but need you to make sure you use it appropriately. This includes all social media apps (Facebook, Instagram, TikTok, and so on), meeting platforms (Zoom, and so on) and chat platforms (including WhatsApp, emails, Discord, and so on).

All content on Society and Club channels fall under these guidelines.

It is worth bearing in mind that Twitter, Facebook and Instagram posts can be public or shared by any followers.

Please ensure that all content is appropriate and does not bring your Club or Society, LUU or the University of Leeds into disrepute.

Committees are responsible for reporting and investigating any incidents of abuse or bullying towards their members on social media.

Otley Run and pub crawls

Pub crawls, including the Otley Run, are an organised event and fall under the same guidelines as above.

It is important to be aware that even if an Otley Run or pub crawl is organised by a group of friends who are all part of an LUU Club, it will still be classified as an organised event if any in the group are:

1. Wearing identifiable features or clothing
2. Promoting the event through your Club social media channels

Tours and trips abroad

All tours and trips will fall under these guidelines.

Committee members need to [complete and submit the trip information documents prior to going](#).

The same guidelines also apply to a group of friends who are going on trips abroad and representing the Club or Society.

Raising concerns

LUU is committed to ensuring all students in Clubs and Societies love their time at Leeds.

We want you to feel comfortable in every Club event.

If you have concerns about discrimination, harassment, drug and alcohol misuse or any other incidents or culture within your Club or Society, please reach out for support.

You can either contact the Activities Team via your [Development and Engagement Coordinator](#).

Or

LUU Advice on advice@luu.leeds.ac.uk

What happens if it goes wrong?

The majority of events and socials will happen without a hitch if well organised. Sometimes however, issues occur and LUU can support you to find a solution.

Internal guidelines

If you believe a member or group of members have breached these guidelines you need to go through your own internal Club or Society disciplinary process following the LUU Good Practice Guidelines and constitution.

You must inform the Activities Team as soon as this process starts. The Activities Team is impartial and can help guide parties through the process, ensuring fairness.

Your Society and Club constitution details the complaints process which must be followed. This section cannot be edited.

If the situation is one which you are not familiar with, or of a serious nature, please speak to the Activities Team for advice and support.

Any decision to suspend or expel a member of your Club needs to be supported by the Activities Team.

The member(s) being suspended or expelled should then be informed in writing, detailing the reasons why they have been suspended and/or expelled. Members can appeal the decision, escalating to the Activities Executive.

LUU guidelines

LUU has its own disciplinary process for Clubs and Societies and the Activities Team will become involved if:

1. The incident affects or involves the whole Club and Committee members are also implicated
2. The outcome of the disciplinary is deemed unsatisfactory by the Activities Team
3. The Club requests support from the Activities Team

LUU sometimes receives complaints directly and will notify the Club of any incident, requesting to be informed of the process and outcome of the internal process.

Where the incident affects the whole Club or Committee members, LUU will start its own disciplinary process immediately.

For more information, please see the LUU Bye Laws.

Zero Tolerance to Sexual Harassment

LUU and the University do not tolerate any form sexual harassment. We have both policy and campaigns in place that aim to eradicate it and support anyone who has experienced it.

[Find out more information here.](#)

Zero Tolerance to Hate Crime

LUU and the University do not tolerate any form of Hate Crime. LUU's Draw the Line campaign aims to end harassment our students can face while studying in Leeds.

[Find out more information here.](#)

Getting home safely

Getting home safely is very important. Please let members know about the following information and display it on your Club or Society social media pages.

The Night bus service

You can book in the Union Foyer with services running from 6pm for just £1.

Street Angels

Volunteers operate from Holy Trinity Church every Friday and some Saturdays from 10pm-3am. They will help get you home.

Amber Cars

Includes a card scheme in case you run out of money - ask at Help desk for more information or look [here](#).

Alcohol and Drugs

[LUU's Alcohol Policy can be found here.](#)

LUU and the University of Leeds have signed up to the NUS Drugs Impact Award and while currently the University of Leeds has a zero tolerance policy on illegal drug taking, we are in the process of developing a Drug Harm Reduction policy and a harm reduction approach to drugs.

If you are found to be in possession of illegal substances or involved with illegal drug activities on University premises you may face disciplinary action that may include:

1. Eviction from University halls of residence
2. Suspension or expulsion from the University
3. Your activities being reported to the police

You can seek advice and help from LUU Advice - in the Union Foyer or by emailing advice@luu.leeds.ac.uk

Where to get help

There are a number of places you can go to get help and support for your health and wellbeing, drug and alcohol use or any addiction.

LUU Advice - Union Foyer

Monday – Friday, 9:30am – 5pm

0113 3801 290 or advice@luu.org.uk or [online here](#)

Nightline – only during term time

0113 380 1381 (listening service) or 0113 380 1380 (information service)

Leeds Student Medical Practice

4 Blenheim Court, Blenheim Walk, Leeds, LS2 9AE

0113 295 4488

Leeds Club Drug Clinic

Free NHS service for concerns about your Club's drug use

0113 855 9540

Samaritans

Confidential, emotional support

116 123 or jo@samaritans.org

Talk to Frank

Confidential and free offering support available 24 hours a day, 365 days a year
0800 77 66 00 or [online here](#)

West Yorkshire Police

[Online help and advice here.](#)

University of Leeds

[Online help can be found by searching here.](#)

Signatures

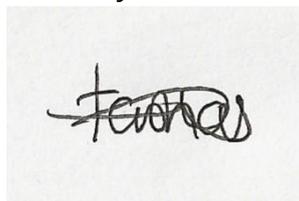
Please sign and date to confirm you agree and understand the LUU Social Guidelines.
(Add further Committee members that are applicable to your Society)

Club or Society Name: **Japanese Society**

President / Club Captain: Mika Shirahama



Secretary: Natasha Nejo 27/08/2021



Treasurer: Ryan Devlin 27/08/2021



Careers Secretary: Ryoto Miyake 27/08/2021



Social Secretary: Ruxanda Onofrei 27/08/2021



Date: 27/08/2021

Uploading a signed copy to your LUU webpage and LUU Engage is a requirement of running a Club or Society.