

Club and Society Code of Conduct



Definitions

Throughout this document, the terms *Club/Society* may be used interchangeably and refer to any LUU student-led group recognised by LUU.

Purpose

This Code of Conduct sets out the expectations for all members and participants involved in LUU-affiliated Clubs and Societies. It applies to behaviour during organised activities, events, trips, competitions, socials, online spaces, and when representing your Club or Society in any capacity.

The purpose of this Code is to:

- Create safe, inclusive, and welcoming communities
- Protect the wellbeing of members and participants
- Promote positive behaviour and responsible leadership
- Ensure Clubs and Societies represent LUU and the University of Leeds positively

All members share responsibility for upholding this Code. Breaches may result in disciplinary action under Club and Society disciplinary procedures, LUU disciplinary procedures, University disciplinary procedures, or other applicable processes.

Our Values

Inclusive

We create welcoming environments where members feel respected, safe, and able to participate as their authentic selves. We value diversity, listen to different perspectives, and continuously improve how inclusive our communities are.

Fun

We create positive experiences where members can enjoy themselves, build friendships, and participate in activities in a safe and supportive environment.

Empowering

We encourage members to develop skills, confidence, and leadership. We support members to shape their Club or Society and contribute positively to the wider student community.

Scope of the Code

This Code applies to all organised Club or Society activities, events, communications, and conduct connected to an LUU-affiliated Club or Society, including interactions involving members, participants, guests, members of the public, staff, volunteers, officials, and external partners.

An activity may be considered organised where it:

- Is promoted, advertised, or discussed as a Club or Society activity or social
- Uses Club, Society, LUU, or University branding, identity, or affiliation
- Uses LUU, University, or Club/Society funding or resources
- Uses Club/Society or LUU equipment, facilities, storage, or spaces
- Involves transport, accommodation, or bookings organised through the Club, Society and LUU
- Involves committee members acting in their role
- Takes place within official Club or Society communication channels or digital communities
- Involves members representing the Club, Society, LUU, or the University of Leeds
- Could reasonably be perceived as connected to the Club or Society

This includes, but is not limited to:

- Meetings and training sessions
- Competitions and fixtures
- Socials and trips
- Residentials and tours
- Digital platforms and communications
- Informal activities organised under the Club or Society name

Members should be particularly mindful during higher-risk activities such as trips, socials involving alcohol, off-campus events, initiations-related behaviour, and international travel.

Expected Behaviour

Members are expected to:

- Treat others with respect and dignity
- Contribute to a safe, welcoming, and inclusive environment

- Follow health and safety guidance, risk controls, and committee instructions
- Take reasonable care of themselves and others
- Act responsibly if consuming alcohol
- Respect public spaces, venues, property, and local communities
- Use language that is respectful, appropriate, and inclusive
- Represent their Club or Society, LUU, and the University positively
- Raise concerns or report incidents appropriately

Unacceptable Behaviour

The following behaviours are not acceptable and may result in disciplinary action under Club and Society disciplinary procedures, LUU disciplinary procedures, University disciplinary procedures, or other applicable processes.

Safety and Harm

- Organising, encouraging, or participating in problem initiations or hazing
- Dangerous, reckless, or irresponsible behaviour
- Ignoring safety instructions or agreed risk controls
- Behaviour that places others at risk

Harassment, Bullying and Discrimination

- Bullying or intimidation
- Discrimination based on protected characteristics
- Harassment, including sexual harassment
- Threatening, abusive, or degrading behaviour

Conduct and Reputation

- Public nudity
- Urinating, defecating, or vomiting in inappropriate public spaces
- Property damage, vandalism, or misuse
- Careless, negligent, or unsafe use of facilities, rooms, venues, equipment, or resources
- Theft, unauthorised use, or misuse of Club, Society, LUU, University, or third-party property
- Failure to respect shared spaces, including leaving spaces unsafe, excessively untidy, or unsuitable for other users
- Conduct that reasonably risks reputational harm to the Club or Society, Leeds University Union, or the University of Leeds.

Digital Conduct

The standards within this Code also apply to:

- Social media platforms (including Instagram, RedBook)
- Digital communication tools (including WhatsApp, Discord, WeChat)
- Online meetings and digital communities

Members must not:

- Bully, harass, or target others online
- Share discriminatory, offensive, or inappropriate content
- Post content that damages the reputation of the Club, Society, LUU, or University
- Misuse official Club or Society communication channels

Committee Responsibilities

Committees are responsible for leading by example and supporting the implementation of this Code.

Committees are expected to:

- Ensure all members are aware of and understand the Code of Conduct; communicating expectations clearly to members
- Promote safe, inclusive, and respectful cultures
- Take reasonable steps to minimise risk and support wellbeing
- Respond appropriately to concerns, complaints, or incidents
- Escalate serious concerns to Student Groups where necessary
- Follow constitutional and disciplinary procedures fairly and consistently

Reporting Concerns:

Members are encouraged to report concerns, incidents, or breaches of this Code to:

1. Their Club or Society committee
2. Activities Executive/ Engagement and Development Officer
3. Student Groups Team

Concerns in the first instance should normally be addressed to the club/society committee. Serious, high-risk, safeguarding, discriminatory, or repeated concerns may be escalated directly to a higher level where appropriate.

Breaches and Disciplinary Action

Breaches of this Code may be addressed through:

- Informal intervention, education, or restorative conversations
- Warnings or behavioural agreements
- Club or Society disciplinary or investigation processes in line with the club/society Constitution.
- Sanctions relating to campus space use and bookings as outlined in Appendix A

- Referral to the Activities Executive .
- Referral into LUU or University disciplinary procedures under Bye-Law 8

Committees are expected to respond appropriately, fairly, and proportionately to concerns raised within their club/society. Serious, repeated, high-risk, discriminatory, or safeguarding-related concerns may be escalated directly to Student Groups, the Activities Executive, LUU, or the University.

Investigations and disciplinary processes should be conducted in line with the relevant Club or Society Constitution, LUU policies, and principles of fairness, impartiality, and proportionality.

Appendix A – Campus Space Use and Bookings

Booking Responsibilities

- Rooms must be booked through the approved systems by authorised committee members only.
- Bookings must include accurate and complete event information.
- Clubs and Societies must not book under another Club's name or misrepresent the nature of activities.
- Unused bookings should be cancelled promptly
- Any significant changes to bookings or activities should be communicated appropriately to relevant staff teams.

Use of Spaces

Members and committees must:

- Use rooms and spaces only for their approved purposes
- Leave spaces clean, tidy, and reset appropriately
- Follow venue-specific rules, staff instructions, and health and safety guidance
- Respect room capacities, fire exits, and emergency procedures
- Report damage, incidents, safety concerns, or near misses promptly

Conduct in Spaces

Members must:

- Treat staff, visitors, and other users respectfully
- Avoid disruptive, unsafe, or inappropriate behaviour
- Respect shared environments and facilities
- Use equipment, facilities, and resources responsibly and safely
- Avoid careless, negligent, or reckless behaviour that may damage spaces or equipment

- Alcohol, discriminatory behaviour, unsafe conduct, misuse of facilities, or damage to spaces or equipment may result in disciplinary action or booking restrictions.

Breaches and Sanctions

The Student Groups Team may investigate breaches relating to room bookings, facilities, or space use. Sanctions will be determined based on the severity of the behaviour, intent, frequency or repetition, actual or potential impact, cooperation during the investigation process, and any mitigating or aggravating factors. Clubs and Societies will normally be given an opportunity to respond before sanctions are applied.

Level	Example Breaches	Possible Sanctions
Minor	Late cancellation, no-show, untidy room, minor disruption	Warning; 1–2 week booking restriction
Moderate	Repeated minor breaches (e.g. 2 or more minor breaches within one term), unauthorised use, disrespect to staff	Any previous sanctions and/or mandatory training; up to 4-week booking restriction; cancellation of pre-existing bookings; removal of block booking privileges
Serious	Property damage, bullying, significant health & safety breaches, repeated moderate breaches	Any previous sanctions and/or term-long booking restriction; referral to LUU Disciplinary (Bye-Law 8)
Severe	Discrimination, violence, repeated serious breaches	Any previous sanctions and/or referral to LUU/University Disciplinary procedures (Bye-Law 8)

Societies may appeal sanctions in writing within five working days. Appeals will be reviewed by the Activities Executive.

Appendix B – Sexual Harassment, Communication and Respectful Interaction

Sexual Harassment

LUU operates a zero-tolerance approach to sexual harassment within Clubs and Societies.

Sexual harassment is any unwanted behaviour of a sexual nature which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. A person's intention does not override the impact their behaviour has on others.

Sexual harassment includes, but is not limited to:

- 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 non-verbal behaviour is wolf whistling.
- Any form of unwanted physical conduct of a sexual nature. Examples include groping, pinching, kissing, touching, or other non-consensual physical contact of a sexual nature.

Sexual harassment can occur in person or online, including through digital communications, during socials, trips, training, competitions, or meetings, and may involve members, participants, guests, staff, or members of the public.

Members must respect personal boundaries, seek and respect consent, stop behaviour immediately if asked, take concerns raised by others seriously, and be open to feedback, reflection, and positive behaviour change.

Committees are expected to respond appropriately to concerns, escalate serious incidents to Student Groups and/or Report and Support, prioritise member safety and wellbeing, and help create cultures where inappropriate behaviour is identified, challenged, and addressed early.

Communication and Interaction Styles

LUU recognises that members communicate, socialise, and participate in different ways. Clubs and Societies should create environments where people feel respected regardless of communication style, confidence, background, disability, or neurodivergence.

Not all members will:

- Communicate in the same way
- Understand social cues in the same way
- Feel comfortable in loud or fast-paced environments
- Interpret humour, sarcasm, tone, or directness similarly
- Process information, feedback, or conflict at the same speed

Members are encouraged to:

- Communicate clearly, respectfully, and constructively
- Assume positive intent where appropriate
- Be patient and understanding with others
- Avoid unnecessarily aggressive, mocking, exclusionary, or hostile communication
- Respect when someone asks for clarification or support

- Recognise that different communication styles are not inherently rude or inappropriate

Committee members should:

- Create inclusive spaces for participation
- Give clear expectations, instructions, and communication
- Avoid clique behaviour or communication styles that exclude others
- Consider accessibility in meetings, events, activities, and digital communication.
- Address communication concerns supportively, fairly, and proportionately

Reasonable Adjustments

Clubs and Societies should take reasonable steps to reduce barriers to participation and support accessibility wherever practical and proportionate.

A reasonable adjustment is a change made to remove or reduce disadvantage experienced by a disabled or neurodivergent person, or someone with additional support needs.

Reasonable adjustments may include:

- Providing information in advance or in alternative formats
- Using clear and direct communication
- Allowing additional processing or response time
- Considering quieter or lower-sensory environments where possible
- Providing flexibility around participation methods
- Making members aware of schedules, expectations, or changes in advance
- Supporting access needs within activities, meetings, and events where reasonably practicable

Members are encouraged to communicate support needs where they feel comfortable doing so. Committees should approach these conversations respectfully, confidentially, and in good faith.

LUU recognises that misunderstandings can occur, particularly in diverse communities. Members are expected to engage with concerns maturely, respectfully, and constructively.

Signatures

By signing below, you confirm that you:

- Have read and understood the Code of Conduct
- Agree to uphold these expectations
- Will communicate these expectations clearly within your Club or Society

Club/Society Name:	IHP Society
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President	
Name:	Reuben Mckenzie Lamont
Signature:	
Date:	16/06/26

Secretary	
Name:	Annabella Okatan
Signature:	
Date:	15 / 06 / 26

Treasurer	
Name:	Lauren Titchener
Signature:	
Date:	24/06/26



Code of Standards

In order to hold any office at LUU, either elected or appointed, you must agree to the Code of Standards below, recognising that you are held to this standard throughout your time as an Office Holder, and breaches of this standard may result in your removal.

The Code of Standards for LUU Office Holders is based on the Nolan Principles - a set of ethical standards expected of all public office holders - and by the LUU governing documents.

Integrity

Office Holders will act with integrity, ensuring their decisions and actions are consistent and accurate.

Objectivity

Office Holders will set aside their biases to ensure that they lead the Society in an objective way. If an Office Holder feels they cannot be objective for any reason, they will declare this as a 'conflict of interest' and will step away from the conversation, decision, or activity in question.

Selflessness

Office Holders will not make decisions or take actions on the basis of self-interest but will ensure that all LUU members are considered and their views taken into account, regardless of any liberation or other characteristics with which the Office Holder does not personally identify.

Accountability

Office Holders will be accountable for their actions, and for the actions and decisions of their whole decision-making group (for example the whole Activities Executive, or a whole Society committee), even where they may not have personally participated.

Openness

Office Holders will be open with LUU and with members. While some decisions may need to be made 'behind closed doors', Office Holders will not take actions without ensuring that the appropriate LUU staff are properly informed, and will not prevent members from accessing any information it is their right to access.

Honesty

Office Holders will act honestly, and will not engage in activity which is dishonest or deceptive. Office Holders will disclose to LUU any details which might make them unsuitable to hold office, which include, but are not limited to:

- Outstanding or unspent legal convictions
- Involvement in ongoing disputes or incidents involving the police
- Involvement in ongoing disputes with a department of LUU, or with the University
- Relationship to any company or organisation with which LUU or an affiliated group (for example a Club or Society) has regular contact, in

particular if the company or organisation benefits financially from this contact

These situations do not necessarily prevent an individual from holding office, but failure to disclose these issues is considered a breach of the code of standards.

Leadership

Office Holders must fulfil their role as leaders for their given cohort, recognising this means assuming responsibility for the actions of the cohort as a whole. Office Holders, as leaders, are expected to lead members in positive behaviours and to manage any issues of conduct which arise within their given cohort, or between their cohort and other LUU groups.

Signatures

By signing below, you confirm that you:

- Have read and understood the Code of Standards
- Agree to uphold these standards
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