

CHRIST CHURCH
**STUDENTS'
UNION**



**'to better student life and enrich student experiences
at Canterbury Christ Church University'**

TRUSTEE AND ELECTED REPRESENTATIVES CODE OF CONDUCT

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| Officer Champions | Students' Union President President (Education & Wellbeing) |
| Staff Champions | Managing Director Membership Services Manager |
| Approval bodies and date passed | Board of Trustees, 24th April 2015 |
| To be reviewed by | April 2018 |

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1. Preamble

- a. This Code of Conduct is intended to inform all elected and selected representatives of Christ Church Students' Union ('the Union' or 'CCSU') of their responsibilities with respect to being an officer and / or trustee of the Union.
- b. This Code of Conduct has been written with the aim of ensuring that all members have the best possible experience whilst studying at Canterbury Christ Church University ('the University').
- c. The Code also helps us to facilitate an environment where all users of CCSU's services, visitors, any member of the University community or any member of the communities in which our members live are treated with dignity, fairness and respect.
- d. All Representatives are required to adhere to this Code. Any breaches of this Code will be subject to the disciplinary procedures established in the Bye-Laws of Christ Church Students' Union.

2. Representatives

- a. Representatives refer to all those who hold an official position to represent students at the University and / or are members of the Board of Trustees of Christ Church Students' Union. These include Sabbatical Officers, Student Trustees (both elected and selected), Community Trustees, University Trustee, Union Council members and those elected to an official position in a Union Club, Society or Project. For the avoidance of doubt, the above also includes Representatives who have been elected but not yet assumed official office.

3. The Nolan Principles to which we live by

- a. **Honesty** – Representatives have a duty to declare any interest relating to their role

and take steps to resolve any conflicts that arise.

- b. Accountability** – Representatives are accountable for their decisions and actions.
- c. Leadership** – Representatives should promote and support these principles of leadership and lead by example.
- d. Objectivity** – in carrying out your role, Representatives should make decisions based on merit alone.
- e. Selflessness** – Representatives should make decisions for the good of the student body and not in order to gain financial or other benefit for themselves.
- f. Openness** – all decisions should be made as open and accessible to everyone, Representatives should be able to give reasons for their decisions and only restrict information when the wider interest demands.
- g. Integrity** – Representatives should not place themselves under obligation of a third party, which might influence their performance or decision making.

4. Our Values

- a. Student-led & democratic** - We are run by students, for students, and believe in the power of democratic and student-led decision making.
- b. Inclusive** - We value the diversity of our student body and the communities we live in. This, together with a commitment to equality of opportunity and actively removing barriers to participation ensures we have an accessible, inclusive and cohesive culture.
- c. Dependable & professional** - We pride ourselves on being a Union that students and our stakeholders can trust and rely upon, and being an organisation that staff and volunteers want to be a part of.
- d. Supportive** - The foundation of us as a union is to be there for our Members; to provide outstanding student opportunities and to encourage and embrace every student.
- e. Partnership** - We have a belief in collectivism and recognise we do not stand alone in our communities. To achieve the best outcomes for our Members we will work with others to achieve our mission and make a bigger impact.
- f. Respect** - We are respectful of our Members, partners, stakeholders and our team. We welcome and respect diverse views and recognise their importance in creating a healthy and vibrant student community.

- g. **Fun** - Student experiences should be safe, fun and enjoyable and we will engage with our Members on this basis and reflect this in all we do.

5. Code of Conduct

- a. All representatives will:
- i. conduct themselves in a reasonable, responsible and professional manner at all times, both personally and professionally, in recognition of their elected status, but particularly on Union or University premises, whilst using Union or University facilities or participating in any Union or University activity or event including Club and Society events wherever they are held or whilst representing or acting on behalf of the Union or University wherever this may be;
 - ii. Treat others with respect and dignity; treat them fairly and without unfair or illegal discrimination;
 - iii. Not offend others with foul language, antisocial or discriminatory behaviour;
 - iv. Not engage in activity or behaviour likely to bring the Union or University into disrepute;
 - v. Comply with the reasonable requests of staff and officers of the Union and the University;
 - vi. Actively support the Objects and Mission of the Union;
 - vii. Respect the confidentiality of others;
 - viii. Adhere to all relevant Union and University policies, which can be found on the Union or University's websites;
 - ix. Adhere to all collectively and / or democratically made Union decisions and support and respect the democratic process and structures of the Union;
 - x. Treat the environment, facilities and property with respect;
 - xi. Not interfere with other people's enjoyment of Union or University facilities, activities or services;
 - xii. Respect the confidentiality of any meetings where confidentiality is required whilst never using confidentiality as an excuse not to disclose matters that should be transparent and open;
 - xiii. Carry out the duties and responsibilities of their elected role in good faith;
 - xiv. Seek to be accountable for their role and submit to whatever scrutiny is appropriate and reasonable;
 - xv. Use Union resources responsibly and honestly;
 - xvi. Undergo any training required; and
 - xvii. Not act dishonestly or with intent to commit fraud.
- b. For the avoidance of doubt the above also apply to any digital communication and / or social media networks, either official accounts associated with an elected or selected position or personal accounts irrespective of any disclaimers.

6. Sabbatical Officers

- a. Sabbatical Officers are required to fulfil such duties as are specified in the Role Description for their position, all duties that are necessary to fulfil the Objects and

Mission of Christ Church Students' Union and to ensure the effective running of the charity.

- b. Sabbatical Officers must be eligible to be a trustee of a charity, the requirements of which [can be found on the Charities Commission website](#). If this is not the case they will be unable to run for any Sabbatical Officer position.
- c. Sabbatical Officers must be eligible to undertake full-time (37 hours per week) work in the United Kingdom and be able to provide documentation to prove this. If this is not the case they will be unable to run for any Sabbatical Officer position.
- d. Sabbatical Officers are required to attend all meetings of Union Council, General Meetings and all other meetings and committees as required to ensure the effective running of the Union and the representation and support of the membership.
- e. When in post Sabbatical Officers are entitled to remuneration in the form of an allowance to be paid monthly. The amount of remuneration will be considered by Union Council on an annual basis and ratified by the Board of Trustees, with the Sabbatical Trustees declaring a conflict of interest removing themselves from this decision. All Sabbatical Officers will receive equal remuneration, with the exception of elective pension contributions, regardless of their residential status or if they are a Sabbatical Officer in their first or second year of office.
- f. When in post Sabbatical Officers are obliged to work 37 hours in a working week and, if duties require it, to work in excess of these hours for short periods with the expectation this time will be 'repaid' in lieu at a future date.
- g. When in post Sabbatical Officers will be afforded the same holiday allowance as staff of the Union in their first year of employment.
- h. Prolonged absence without good cause or a failure to fulfil the duties as specified above shall result in Sabbatical Officers being held to account by the Board of Trustees and / or Union Council and / or a General Meeting as detailed in the Bye-Laws.

7. Trustees

- a. This section applies to Sabbatical Trustees, Sabbatical Trustees (Elect), Student Trustees, Student Trustees (Elect), Community Trustees and University Trustees.
- b. Over and above section 5 pertaining to Representatives, Trustees of the Union have enhanced responsibility, and in some instances a legal duty, to ensure their behaviour, actions, professionalism and conduct are exemplary at all times. This is both individually and collectively as the Leadership Team for Sabbatical Trustees and the Board of Trustees.

- c. This section forms part of the conditions of service of a Trustee and should be read in conjunction with the Sabbatical Trustee Contract (if applicable), Articles of Association, Bye-Laws and policies of Christ Church Students' Union.

8. Criminal Convictions

- a. All candidates for Trustee are required to declare whether they have criminal cautions, a pending charge or convictions on their Nomination Form as part of the nominations or recruitment and selection process. Spent convictions as detailed under the Rehabilitation of Offenders Act must also be declared. Candidates who do not declare these then they will not be eligible to go forward for election or selection. Failure to make an accurate declaration would be considered as grounds for removal from the election or subsequent elected or selected position.
- b. Cautions and convictions that should be disclosed relevant to the position of Trustee are:
 - i. Violent crime or assault;
 - ii. Financial irregularity – that shall include theft, fraud, deception to gain funds;
 - iii. Acts of discrimination – that shall include racism, homophobia and sexism;
 - iv. Acts of crime involving the use, possession or supply of controlled substances; and
 - v. Acts of crime involving sexual behaviour.
- c. Any candidate for a trustee position who has declared a criminal caution or a conviction will then be required to give details to a confidential panel. This panel shall consist of the Managing Director, the Students' Union President and the University Trustee.
- d. The Panel shall assess, under the terms stipulated by the Rehabilitation of Offenders Act and in accordance with this Code of Conduct, whether the offence is relevant to the position of Trustee of Christ Church Students' Union, and therefore whether the candidate shall be able to continue in the elections or be considered for selection.
- e. The candidate will be able to represent themselves at the Panel, and give evidence of any mitigating or extenuating circumstances concerning their caution or conviction.
- f. The decision of the Panel is final and there is no opportunity for appeal.
- g. If a criminal caution, charge or conviction is not declared at the time of nomination or application but is later revealed on the subsequent DBS check that all Trustees must undergo, the individual will be automatically disqualified, and unable to take up their position.
- h. If a Trustee is convicted of a crime or is receives a criminal caution whilst in office, they shall be subject to the enquiry procedure stated above. The charge, caution or conviction must be declared to the Managing Director within two days of the effective date. If the Trustee concerned is either the Students' Union President or University

Trustee, another Sabbatical Trustee shall be appointed by the Board to sit on the Panel.

9. Complaints

- a. The Union's Comments, Complaints and Feedback Policy details how to make a complaint about any Union service.
- b. The Union's Bye-Laws detail how to make a complaint against a Trustee, Representative, Club, Society, Project or any other complaint of a political nature.

10. Discipline of Union Representatives

- a. The Union's Bye-Laws detail the disciplinary process and possible sanctions for elected or selected Representatives, including Trustees, of the Union.
- b. If a Representative of the Union is also a student of Canterbury Christ Church University they are also subject to the University's Student Disciplinary Procedure and any other relevant codes or policies.