

Regulation 100.02: Student Governance Code of Conduct

01. Overview

1. The Student Governance Code of Conduct (hereafter referred to as the “Code of Conduct”) is a regulatory document for all actions and proceedings related to student representatives of the University of Alberta Students’ Union (hereafter referred to as “the UASU”).
2. Student representative(s) shall refer to members of Students’ Council and Student Representative Associations and outline the roles and responsibilities of student representatives at different levels of governance.
3. This code of conduct exists to create, enforce and protect equitable practices and spaces in UASU governance.

02. Purpose

1. This Code of Conduct is meant to guide and enhance the performance of student representatives in a positive and productive way. It provides consistent answers to common questions about appropriate decision-making by student representatives.
2. The Code of Conduct outlines firm standards of behaviour as statements of principle where necessary. It establishes that student representatives are accountable to themselves, the Students’ Council, any constituency that elected them, any other officials representing their constituency, and the entire UASU membership.

03. Roles & Responsibilities of Student Representatives

1. Students’ Council
 - a. Advocate for the interests of your faculty and also the entire student body.
 - b. Attend bi-weekly council meetings and be prepared to contribute to the discussion.
 - c. Have Respectful Conduct in UASU governance spaces.
 - d. Consult regularly with your constituents, Faculty Association and other Student Representative Association(s) when necessary, on matters affecting them.
 - e. Stay informed of issues affecting your constituents.
 - f. Disclose any Conflict of Interest and Conflict of Duty to the Speaker of Students’ Council.
 - g. Uphold the Confidentiality of in-camera meetings.
 - h. Hold the UASU executives accountable to the student body.
 - i. Collaborate with Councilors and executives to work towards the UASU Strategic Plan.
 - j. Work with Council to ensure a Students’ Council presence at student and University events.
 - k. Familiarize yourself with the committees of the Students’ Council and the work that they do.
 - l. Actively participate in the Students’ Council and on its standing committees.
 - m. Manage your council workload and ask for support when needed.
2. Student Representative Associations
 - a. Advocate for the interests of your constituents.
 - b. Adhere to all UASU Bylaws and Political Policies.
 - c. Hold the UASU executives and Students’ Council accountable to the student body.
 - d. Have Respectful Conduct in UASU governance spaces.
 - e. Consult regularly with constituents on matters affecting them.
 - f. Responsibly deliver programs and services to your constituents.
 - g. Consult regularly with Student Representative Associations of overlapping constituencies on how to collaboratively advocate for issues affecting these students.
 - h. Hold the Student Representative Association and their fellow elected representatives accountable for their actions.

04. Representing the University of Alberta Students’ Union

1. Student representatives represent the UASU when carrying out roles and responsibilities, including:
 - a. Meeting formally or informally with University staff, faculty, or government officials;
 - b. Attending or officiating at any formal event or meeting of the UASU;
 - c. Attending any university committee or governing body, as either a visitor or member;
 - d. Attending any UASU committee that makes them privy to confidential information;
 - e. Making financial decisions within the purview of their official role;
 - f. Interacting with Active Members in a way required by their official role;
 - g. Communicating with the media in their role as a student representative;
 - h. Participating in student club events in their role as a student representative;
 - i. Attending a social or professional function or meeting by virtue of their position;
 - j. When their action or inaction may reasonably be perceived to bring UASU membership into disrepute;
 - k. When interacting with UASU members in a way that could reasonably be perceived as relevant to their official role; or
 - l. As determined case-by-case with a two-thirds majority vote of the Students' Council.

05. Conflict of Interest

1. A student representative has a Conflict of Interest (as defined in [Bylaw 100, Section 03](#)) when they are in a position to influence a UASU or University decision that may result in real or perceived private benefit to themselves or a Direct Associate.

06. Conflict of Duty

1. A student representative has a Conflict of Duty when their responsibilities conflict with duties to other organizations.
2. A member of Students' Council shall disclose any real or perceived Conflict of Duty to the Speaker or Chair of their Standing Committee and the other organization(s) in question in a prompt and forthcoming manner.
3. Should a Students' Council representative disclose a potential Conflict of Duty, Students' Council shall decide by a two-thirds majority vote whether the official has a Conflict of Duty sufficient to prevent participation in a discussion or decision.
 - a. Representatives may, at their discretion, join and participate in organizations that help them fulfill their core roles and responsibilities.
 - b. Representatives do not automatically suffer from a Conflict of Duty by serving in General Faculties Council, student groups, or Student Representative Associations.
 - c. A real or perceived Conflict of Duty may constitute Professional Misconduct, particularly if it brings the UASU into disrepute.
4. In the interests of the welfare and reputation of UASU members, representatives should make every effort to serve all positions in or outside the UASU faithfully. Nevertheless, if a representative holds multiple representative positions, the responsibilities held as a Student Councilor take the highest priority.

07. Respectful Conduct

1. Student representatives shall maintain the highest standards of behaviour when they could reasonably be considered to represent the UASU. Within their roles and responsibilities, student representatives shall:
 - a. keep an appropriate standard of language regarding subject matter, profanity, and respect for all parties, and shall not engage in harmful gossip or slander;
 - b. represent the diverse needs of their constituents;
 - c. not unreasonably delay or impede official meetings and functions of the UASU or the University, such as by nuisance motions; and
 - d. be aware of and abide by all applicable UASU Bylaws and Political Policies.
2. Engaging in discrimination, harassment, or retaliation as defined in the University's Code of Student Behaviour constitutes Professional Misconduct under the Code of Conduct

08. Confidentiality

1. In keeping with the highest standards of integrity, student representatives shall respect the confidentiality of Students' Council or a Student Representative Association by:
 - a. Safeguarding sensitive legal, strategic, or personal information disclosed in confidence or accidentally;
 - b. Respecting the privacy of in-camera meetings;
 - c. Protecting information that affects the well-being of the UASU members;
 - d. Refraining from discussing details of contracts and business arrangements, including donations or terms of employment;
 - e. Safeguarding details of decisions, processes, investigations, or policy changes that have not yet been finalized or made public;
 - f. Not using confidential information in ways that may constitute Private Interest or Benefit; and
 - g. Properly disposing of confidential information.
2. Students' Council is the highest governing body of the Students' Union and acts in the best interests of the entire organization and the UASU membership. Therefore, if a student representative holds positions as a Student Councilor and an SRA Executive, the confidentiality of Student Council business supersedes any requirements imposed by a Councilor's role with any other student organization, including SRAs.
3. Complex questions of confidentiality, such as when personal safety or Conflict of Duty are involved, should be discussed with the Speaker of the Students' Council or the Chair of the Student Group Committee as appropriate.
4. A breach of confidentiality may constitute Professional Misconduct if it brings the UASU into disrepute or can be proven to be deliberate.

09. Compliance

1. General Principles
 - a. Student representatives charged under the Code of Conduct hold rights protected by natural justice, including but not limited to:
 - i. The right to be presumed innocent;
 - ii. The right to prepare a full and fair defence;
 - iii. The right to know the full details of the accusation;
 - iv. The right to know their accuser's identity if the complaint requires further action under section 09.2.1;
 - v. The right to a complete, proper, and fair investigation; and
 - vi. The right to a proportionate penalty.
 - b. Individuals who raise complaints under the Code of Conduct hold rights protected by natural justice, including but not limited to:
 - i. The right to know the outcome of their complaint and the reasons for that outcome;
 - ii. The right to have their complaint investigated impartially;
 - iii. The right to privacy except as required for the fairness of the process;
 - iv. The right to appeal decisions through mechanisms outlined in this Code of Conduct and UASU Bylaws; and
 - v. The right to be free from retaliation, e.g. through exaggerated or baseless complaints.
2. Complaint Process
 - a. Any student representative who wishes to bring forward a suspected violation of the Code of Conduct must follow the following process:
 - i. Fill out the UASU Complaint Procedure Form (Appendix I), and submit the form to the Speaker.
 - ii. Complaints against the Speaker shall be sent to the Chair of the Council Administration Committee, who shall follow the same procedures, acting in place of the Speaker in the process.
 - b. Upon receipt of the form, the Speaker shall evaluate whether the complaint requires further action. Any frivolous, vexatious, trivial, or vindictive accusations may require no further action

at the discretion of the Speaker. Unprovable complaints do not constitute frivolous accusations.

- c. The decision of the Speaker is appealable to Students' Council within ten (10) business days of the decision.
 - i. If a decision is appealed, the complainant or respondent shall respond to the Speaker via email requesting an appeal.
 - ii. The Speaker shall then forward the complaint to the Council Administration Committee Chair to be added to the Students' Council agenda for review.
- d. The Speaker shall refer the Complaint to the Student Group Committee if it solely involves a Student Representative Association.
 - i. It is recommended that the Student Group Committee refer the situation to the SRA Specialist or SGS Staff member to conduct an Informal Resolution process (Section 10).
 - ii. If an Informal Resolution cannot be reached, the matter shall be referred back to the Student Group Committee to start a Formal Resolution (Section 11) or alternative solution.
- e. If the complaint requires further action, the Speaker shall notify all affected parties and initiate an Informal Resolution process (Section 10). This process shall be mediated by the Speaker or a delegated staff member.
- f. If an Informal Resolution cannot be reached that all parties agree to, then the Speaker shall deal with the matter in the following way:
 - i. If the transgressing party accused of violation is a Student Councilor, the Speaker shall refer the matter to Students' Council. After a discussion at Students' Council, Students' Council must determine a course of action that aligns with Section 11 (11.1).
 - ii. If the transgressing party accused of violation is a UASU Executive, the process shall align with [Bylaw 100, Section 5](#).
 - iii. If the transgressing party accused of violation is a Student Representative Association member, the matter shall be referred to the Student Group Committee and the process shall align with [Bylaw 220](#), Sections 6 and 8 and Section 11 (11.2).

10. Timeline

1. All parties shall adhere to the following timeline:
2. The Speaker shall acknowledge receipt of a complaint within three (3) business days by responding to the complainant who submitted the UASU Complaint Procedure Form.
3. If the Speaker decides that a complaint requires further action, the Speaker shall notify all affected parties within two (2) weeks of receiving the complaint and coordinate a meeting for Informal Resolution (Section 10).
4. If all parties are in agreement, then the two (2) week timeline can be extended to meet the needs of all parties.
5. If further measures are required, the Speaker shall proceed to Formal Resolution (Section 12).

11. Informal Resolution

1. Restorative justice practice shall be the default method for resolving a violation under the code of conduct. This process shall focus on the following principles:
 - a. The people most affected by the violation should be able to participate in its resolution.
 - b. Repair harm caused by the violation and reduce future harm through preventative actions.
 - c. The transgressing party must take responsibility for their actions and the harm they caused.
 - d. We must remedy or set right the negative impact of the transgressing party and reintegrate all parties back within the community, if this is possible without causing further harm.
 - e. A cooperative effort by the complainant, transgressor, and mediator is necessary.
 - f. The UASU has a responsibility to maintain order and of student representatives to build peace.

12. Formal Resolution

1. Student representatives may be subject to the following processes for failing to respect this Code of Conduct and upholding the principles of restorative justice as outlined in the informal resolution process.
2. Students' Council
 - a. Students' Union Councilors who violate the Code of Conduct and fail to adhere to the principles of informal resolution shall be subject to disciplinary action, including:
 - b. Temporary or permanent revocation of an individual's powers or privileges.
3. Student Representative Associations
 - a. Student Representative Associations and their respective members who violate the Code of Conduct and fail to adhere to the principles of informal resolution shall be subject to disciplinary action, including:
 - i. A non-binding recommendation that the Student Representative Association reprimand the individual;
 - ii. Disassociation between the UASU and the individual;
 - iii. Probation under [Bylaw 8100](#), Section 7; or
 - iv. Derecognition under [Bylaw 8100](#), Section 7.
4. Without restricting Students' Council right to consider probation or derecognition under [Bylaw 8100](#), in the context of the Code of Conduct Students' Council would consider probation or derecognition in serious circumstances that undermine the principles of the Code of Conduct, including but not limited to:
 - a. If multiple leaders of the Student Representative Association, separately or jointly, break the Code of Conduct in ways that require formal resolution under section 9.2.1 (7);
 - b. If individual leaders of the Student Representative Association repeatedly break the Code of Conduct in ways that require formal resolution under section 9.2.1 (7);
 - c. If, after receiving a formal recommendation under section 11.3.1 (1), the Student Representative Association neglects to consider the recommendation and to inform Students' Council of its decision.

13. Review and Appeals

1. As per [Bylaw 140](#), all formal resolutions under the code of conduct may be appealed to the DIE Board.
2. Student representatives shall not conceal or interfere with any party's right to appeal to the DIE Board on any justiciable issue of the UASU.
3. Unless otherwise specified in UASU Bylaw, a student representative may not attempt to influence a UASU or University decision regarding the consequences of their action, including but not limited to:
 - a. When that action or inaction is material to an investigation under the UASU Complaint Procedure; or
 - b. When that action is material to a case before the DIE Board.
4. Student representatives shall cooperate fully with any UASU or University process which involves the consequences of their actions.
5. Any attempt to influence the process or decisions of the DIE Board constitutes Professional Misconduct under the Code of Conduct.

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