



Society Expectations & Code of Conduct

Expectations

As a society we actively encourage you to put on events, bring in speakers and put on any other activities you feel would benefit your group. We will provide as much support as possible to help you, but we also have certain expectations of you:

Communication

Communication is an incredibly important part of your relationship with the Students' Union. Therefore, you will be expected to inform us of any changes in the committee, so we always have the most up to date contact details.

Planning

When planning events/activities, you will need to:

Complete a Society Activity & Event Planning Form which can be found at <https://www.wolvesunion.org/societies/societyresources/>

Bear in mind, you will also be expected to complete a risk assessment for the event.

Funding

The Society Development Fund is available for all societies to use and can be found on the website at <https://www.wolvesunion.org/societies/societyresources/>

When applying you must detail exactly what the funds are to be used for and include details of how the activity you are applying for funding for would benefit your members.

You will also need to apply for funding at least 10 working days weeks prior to the event/activity taking place.

Freedom of Speech

As part of not only the Students' Union procedures, but also the University, you must complete a Freedom of Speech form for any outside speaker you bring in. This must be done at least 10 working days weeks prior to the date you would like the speaker to come in for.

Room Bookings

As a society you can book rooms in the Students' Union free of charge. These include the Boardroom, The Venue and The Lounge during the evening. Alternatively, you can also book the University rooms for your society.

If you want to make a booking you will need to use the online booking form- <https://www.wolvesunion.org/roombooking/>



Rooms such as the Boardroom and The Venue should be clean and tidy when you enter, and you should return them as you find them, however if you book The Lounge you must be aware that this has been used throughout the day by students and so may be messier than other rooms. We do not have a hoover and the staff in the Students' Union are not responsible for cleaning at the end of each day.

Training

All members of the committee must attend Society Training each year. Emails will be sent out to all committee members to inform them of training dates and this information will also be available on the website at <https://www.wolvesunion.org/societies/societyresources/>

Website

You will be expected to keep your webpage on the Students' Union website up to date with details of events and regular meetings- you will be showed how to do this at society committee training.

Social Media

Societies are expected to use social media responsibly and in a way that reflects the values of the Students' Union.

Staff

We ask that all staff are treated with respect and we will not accept rude or disruptive behaviour.

Code of Conduct

Conduct for Wolves Societies are as follows:

- Respect the views of other students
- Listen to other students
- Behave and engage in ways in which you would value others to behave and engage with you
- Don't demean other students

Safe space guidance

Societies/ Society Members in violation of the following guidance may be disciplined should the Students' Union receive a complaint. This would normally be a collective decision of the Community and/or the Society Coordinator.

It is at the Society Committees' discretion to use the following guidance when dealing with their membership; members are recommended to follow this guidance.

- I enter this space with a commitment to mutual respect, mutual aid, anti-oppression, advocacy, conflict resolution, non-violence, participative democracy, and community building.
- I respect everyone's names, preferred gender pronouns, expressed identities, and experiences.
- I avoid making assumptions, promote mutual appreciation, and understand that no one is required to share information about their identities or experiences.



- I support the empowerment of each person and strive to continually acknowledge the histories and structures of oppression that marginalise some and divide us all.
- I commit to making spaces as accessible as possible; physically, socially, and personally.
- I do not engage in violence, threats, harassment or bullying- nor will I make individuals uncomfortable in the space.
- I recognise that certain behaviour can be triggering for individuals, such as trivialising or dismissing someone's thoughts or experiences.
- I commit to listening to others and creating opportunities for all voices to be heard.
- I accept a shared responsibility where we all hold ourselves and one another accountable to these agreements, without violence, judgement, or assumption of intent.
- I encourage open minds and open hearts. I do not assume the intentions of others in order to foster a non-judgemental and accessible environment.

Breaches of the Code of Conduct

If this Code of Conduct or the Safe Space guidance is breached, the Students' Union may consider the application of sanctions.

Where appropriate, sanctions will align with the University of Wolverhampton Student Code of Conduct and Disciplinary Procedure, and cases may be referred to the University for further consideration.

The University of Wolverhampton Student Code of Conduct and Disciplinary Procedure can be found here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.wlv.ac.uk%2Fmedia%2Fdepartments%2Fregistry%2Fdocuments%2FStudent-Code-of-conduct-and-Disciplinary-procedure-updated-post-Academic-Board.docx&wdOrigin=BROWSELINK>

If you wish to raise a society complaint of any kind, please contact **Jack Appleby** at J.appleby@wlv.ac.uk, using the subject line “**Society Complaint**”.

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