



# **LSS Officials Code of Conduct**

*Adopted on March 12, 2024*

*Amended on N/A*

## **PART I: DEFINITIONS**

- 1** This regulation adopts all definitions laid out in the the Constitution of the Law Students' Society at the University of British Columbia (the "**LSS Constitution**") and the LSS Clerk Regulations.
- 2** "**Club**" or "**Clubs**" means a club or sports team that is registered with the LSS.
- 3** "**Elected Official**" means any member of the LSS Executive, Social Council, Academic Council, or associated committees that was elected into their position via a vote of the student body.
- 4** "**Appointed Official**" means any member of the LSS Executive, Social Council, Academic Council, or associated committees that was appointed to their position by the committee chair, LSS President, or LSS Executive.
- 5** "**LSS Official**" means any member of the LSS Executive, Social Council, Academic Council or associated Council or Committee..
- 6** "**Councils and Committees**" means LSS bodies and includes but is not limited to the LSS Executive, Academic Council, Social Council, Equity and Diversity Committee, Finance Committee, Wellness Committee, Graduation Committee, Election Appeals Committee, or any other councils or committees under the LSS, including ad-hoc committees.
- 7** "**Club Official**" means any executive of an LSS club.

## **PART II: PURPOSE**

- 8** The purpose of this policy is to:
  - a) Outline the expectations for the behaviour of LSS Officials in the execution of their role and responsibilities while representing the LSS;
  - b) Enforce a commitment to good governance and professionalism; and
  - c) Promote AMS and LSS values.

## **PART III: SCOPE**

- 9** This policy is supplementary to any other standards imposed on LSS Officials and applies to the conduct of all Elected and Appointed Officials for the duration of their term and when they are representing the LSS.

(1) LSS Officials are representing the LSS when they are doing any of the following:

- a) Attending an event or meeting of the LSS;
- b) Representing or advocating for student interest;
- c) Making decisions, including financial decisions, within the purview of their role as an LSS Official; or
- d) Fulfilling any other duties prescribed by the Constitution.

**10** This policy applies to Club Officials for the duration of their term, while representing student interest, and in advocacy efforts. This policy does not restrict or limit the responsibilities of Club Officials addressed in any other policies.

#### **PART IV: COMPLIANCE WITH OTHER POLICIES**

**11** All LSS Officials are subject to any policies or regulations that apply to LSS members including, but not limited to the LSS Statement of Value and UBC student conduct policies.

**12** All LSS Officials are subject to all applicable AMS policies.

#### **PART V: GENERAL BEHAVIOUR**

**13** All LSS Officials shall work, vote, and advocate for the benefit of the student body and not give preference to their own personal interests or beliefs.

**14** (1) All LSS Officials shall make their best efforts to fulfill their duties assigned under the LSS Constitution within an appropriate timeframe.

(2) This includes being available during their terms and present and on time at assigned meetings, or otherwise providing alternative arrangements such that their roles are fulfilled.

**15** All LSS and Club Officials shall maintain an attitude of respect and loyalty towards the LSS, its institution, governance, and procedures.

**16** All LSS and Club Officials shall promote a culture of courtesy and respect, with a view to the LSS Constitution and the UBC LSS Statement of Values, when dealing with one another, other students, or members of the faculty or staff.

**17** No LSS or Club Official may engage in hateful or discriminatory behavior.

#### **PART VI: CONFLICTS OF INTEREST**

**18** (1) An LSS Official has a conflict of interest when they are engaged in a decision-making process and they know or reasonably ought to know that the decision may result in a real or perceived private benefit to themselves or a person or organization directly associated with them.

(2) An LSS Official has a conflict of interest when volunteering or working in an organization that has an adversarial or conflictual relationship with the LSS or one of its endeavours.

- 19** (1) An LSS Official must avoid putting themselves into a position where they would have a conflict of interest.
- (2) An LSS Official who has or suspects they may have a real or perceived conflict of interest must disclose their conflict to the chair of a given governing authority prior to any official discussion, debate, or vote on the matter.
- (3) The chair of the council or committee, or the LSS President, may determine whether a suspected conflict of interest that is disclosed to them is an actual conflict of interest, subject to appeal by a two-thirds vote of the council or committee.
- (4) An Elected Official who has or is determined to have a conflict of interest must:
- a) Not participate in any official discussion or debate on the matter with which they have a conflict of interest;
  - b) Respect and maintain the appropriate level of confidentiality;
  - c) Abstain from voting on the matter with which they have a conflict of interest; and
  - d) Take steps to remove themselves from the conflict of interest.

#### **PART VII: NON-LSS POLITICAL ACTIVITY**

- 20** (1) An LSS Official who wishes to participate in Partisan Political Activity must:
- a) Not do so while representing the LSS, or in a way that could reasonably be perceived as being a representative of the LSS or of other Elected Officials;
  - b) Not use LSS resources to do so; and
  - c) Notify the LSS Executive if they believe it could affect the LSS.
- (2) For the purposes of subsection (1), “Partisan Political Activity” means action that supports or opposes a political party or candidate at the municipal, provincial, or federal levels of government, including:
- a) Seeking nomination as, or being a candidate for election;
  - b) Volunteering for a political party, candidate, or elected government official;
  - c) Participating in campaign events or visits from candidates or their representatives in relation to a partisan political electoral campaign;
  - d) Soliciting fundraising or political donations; and
  - e) Soliciting petition or nomination signatures.
- 21** If an LSS or Club Official engages in any activism that has not been sanctioned by the LSS Executive, they must:
- a) Not advocate for or promote the movement or ideal while representing the LSS unless the advocacy is taking place within the LSS and any possible conflicts of interest have been addressed;
  - b) Not use LSS resources to do so;
  - c) Provide clear representations that they are speaking as an individual, if there is any possibility that they will be interpreted as speaking on behalf of the LSS; and
  - d) Notify the LSS Executive if they believe it could affect the LSS and take appropriate steps to not involve the LSS in their activities as deemed by the LSS Executive.

## **PART VIII: USE OF LSS RESOURCES**

- 22** LSS resources include any of the following:
- a) Official LSS social media accounts or platforms;
  - b) LSS funds or equipment; and
  - c) LSS owned, rented, or managed spaces.
- 23** LSS and Club Officials must demonstrate respect for LSS facilities and spaces, including office spaces and must:
- a) Take reasonable responsibility for the cleanliness and maintenance of those spaces; and
  - b) Assume responsibility for the conduct of any guests invited to use or occupy those facilities or spaces.
- 24** LSS and Club Officials must only use LSS resources when:
- a) For activities on behalf of the LSS and within the scope of their responsibility;
  - b) When permitted by LSS Policy or Executive decisions; or
  - c) For non-substantive personal use, at the discretion of the President or VP Finance.

## **PART IX: CONFIDENTIALITY**

- 25** Elected Officials must maintain the highest standards of confidentiality by:
- a) Ensuring they are not over disclosing LSS or members information;
  - b) Safeguarding sensitive legal, strategic, or personal information disclosed in confidence or by accident;
  - c) Respecting the privacy of closed or in-camera meeting sessions;
  - d) Only sharing meeting information after meeting minutes have been approved;
  - e) Protecting information that affects the well-being of the students of Allard Law;
  - f) Safeguarding details of decisions, processes, investigations, or policy changes which have not yet been finalized or made public;
  - g) Complying with applicable privacy or confidentiality policies or law;
  - h) Respecting the confidentiality of any other organizations of which they are a member;
  - i) Not using confidential information in any way which might constitute a Private Interest or Benefit; and
  - j) Properly disposing of confidential information.
- 26** Elected Officials may consult with appropriate LSS members when necessary without breaching confidentiality.

## **PART X: ENFORCEMENT**

- 27** For individual complaints or investigations this policy may be used for support in the complaint process of the LSS Dispute Resolution Regulation.
- 28** (1) Subject to Section 24, an LSS Official may launch a complaint pursuant to these policies for major violations that would degrade trust in the LSS or between the LSS and the individual by

emailing the LSS President. If the complaint is against the LSS President then one shall email the LSS Ombudsperson. Upon doing so, violation of the policy will be reviewed by the LSS President. The LSS President or Ombudsperson may then make a final decision of the complaint or refer it to the LSS Executive, excluding the violating member if they are a member of the Executive.

(2) If a major violation is found, the Official will be put on probation for a designated time, the scope of which shall be determined by the LSS Executive. If the initial violation is severe enough to create a breakdown in trust or if a further violation occurs during probation the violating Official shall be offered the ability to resign their position.

(3) If the LSS Official does not resign, then Section 12.3 (Removal by Petition) of the LSS Constitution shall be initiated. The petition shall include a statement by the LSS Executive, and one by the accused LSS Official.

(4) If necessary and as a last resort, the LSS Executive may discuss and pursue legal action, pursuant to any restriction by AMS, LSS, or other legal entities, if substantial harm has been caused.

29 If a complaint is due to absence or poor attendance then this policy shall be bypassed and Section 12.2 (Removal from office by way of absence) of the LSS Constitution shall be initiated.

#### **PART XI: AMENDMENTS**

30 (1) The Executive may amend or repeal this Regulation with a 2/3<sup>rd</sup> majority vote of the Executive.

(2) If an amendment removes any elements beyond mere clarification or obsolescence the Executive must release news of the amendment to all LSS members.