



THE NOTRE DAME SYDNEY LAW SOCIETY

BY-LAW 04

Code of Conduct

1. Scope and Purpose
 - 1.1. During the term of the committee, all committee members must:
2. Act in a manner which promotes the best interests of the NDSLS.
3. Be actively involved in the NDSLS by fulfilling the specific duties of the role to the best of their ability as outlined within the NDSLS Constitution and Bylaws.
4. Maintain regular communication with the Executive regarding their role.
5. Acknowledge the contribution of fellow Committee members by treating them with respect and courtesy at all times.
6. Encourage and allow fellow committee members to perform their role or duties.
7. Value all committee members and roles equally
8. Attend all meetings of the NDSLS unless a written apology and explanation are forwarded to the Secretary via NDSLS email, no later than 48 hours before the commencement of the meeting.
9. Declare to the Executive if they require to take a leave of absence from their duties for any period of time exceeding 3 weeks.
 - 9.1. A leave of absence includes but is not limited to holidays, illness and unexpected circumstances.
10. Declare conflicts of interest within the committee at the commencement of the committee's term.
 - 10.1. Conflicts of interest include but are not limited to personal relationships and professional relationships.
11. Comply with NDSLS finance and banking guidelines and policies.
 - 11.1. In addition, all decisions that involve the use of society funds must not be made in a private setting, and must be in consultation with the relevant Director and Treasurer, or the Executive.

12. Maintain Committee confidentiality regarding the content of closed Committee discussions.
13. Follow the UNDA Student Code of Conduct, particularly in their communication with other Committee members and members of the public.
14. During official NDSLS events, particularly in the presence of sponsors, committee members must:
 - 14.1. Treat students, staff, sponsors, and members of the public with courtesy and respect, and
 - 14.2. Refrain from engaging in other unprofessional and/or inappropriate behaviours including, but not limited to:
 - 14.2.1. Yelling, shouting, or swearing;
 - 14.2.2. Private or anti social behaviour;
 - 14.2.3. Rowdiness;
 - 14.2.4. Any other unprofessional or inappropriate behaviour.

Equity Concerns and Breaches

15. In the event of an equity concern or potential breach of the Code, committee members can make the Equity Officer or the Executive aware of any breaches as soon as they arise.
16. There are a range of methods that the Equity Officer and Executive can undertake to resolve disputes arising under this Code of Conduct. These means may include, but are not limited to:
 - 16.1. Bringing the matter to the attention of the individual allegedly involved in the breach in a confidential, impartial and professional manner,
 - 16.1.1. This would involve:

- 16.1.1.1. A meeting between the Equity Officer and the parties in disagreement or in breach. This meeting will be minuted.
 - 16.1.1.2. If this meeting is held in person, it must be held on-campus in a formal and appropriate setting.
 - 16.1.1.3. If an in-person meeting is not applicable, it must be held over a non-personal video and communication software.
- 16.2. Conciliation,
 - 16.3. Mediation,
 - 16.4. Recommending a determination by the Executive Committee.
 - 16.5. Arbitration.
17. If the concerned member is not satisfied with the resolution, they can take action under s17.3 of the Constitution.

Amending these By-laws

- 18. These bylaws may be amended by resolution of the Committee

