The Student Union Malmö´s Code of Conduct and Consequence System

§1. Introduction

The Student Union Malmö (hereafter, "the Union") functions as an organization that includes various rules and guidelines. As in many other organizations, the Union must abide by these rules and guidelines to ensure the execution of the organization's activities. In order for the Union to be able to represent students in a serious way, we must demand professional behavior from our members. Being an elected representative in various bodies within the Union and at the university is a position of trust. Elected representatives within the Union must act responsibly in order to fulfill their mission of representing and supporting the students.

As the Constitution does not regulate the handling of violations in detail, this document shall supplement the Union's constitution and other steering documents. Violations of the Union's rules and guidelines may damage the Union's reputation and counteract the Union's mission and operational efficiency. The goal is to handle the violations in a solution-oriented way that is focused on the students' best interest, i.e. the premise for assessing the severity of the violation shall be proportional to the extent of the negative impact the violation has on the Union's activities, reputation and students' well-being and security. The document shall support the Union board and the council in taking their respective responsibilities.
This document is a revision of the document's first edition from 2011. The revision was prepared by the Union board and decided by the Union's Student Council on the 14th of April 2021. The Union's Code of Conduct and Consequence System shall be updated and adapted to the composition of the operations at least every other year or when appropriate.

The Union's Code of Conduct and Consequence System is aimed at all parts and representatives within the Union's activities. Special rules and consequences for the Union's elected full-time representative and employees are dealt with separately in the document "Union Code of Conduct and Consequence System for the Union's elected full-time representative and employees". The following sections are directed at members of the Student Union Council, the Union Board, as well as formal student representatives, board members and members of the Union's associations, student groups and sections.

§2. Procedure

The Union's constitution regulates the tasks and obligations of the council, and the board in Chapter 3, respectively Chapter 6 and the rules of procedure for the Council.
In cases where members of the council or members of the board commit violations, the Union board's presidium shall process measures according to the first two steps; the measure at the last escalation level shall be processed by the council.
In the event that a member of the presidium commits violations, or indicates a conflict of interest in the matter, the responsibility is delegated to the other member(s) of the presidium.

In cases where members of associations, student groups, sections or formal student representatives in the university's boards and bodies appointed by the Union commit the violations, it is the Union Board's responsibility to handle and follow up the incident. The procedure for appeal is regulated in §6.

§3. Violations and the Consequence System

All consequences are divided into three steps. The first step shall always be a conversation aimed at clarifying the underlying grounds for the infringement and plan appropriate measures. If the intervention remains unsuccessful, an oral warning is issued. If the obligations are not fulfilled or in case of a repeated violation, a written warning is issued immediately, i.e. the repetition of the same behavior or failure refrain from same harmful behavior can lead to more serious consequences directly, while individual violations in different types of violation categories shall be handled as individual cases according to the 4 steps. The third step allows for further action.
This list does not claim to be exhaustive, but addresses the most common or probable incidents. The violations that are not regulated in this document must be treated in a as solution-oriented way as possible, which is based on open communication and transparency, and protects the integrity of individuals.

a. Unpaid membership fees:
In order to be a member of the Union, you must pay your membership fee. You must have paid your membership fee in order to be allowed to candidate in the elections and then are expected to pay your membership fee no later than three weeks after each semester starts.

i. An oral reminder
ii. A written warning
iii. The person is removed from the position

b. Absence during meetings within the Union:
If you hold a position as a member within the Union's activities, you must take responsibility for being present. If you do not have the opportunity to attend a meeting, the convener of the meeting must be informed. Absence during union council meetings is regulated separately according to the Rules of Procedure for the Union's Student Council.

c. To go against the Constitution: The Student Union Malmö's Constitution is the fundamental document that regulates governing principles and processes. Violating this document will result in:

i. Discussion of the underlying grounds for violation of the Constitution (including a possible oral warning)
ii. A written warning (if the matter occurs during the Union election due to own gain, that student is also disqualified from the election)
iii. The person can face a vote of no confidence in the Council

§4 Vote of No Confidence

A vote of no confidence is a very serious accusation with far-reaching consequences and should only be made due to gross misconduct of the position of trust.
The Union's constitution regulates the framework for a vote of no confidence in Chapter 3 § 19. This section aims to support the Council in the implementation of a fair and factual handling of the vote of no confidence.
All members of the Union Council as well as the Union Board are elected into a position of trust and therefore they have a task to fulfill. Should a person elected into a position of trust behave in a way that violates the Union's values or that could potentially damage the organization's reputation or the functioning of the operations, this must be investigated and managed, as a last resort the member can be put through a vote of no confidence. The Presidium and the Union Board will prepare the errand before a vote of no confidence is treated by the Union Council.

Grounds to a vote of no confidence can be:

a. Falsehood: To deceive the organization about its intention and actions demonstrates a breach of trust.
   i. Misleading information regarding their identity
   ii. Misleading information in other respects, such as the use of forged documents to obtain additional benefits or side-jobs during the period as a full-time employee.

b. Violence and threats: Violent or threatening actions or statements violate the Union's values and creates insecurity within the Union. Where appropriate, the case should be reported to the police. The handling of the errand should take into account the wishes of the person who has been subjected to violent or threatening actions or statements.

c. Crimes: Crimes such as embezzlement of the Union's money, intentional manipulation of the Union's various systems (Membit, electoral system or other) or other criminal actions. These cases must always be reported to the police.

d. Disloyal conduct of a serious nature: There is a duty of loyalty which means that as a person elected into a position of trust you may not take measures that are likely to harm or otherwise hinder the Union's activities. Examples of disloyal conduct of serious nature are:
   - To portray the organization and its members or employees in a negative manner.
   - To publicly demean or threaten the organization and its members or employees on social media or media
   - To disclose confidential information about the organization and its members or employees.

This list of grounds for a vote of no confidence does not claim to be complete. The organizational culture at the Student Union Malmö should be based on the fact that the personal, solution-oriented conversation (if necessary even in the presence of a mediator) must always happen first, before further measures are taken.

When handling a vote of no confidence by the Council, the following measures shall be taken:

1) The decision point must be on the agenda
2) The background should not contain information regarding the motivation for the vote of no confidence, due to confidentiality.
3) During the meeting, the person bringing forth the point must have a strong motivation and significant evidence.
4) All members who want to take part in the discussion must be objective in their statements and arguments. Those who carry out personal attacks will be dismissed from FUM during the discussion.
5) The reasons for the vote of no confidence shall not be recorded in the protocol in order to preserve the reputation of the person concerned. A vote of no confidence is already a harsh assessment which, in the worst case, can negatively affect the future working life and career of the person concerned.

§5 Appeal

If someone feels wrongly accused due to a warning or other measure, or considers the handling of the consequence to be unfair, this can be appealed.
Errands handled by the Presidium can be appealed to the Union Board. Errands raised by the Board can be appealed to the Union Council, which is the highest instance to appeal to.

The Union Council



The Union board



The presidium