



**DUCHESNE
COLLEGE**

Address: College Road, St. Lucia,
Queensland, Australia 4067
Telephone: (07) 3377 2333
Email: duchesne.college@duchesne.uq.edu.au
Web: www.duchesne.uq.edu.au

Student Leader Agreement

This agreement provides a set of standards of behaviour for the Student Leadership Team (SLT) and any other student leaders who may be appointed by Duchesne College. They are consistent with the College's expectations and values, prioritising the College experience, and focused on upholding and enhancing the reputation of all College community members, including Council, staff, alumni, other residential colleges at The University of Queensland and The University of Queensland.

Student leader refers to:

- A resident appointed by the College as a Community Leader (CL); and/or
- A resident appointed by the College as a Senior Community Leader (SCL); and/or
- A resident who has been elected to the Executive of the Student Club; and/or
- A resident or associate member who may be appointed to a leadership role during the academic year.

Student leaders are referred to collectively as the Student Leadership Team (SLT).

The College is committed to providing opportunities for the SLT to lead and make impactful contributions to the College community. As such, Student Leaders acknowledge that:

- The Head of College and Chief Executive (Head of College) has ultimate responsibility and accountability for the administration and operation of the College;
- The College Leadership Team support the Head of College to ensure that all matters pertaining to the administration and operations of the College are carried out in line with the vision, mission and values of the College.
- The Student Leadership Team carries their responsibilities in accordance with the requirements for each student leader position.

This agreement applies to all student leaders in the College, whether elected or appointed, and is intended to uphold the College's policies, procedures, and guidelines, and to foster a culture of continuous improvement at the College. It must be adhered to throughout the academic year.

Duchesne College is committed to a philosophy of treating all College members in a manner which is equally inclusive and respectful, and promoting physical and psychological safety at all times. Student leaders must ensure that they behave equitably and fairly in all dealings with their fellow residents, associates and the wider College community.

KEY PRINCIPLES

The following principles apply to student leaders:

- The College expects student leaders to comply with all Duchesne College policies, procedures and guidelines, including a strong commitment to its vision and values as set out in the



[Statement of Values and](#) Sacred Heart [Philosophy](#) and to abide by the [UQ Student Code of Conduct](#) at all times.

- It is expected that student leaders adhere to this agreement at all times, both at Duchesne College and outside of the College (e.g., another college, their university and wider community).
- Student leaders have a key responsibility to orient and support students in all aspects of College life; academic, pastoral and social. This will facilitate positive friendships and relationships being formed so that residents and associates can conduct themselves confidently and safely within the College and university campus, including at other colleges.
- The College expects student leaders to act and communicate with staff, residents and associates in a considerate manner which is honest and transparent at all times, and with full disclosure of planned events and activities. Student leaders are encouraged to regularly consult with the College Leadership Team for open discussion and feedback to assist them in performing their roles.
- Prior to each academic year or whenever new leaders are appointed, the College will provide training for student leaders in key policies and procedures and student well-being information relative to this agreement to promote best practice and support them in their student leadership roles.

STUDENT ACTIVITIES

Only activities which promote a safe and inclusive environment will be approved by the College. The Head of College and/or delegate have the right to attend all events.

- Student leaders must ensure all activities are in alignment with the College's values and are approved by the Head of College or delegate prior to arrangements being formalised. It should be noted that if activities are not approved in advance and entered into the official College calendar prior to the event/activity being held, they are not covered by the College insurance policy and will result in the student organiser(s) personally carrying the risk.
- The College's name including branding and/or crest must not be used in association with any merchandise or activity without the permission of the Head of College or delegate and must adhere to the Duchesne College Brand Style Guide. Merchandise and social media which bears the College branding or name must not be tampered with in any way.
- The College maintains a zero tolerance for any hazing behaviours. *[Hazing](#) can be defined as any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.*

Hazing behaviour can include the misuse or abuse of power whereby such behaviours contribute to the humiliation of participants. These behaviours can include but are not limited to drinking games, rituals (including alcohol and other substances), sleep deprivation, intimidation, coercion, and name calling (derogatory and/or humiliating nicknames). These activities are strictly prohibited.



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- As per the Event Management Policy, an Event Management Plan (EMP) must be provided for each event and approved by the Head of College or delegate before activities are scheduled.
- While student leaders should encourage all residents and associates to attend and engage in activities and events planned as part of the College calendar, they must allow students' academic commitments to take precedence over College activities. Consideration must also be given to community, cultural and sporting equity when planning for and timing events. This includes the provision in Welcome Week for schedules to align, as far as practicable, with university-based activities and information sessions for new students.
- All activities and events must be conducted in a safe, respectful and welcoming manner, and any such activities or events that include the consumption of alcohol must strictly comply with the College's Alcohol and Other Drugs Policy.

TRAINING

- The Student Leadership Team will be provided with appropriate training in areas such as a values-based approach to leadership, teamwork and culture, student wellbeing, self-care, prevention of and response to sexual misconduct, and responsible consumption of alcohol.
- All student leaders will need to be familiar with College policies relevant to this agreement and their student leadership positions and agree to abide by the policies and procedures.

DUCHESNE COLLEGE STUDENT CLUB

The Student Club is an incorporated association. This agreement notes that in pursuance of good governance, all members of the Student Club Executive will ensure that they are familiar with and compliant with the requirements of the [Association Incorporations Act 1981](#) and the Student Club constitution.

In financial matter, the College acts as an agent for the Student Club; it collects funds from students on behalf of the Student Club and pays out funds to meet the Student Club's commitments. This creates an obligation on the College to ensure that Student Club funds are appropriately managed. This agreement notes the College's valid interest in the financial affairs of the Student Club and commits to openness and transparency regarding the use of student contributions.

The Student Club will provide the College with a copy of the following within 5 working days unless specifically stated otherwise:

- The current Student Club constitution and any amendments
- Any lodgement to the Office of Fair Trading;
- Its detailed annual budget by 28 February 2024;
- Its audited financial statements prior to the AGM;
- Any governance, policy, operational or hand over documents created by the Student Club (within 10 working days);
- Insurance documentation;
- Regular reports on non-financial and financial activities;



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- Any other documentation in which the Student Club could reasonably expect the College to have interest.

The Student Club will provide the College Leadership Team with ample notice of Student Club meetings to which the Head of College or delegate may attend.

ACCOUNTABILITY

Should a student leader contravene this Agreement and/or thereby harass, harm or otherwise negatively impact the well-being of another resident/associate, person or entity, or harm the reputation of Duchesne College, that student leader may have their leadership position and/or their College enrolment suspended or cancelled at the discretion of the Head of College.

STUDENT LEADERSHIP AGREEMENT ACKNOWLEDGEMENT

I,, as a 2024 Duchesne College Student Leader at Duchesne College, have read this agreement and agree to abide by it. I acknowledge that I am bound by this Agreement whether I have signed this document or not.

Signature: Date:

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Policy Approval Authority	Head of College
Last Updated	17 January 2023
Review Date	December 2024
Policy Administrator	Deputy Head of College (Students)