



CLUBS CODE OF CONDUCT

Purpose: To ensure that all UCSA Affiliated Clubs deliver quality services that contribute to student success and sense of belonging at the University of Canterbury.

Interpretation: The term Clubs also refers to societies, associations and rōpū.

All UCSA Affiliated Clubs have a duty to;

1. Provide quality services to all its members

- a. Provide quality events and activities that benefit its members, and meets club objectives;
- b. Comply with Health and Safety regulations and other relevant legislation (including but not limited to: Sale of Liquor Act 2012, Health and Safety at Work Act 2015, Food Safety Legislation);
- c. Actively promotes and supports values of diversity and inclusiveness;
- d. Club Executives should practice and communicate code of conduct to all its members;
- e. Manage and govern the club in a professional, ethical and financially sustainable manner for the long-term.
- f. Ensure Club members are aware of their obligations to their club, UCSA and the University while engaging in club activities and events and the potential consequences of acting in breach of these obligations.

2. Represent the wider student body, University of Canterbury Students' Association & University of Canterbury in a positive manner

- a. Club must do their utmost to promote and encourage positive behaviour of club members during official activities and events occurring on and off campus;
- b. Abide by University of Canterbury policies and procedures as it relates to clubs;
- c. Clubs should not post messages or material containing or inciting personal attacks, hate speech or illegal material;
- d. All clubs must abide by UCSA Constitution and the UCSA Affiliation Policy.
- e. Ensure that all activities and events associated with the Club, reflect a culture whereby intoxication is not promoted and is not the focus of an activity/event.
- f. To, so far as is reasonably practicable, ensure that any activities associated with the Club ensure the Health and Safety of Club members and oblige the members involved to take reasonable care for their own health and safety and to ensure that members actions do not adversely affect the health and safety of others.
- g. To take all reasonable steps to ensure that the activities/events associated with the Club and that Club's member's actions during the course of any Club activities/events, do not cause disrepute to the Club, UCSA or the University of Canterbury.

3. Respect other UCSA Affiliated Clubs

- a. Actively encourage collaboration between clubs;
- b. Any official statements to the media on behalf of a club should only be made by the current Club President, or an authorised member of the Clubs Executive.
- c. Clubs should follow the clubs conflict procedure when officially making a complaint against another club (refer to page two for procedure).

4. Actively promote and support good working relationships with the external community including but not limited to; neighbours, community groups, liquor licencing, police and sponsors.

**The UCSA Affiliated Clubs Code of Conduct forms part of the UCSA Affiliation Policy.*

Breaches of the Affiliation Policy or the Code of Conduct

Upon identification of a breach of the code of conduct the process below will followed.

- Issues raised will be assessed by the UCSA President and UCSA Senior Management who will appoint a member of staff to investigate the complaint;
- The Club President will be notified in writing of the alleged breach and the process (including timeframe) going forward and will have the opportunity of responding to the complaint/allegation as part of the investigation;
- The investigator will provide UCSA Executive with the factual findings of the investigation.
- The UCSA Executive may, after giving the club the opportunity to make representations, reach a decision as to the appropriate outcome of the process, including whether it is appropriate to impose a penalty and the nature of such penalty.

Penalties imposed are at the discretion of the UCSA, but could include the following;

- Imposing a fine on the club, the maximum fine is prescribed in the University Regulations;
- Suspension of club affiliation to the UCSA for a duration to be specified by the UCSA Executive;
- Disaffiliation of a club;
- Withdrawal of benefit/s related to social events associated with being affiliated to the UCSA;
- Requirement for the Club to make an apology, either a public apology or direct to an individual or entity.

Conflict Resolution

In the first instance the UCSA encourages all parties to proactively resolve any issues before it is elevated to the UCSA. The UCSA Club Coordinator is available to facilitate a mediation process if clubs require assistance.

The following procedures will be followed for resolving conflict between UCSA affiliated clubs, or between a UCSA affiliated club and an individual member:

- Any UCSA Affiliated Club, or a member of that club, wishing to elevate an issue should do so in writing to the UCSA President after which time:
 - The issue will be acknowledged, and the Club or individual will be informed of the process going forward (including timeframe);
 - The issue raised will be assessed, with a decision made regarding who is best suited to deal with it;
 - All parties involved will be actively involved in the investigation; this may include mediation;
 - Any resolutions/decision will be communicated back to all parties involved in writing.
- Individual conflict between students involved in clubs should be direct to University of Canterbury- <http://www.canterbury.ac.nz/concerns/contacts.shtml>

Declaration

On behalf of the _____

(Full club name)

We acknowledge that we have read, understand and agree to abide by the UCSA Clubs Code of Conduct.

Club President:

Club Executive Member:

(Vice President, Secretary or Treasurer to sign)

Name: _____

Name: _____

Date: _____

Date: _____

Signature: _____

Signature: _____