

## UCSA Clubs' Code of Conduct



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

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 UC and UCSA Health and Safety regulations and other relevant legislation (including special licenses);
- 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.

### **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 refrain from posting messages or material containing or inciting personal attacks, profanity, hate speech or illegal material;
- d. All clubs must abide by UCSA Constitution.

### **3. Respect other UCSA Affiliated Clubs**

- a. Actively encourage collaboration between clubs;
- b. Clubs should not make, or endorse any public statement in the media (including social media) that has or may have, a negative effect on the interests of any other affiliated club or individual student;
- c. Clubs should follow the clubs conflict procedure when officially making a complaint against another club (refer to page 2 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.

## Declaration

On behalf of the \_\_\_\_\_  
(Full club name)

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

Club President:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Club Executive Member: (Vice President, Secretary or Treasurer to sign)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Breaches of the Code of Conduct

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

- Issues raised will be assessed by the UCSA President, with a decision made regarding who is best suited to investigate the complaint;
- The Club President will be notified in writing of the breach and the process (including timeframe) going forward;
- At this time the Club in question will have a right of reply;
- The Club in question will be actively involved in the investigation;
- The UCSA Executive will be given a recommendation from the UCSA President regarding the breach, and will make the final decision including penalties;
- The final decision will be communicated to the Club President in writing.

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

- Imposing a fine on the club;
- Suspension of club affiliation to the UCSA;
- Breaches involving individuals will be sent to the University for disciplinary proceedings, undertaken by the University against individuals involved.

### Conflict Resolution

The following procedures will be followed for resolving club to club conflict.

- Any UCSA Affiliated Clubs wishing to make an official complaint should;
  - In the first incidents approach their UCSA Club Rep to discuss the complaint.
  - If the Club wishes to make an official complaint this should be made in writing to the UCSA, after which time;
    - The complaint will be acknowledged, and the Club will be informed of the process going forward (including timeframe);
    - Issues raised will be assessed, with a decision made regarding who is best suited to investigate the complaint;
    - Clubs will be actively involved in the investigation, this may include mediation;
    - Any resolutions/decision will be communicated back to all Clubs 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>