

UCSA Clubs Code of Conduct



Purpose: To ensure that all UCSA Affiliated Clubs deliver quality services that contributes to student success and 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 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 not post messages or material containing or inciting personal attacks, 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. 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.*

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 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 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 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 for the remainder of the calendar year;
- Breaches involving individuals will be referred to the University for the disciplinary proceedings.

Conflict Resolution

In the first instance the UCSA encourages all clubs to proactively resolve any issues before an official complaint is made. The UCSA Club Representatives are available to facilitate a mediation process if clubs require assistance.

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

- Any UCSA Affiliated Clubs wishing to make an official complaint should do so 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>