

***Club Conduct Policy*** **

Category Recreation

Version 1

First ratified xx

Last ratified xx

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1. **Purpose**
   1. This policy sets out the expectations of how Executives, Members and Associates will conduct their behaviour in regards to their club.
   2. It outlines what is expected of OUSA in regards to clubs.
   3. This policy does not limit:
      1. The expectations of behaviour for club Executives, Members and Associates; or;
      2. The services provided by OUSA.
2. **Interpretation** 
   1. Unless the context otherwise state:
      1. Associate Member is an individual who is not a Club Member but is part of the Club’s social media pages or groups, emailing lists or present at Club events.
      2. CDO is the OUSA Clubs Development Officer.
      3. CEO is the OUSA Chief Executive Officer.
      4. Club Executive are the elected officers responsible for running the Club.
      5. Club means any organisation, society or association affiliated to OUSA under the constitution.
      6. Complaint is a formal allegation of misconduct received by OUSA.
      7. Event is anything hosted or endorsed by the Club
         1. This does not include recommendation of attending other groups events.
      8. Member is an individual who is signed up and actively involved within the Club.
      9. OUSA is the Otago University Students’ Association.
      10. Sexual misconduct is defined as a broad range of behaviour of a sexual nature that is unwelcome, unwanted or offensive.
3. **Obligations** 
   1. Club Executives shall:
      1. Provide quality events and activities that benefits its Members, and meets Club objectives;
      2. Comply with Health and Safety regulations and other relevant legislation including but not limited to:
         1. Sale of Liquor Act 2012;
         2. Health and Safety at Work Act 2015; and;
         3. Food Safety legislation.
      3. Actively embrace the values of diversity, equity and inclusivity;
      4. Manage and govern the Club in a professional, ethical and financially sustainable manner;
      5. Ensure Club Members are aware of their obligations to their Club and OUSA when engaging in Club activities and events and the potential consequences of acting in breach of these obligations;
      6. Promote and encourage positive behaviour of Club Members and Associate Members;
      7. Ensure that all events associated with the Club, reflect a culture whereby intoxication is not the primary focus of an event;
      8. Ensure, so far as is reasonably practicable, that any events associated with the Club, provide for the health and safety of attendees;
      9. Ensure that the actions of Members and Associate Members do not adversely affect the health and safety of others;
      10. Take all reasonable steps to ensure that the events associated with the Club and that attendees' actions during the course of any Club events, do not bring disrepute to the Club or to OUSA;
      11. Ensure that the all Club related policy is followed including but not limited to:
          1. Grants Policy;
          2. Affiliation Policy;
          3. Complaints and Sexual Misconduct;
          4. Clubs Constitution; and;
          5. Affiliated Club's council terms of reference
      12. Refer any breaches of Club related policy to the CDO and follow the Affiliated Clubs and Societies Complaints and Sexual Misconduct policy, treating the situation appropriately with respect to confidentiality and consistency.
   2. Club Members, Associate Members and Executives shall:
      1. Follow the complaints procedure as set out in the Affiliated Clubs Complaints and Sexual Misconduct Policy when officially making a complaint to OUSA.
      2. Not use Club social media and communication channels to post or share material containing or inciting personal or defamatory attacks, racial harassment, hate speech or illegal material; and;
      3. Not make official statements to the media on behalf of a Club unless they are the current Club President, or an authorised Member of the Club.
4. **OUSA Obligations:**
   1. OUSA shall assist where appropriate to:
      1. Help facilitate a special general meeting of the Club;
      2. Inform Clubs of pathways and processes in relation to relevant OUSA policy and services;
      3. Take actions to ensure their Members and Associate Members feel safe; or;
      4. Trespass a non-student from all OUSA buildings.