 Club & Societies

Code of Conduct

As an affiliated AUBSU Club/Society Committee Member you have a responsibility to your members and AUBSU as outlined below:

*N.B: “Members” refers to both Full Members and Associate Members.*

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| Relationship with AUBSU: |
| * Represent AUBSU and behave professionally, honestly and with integrity.
* Uphold AUBSU values and good reputation at all times.
* Attend all relevant training and AUBSU Clubs and Societies Committee meetings and share relevant information with Members.
* Abide by the AUBSU By-Laws at all times.
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| Relationship with Club/Society Members: |
| * Promote the collective view of your Club/Society Members, not your personal opinion.
* Be available to support and listen to your Members and to be contactable regarding Club/Society matters.
* Include Members in the decision making process of the Club/Society.
* Ensure there is no peer pressure applied to any Member in social situations, or otherwise.
* Treat all Members with respect, courtesy, and without harassment.
* Hold Annual General Meeting (AGM) in Spring Term to discuss finances, the year ahead and vote in new Committee.
* Comply with current Data Protection Laws and confidentiality legislation.
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| Memberships: |
| * A Club/Society membership fee will be set by AUBSU every May, ready for the following year.
* Failure to pay this membership may resort to the member being removed from the Club/Society.
* If there are not enough paid members to constitute a full team AUBSU reserves the right to withhold financial support, equipment and room bookings.
* It is the responsibility of the Club/Society Treasurer to ensure that all members (including affiliate) pay this membership fee.
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| Club/Society Activities and Events: |
| * Plan, promote and deliver in line with AUBSU policies and procedures.
* Be aware of health and safety procedures of AUB and any other venues visited.
* Be accountable for your behaviour and that of the Club/Society Members during official activities and events while on and off campus.
* Use all resources and facilities in a correct and responsible manner.
* For insurance purposes Risk Assessments should be filled in for all activities.
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| Club/Society Equipment & Rooms: |
| * All property bought for the Club/Society remains property of AUBSU.
* The Club/Society will be responsible for the maintenance of all equipment.
* The Club/Society will pay for any damages above and beyond normal wear and tear.
* All rooms/training spaces for the Club/Societies shall be left as found and any damage shall be reported to AUBSU Activities Coordinator within 24 hours.
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| Unacceptable Behaviour: |
| * Obscene, offensive or disorderly conduct (including foul language) or any behaviour that is perceived as harassment.
* Being under the influence of alcohol/drugs while representing the Club/Society.
* Abusing the elected position to influence others or for personal gain.
* Misrepresenting AUBSU or the student body in the community.
* Willful abuse of property.
* Bringing the Students’ Union into disrepute through actions on behalf of your Club/Society.
* Misuse of AUBSU resources, including finance.
* Providing false or misleading information to others in the course of your duties as a Committee Member.
* Offensive and/or inappropriate promotional material or messages/posts on social media sites.
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| Please Note: |
| * AUBSU Clubs/Societies will not carry out initiation\* ceremonies.
* AUBSU Clubs/Societies will not carry out binge\*\* drinking, binge drinking games or forced drinking activities.
* AUBSU Club/Societies will not consume alcohol in minibuses, coaches, cars etc.

*\*Definition: An initiation ceremony is an event in which Members (often new Members) of the Club/Society are expected to perform any activity as a means of gaining credibility, status or entry within that Club/Society. This peer pressure is normally (though not explicitly) exerted on first year students and may involve consumption of alcohol, eating concoctions of various foodstuffs, nudity and behaviour that may be deemed humiliating.* *\*\*Definition: Binge drinking is the consumption of large amounts of alcoholic drinks in a short period of time with the purpose of rapid and acute drunkenness.*  |

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| Breaches of Code of Conduct: |
| Breaches to the Code of Conduct will be addressed in accordance with the AUBSU Complaints and Grievances process.Penalties could be as follows:* Imposing a fine on the Club/Society or individuals
* Suspension of Club/Society activities
* Restricting the Club/Society from applying for funding
* Disaffiliation from AUBSU of the Club/Society concerned
* Disciplinary proceedings by AUBSU against individual Club/Society Members
* Disciplinary proceedings by the University academic schools against individual Club/Society Members

University sanctions including disqualification from University |

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| All Committee Members and AUBSU Activities Coordinator must sign this:  |
| **APPROVAL** |
| **President/Captain:** |  | **Date:**  |
| **Secretary:**  |  | **Date:**  |
| **Treasurer:** |  | **Date:**  |
| **Activities Coordinator:** |  | **Date:**  |