

# ***OUSA Club Conduct Policy***

Category: Recreation

Version 3

First ratified: October 2020

Last ratified: November 2022

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## **1. Purpose**

- 1.1. The purpose of the OUSA Club Conduct Policy is to set out OUSA's expectations for how Executives, Members and Associate Members will conduct themselves within the context of their Club.
- 1.2. To outline the obligations of OUSA to affiliated Clubs.
- 1.3. This policy does not limit:
  - 1.3.1. The expectations of behaviour for Club Executives, Members and Associate Members; or;
  - 1.3.2. The services provided by OUSA.

## **2. Interpretation**

- 2.1. Unless the context otherwise states:
  - 2.1.1. OUSA is the Otago University Students' Association.
  - 2.1.2. Club means any organisation, society or union affiliated to OUSA under the Constitution.
  - 2.1.3. The CDO is the OUSA Clubs Development Officer.
  - 2.1.4. The CEO is the OUSA Chief Executive Officer.
  - 2.1.5. The Club Executive are the elected officers responsible for running the Club.
  - 2.1.6. A Member is an individual who is signed up to the Club.
  - 2.1.7. 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 any Club event.
  - 2.1.8. An event is anything hosted or endorsed by the Club. This does not include recommendation of attending other group's events.
  - 2.1.9. A complaint is a formal allegation of misconduct received by OUSA.
  - 2.1.10. Sexual misconduct is defined as a broad range of behaviour of a sexual nature that is unwelcome, unwanted or offensive.

## **3. Obligations of Club Executives**

- 3.1. Club Executives shall:

- 3.1.1. Facilitate quality events and activities that meet the Club objectives and benefit Members and those in attendance.
- 3.1.2. Comply with Health and Safety regulations and other relevant legislation including but not limited to:
  - 3.1.2.1. Sale of Liquor Act 2012;
  - 3.1.2.2. Health and Safety at Work Act 2015; and;
  - 3.1.2.3. Food Safety legislation.
  - 3.1.2.4. Privacy Act 2020.
- 3.1.3. Actively embrace the values of diversity, equity and inclusivity.
- 3.1.4. Govern and manage the Club in a professional, ethical and financially responsible manner.
- 3.1.5. Ensure Club Members are aware of their obligations to the Club and OUSA when engaging in Club activities and events, and the potential consequences of breaching these obligations.
- 3.1.6. Promote and encourage positive behaviour of Club Members and Associate Members.
- 3.1.7. Ensure that all events associated with the Club do not have alcohol consumption as their primary focus or intent.
- 3.1.8. Protect, so far as is reasonably practicable, the health and safety of all attendees at events associated with the Club.
- 3.1.9. Ensure, as far as is practicable, that events associated with the Club and attendees' actions at Club events, do not bring disrepute to the Club or to OUSA.
- 3.1.10. Ensure all information containing personal details about individuals shall be held by the Club in a safe and secure manner.
  - 3.1.10.1. Ensure personal information of Club Members or Associates shall only be accessed by those who have permission to do so.
  - 3.1.10.2. Ensure personal information, such as Members' contact details, can only be used for the purpose for which they were collected, in an official Club capacity.
- 3.1.11. Ensure that the all OUSA Club related policy is followed, including but not limited to the:
  - 3.1.11.1. Grants Policy;
  - 3.1.11.2. Affiliation Policy;
  - 3.1.11.3. Affiliated Clubs and Societies Sexual Misconduct Policy;
  - 3.1.11.4. Affiliated Clubs and Societies Resolutions (and COmplaints) Policy
  - 3.1.11.5. Club Constitution; and;
  - 3.1.11.6. Affiliated Clubs Council terms of reference.
- 3.1.12. Refer any breaches of Club related policy to the CDO.

#### **4. Obligations of Club Members, Associate Members and Executive Members**

4.1. All Club Members, Associate Members and Executives shall:

4.1.1. Not tolerate discrimination based on: race, colour, religion, gender, age, nationality, sexual orientation, marital status, disability, or any other protected characteristic.

4.1.2. Not engage in any activity that is considered harassment, including physical, sexual, or verbal harassment. Harassment may broadly include actions, language, written words or objects that create an intimidating or hostile environment, including but not limited to:

4.1.2.1. Humiliating someone;

4.1.2.2. Physical violence or intimidation;

4.1.2.3. Unwanted sexual advances invitations or comments;

4.1.2.4. Visual displays such as derogatory or sexually-oriented pictures or gestures;

4.1.2.5. Physical conduct including assault or unwanted touching;

4.1.2.6. Threats or demands;

4.1.2.7. Intimidations;

4.1.2.8. Sending offensive jokes or emails;

4.1.2.9. Constant or repetitive criticizing or belittling; and

4.1.2.10. Tampering with personal belongings or equipment other than your own.

4.1.3. Understand any actions of this kind will result in disciplinary action, as outlined within the Affiliated Clubs Complaints and Sexual Misconduct Policy.

4.1.4. Follow the complaints procedure as set out in the Affiliated Clubs Complaints and Sexual Misconduct Policy, when officially making a complaint to OUSA.

4.1.5. Act in a way that promotes their Club's best interest by:

4.1.5.1. Avoiding, where reasonably practicable, situations that may give rise to a conflict of interest;

4.1.5.2. Disclosing relevant relationships, associations or activities that could create an actual, potential, or perceived conflict of interest with their Club.

4.1.6. Not use Club social media and/or communication channels to post or share material containing nor inciting personal or defamatory attacks, harassment, hate speech or illegal material.

4.1.7. 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.

4.1.8. Comply with the New Zealand Privacy Act 2020:

4.1.9. Protect and respect assets owned by OUSA or the Club.

- 4.1.9.1. All assets should only be used for legitimate, legal and Club related activity.
- 4.1.9.2. Assets include but are not limited to: OUSA facilities, equipment, vehicles and funds.
- 4.1.9.3. Suspected incidents of fraud, theft, negligence or disrepute to OUSA should be reported to the CDO immediately.

## **5. OUSA Obligations:**

5.1. OUSA shall, where appropriate:

5.1.1. Ensure Clubs are aware of and have access to, relevant OUSA policies.

5.1.1.1. Provide appropriate direction and support to Clubs in following these policies when necessary.

5.1.2. Help facilitate Special General Meetings of the Club;

5.1.3. Take appropriate action to ensure the safety and wellbeing of students and/or Club Members and Associate Members.

5.1.3.1. This may include but is not limited to: trespassing a non-student from all OUSA buildings.