

Clubs and Societies Code of Conduct

Reviewed Nov 2021

The Students' Union has developed this set of guidelines to help Club and Society Committee members understand what is expected of them and what they can expect from ARU Students' Union. From herein, [activity] refers to the club or society at ARU Students' Union.

The Students' Union expects all Committee Members to:

- Adhere to their original aims and objectives laid out in their constitution.
- Attend a committee training session for your activity.
- Attend Societies Forum or send a nominee or their apologies if unable to attend.
- Be a visible representative for the activity on the SU website by having their name and role displayed.
- Communicate with the Students' Union and engage with SU events and activities such as Freshers.
- Display consistently high standards of behaviour and attitude when representing the activity in any environment.
- Ensure that all kit and equipment purchased for them through the Students' Union is looked after, recorded in an inventory, and kept for future use of activity members.
- Ensure the proper handling of members' data and not share members' details or external marketing material without the members' consent.
- Follow all rules, policies and guidelines laid down by the Students' Union and University.
- Hold democratic online elections for the activity and ensure the activity is properly handed over.
- Not abuse their position as a Committee Member to obtain personal benefit or reward.
- Provide a quality experience for your members and ensure members receive regular communication.
- Treat all committee members, activity members, officials, guests, and Students' Union staff with respect.

Committee Members can expect the Students' Union to:

- Display consistently high standards of behaviour and attitude when acting as a member of Students' Union staff.
- Ensure the proper handling of members' data and not share members' details or external marketing material without the members' consent.
- Promote the activity and its activities to the wider student body.
- Provide or signpost financial support where able.

- Provide training and general support for Committee Members.
- Represent their views at University and Students' Union meetings.
- Share news and updates relating to societies and activities.
- Support committee members in coordinating events and activities for their activity.
- Treat all Committee Members with respect and maintain an appropriate working relationship with members.

Media Policy and Code of Conduct

The Students' Union has developed this Media Policy to help committee members who regularly interact with both traditional media and social media understand what is expected of them by the Student Opportunities Team, ARU Students' Union and Anglia Ruskin University.

Student Media – Writing and Broadcasting

The Students' Union expects all committee members to display consistently high standards of behaviour and attitude when acting on behalf of or representing their society, Students' Union or University. This includes following all rules, regulations and guidelines laid down by the Student Opportunities Team and the Students' Union.

The Students' Union also expects all committee members to:

- Allow access by members of the Student Opportunities Team or officer team to check copies of the paper or shows to be aired before they are printed/aired as and when this is deemed necessary.
- Not abuse their position in the society to obtain personal benefit or reward.
- Not publish or air any material that could be deemed as defamatory, potentially libellous and/or slanderous.
- Uphold the reputation of their society, the Students' Union, and University.

In terms of the accuracy on written, published or aired material, the Students' Union expects all committee members to:

- Not fabricate stories or quotations, and clearly distinguish between comments, conjecture, and fact.
- Provide a fair opportunity for reply to inaccuracies when reasonably called for.
- Recognise and correct any significant inaccuracies, misleading statements, or distortion promptly and with due prominence. Where appropriate, an apology should be published.
- Take care not to publish inaccurate, misleading, or distorted information, including images.

The Students' Union will:

- Maintain an appropriate working relationship with all members.
- Not allow members to bring the society, the Students' Union, or the University into disrepute.
- Provide training and general support for all committee members.
- Remove all copies of media if it is found to be defamatory, libellous and/or slanderous.
- Reserve the right to monitor all studio activities, broadcast audio and other media.
- Reserve the right to monitor usage of online and/or offline accounts used in production or broadcast of material by a club or society.
- Automatically terminate the paper, radio, or media provider whilst an investigation is carried out should a member bring about a civil, criminal, Ofcom or Press Complaints Commission investigation against the radio/newspaper/online media outlet. The individual(s) involved in the investigation will also be automatically terminated from further involvement in the society, pending the results of the investigation.

All members will become subject to the Student Opportunities disciplinary procedure and/or the Students' Union disciplinary procedure. Depending on the severity of the incident, this will also include the University's Rules, Regulations and Procedures for Students. This will occur should any members contravene any part of the Code of Conduct for Students, Defamation policy, the Defamation Act 1996 or any other policies associated to the Act.

Social Media – Online Platforms

As a committee member, you must be aware of how certain actions online could be a breach of our social media regulations. It is easy to forget that there is rarely complete privacy on social media. For example, your "likes" on social media posts are often shown to friends or followers on the platform, and sometimes those outside of your network.

Derogatory comments about the University, staff, other students, or members of the public made on social media could lead to responsible committee members facing disciplinary proceedings. The University's Code of Conduct for Students states that you will be in breach of the Rules and Regulations if you do anything that damages the University name or damages its reputation. While using social media on behalf of, or while representing your activity, you must also adhere to the Clubs and Societies Code of Conduct and the Media Policy and Code of Conduct.

However, these regulations do not mean that you cannot raise concerns, but that students are expected to raise any issues in an appropriate way. Change is created through conversation, and the University and Students' Union expect students to engage in conversation with them if there are problems, so that solutions can be found. You can contact the Students' Union Advice Team if you ever need impartial advice and support.

If you are unsure on how to approach a problem on behalf of your Club or Society, please come and talk to a member of the Student Opportunities Team

on the Cambridge or Chelmsford campus. If you have an individual or personal issue, then please contact a member of the SU Advice Team, who can provide you with independent and confidential advice. We can help you to deal with and resolve any problems you may have.

Although this document is a written guidance resource, if any club or society is found to be completely negligent to this resource and/or is found to have posted something on social media which has a negative impact on the wellbeing of anyone viewing the offending post; they will be brought in front of the Student Opportunities Disciplinary committee, where the activity will be scrutinised against the ARU Students' Union Activities Policy Handbook.