

# Clubs and Societies Code of Conduct

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.

## The Students' Union expects all Committee Members to:

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

## Committee Members can expect the Students' Union to:

- Represent their views at University and Students' Union meetings.
- Promote the society and its activities to the wider student body.
- Treat all Committee Members with respect and maintain an appropriate working relationship with members.
- Provide training and general support for Committee Members.
- Share news and updates relating to societies and activities.
- Support committee members in coordinating events and activities for their society.
- Provide or signpost financial support where able.
- 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.

Signed by Committee Members: (All committee) \_\_\_\_\_

Signed on behalf of the Students' Union: \_\_\_\_\_

**\*PLEASE NOTE THIS CODE OF CONDUCT IS NOT A LEGALLY BINDING DOCUMENT**