

UNIVERSITY OF ESSEX

STUDENTS*
UNION

UNIVERSITY OF ESSEX STUDENTS* UNION

SOCIETIES CODE OF CONDUCT

Version: Societies Code of Conduct 2021

Approved by: Rachel Waddon & VP Student Experience

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POLICY NAME

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Item 1 Application of this Code of Conduct

- 1.1 The University of Essex Students' Union Societies Code of Conduct shall apply to
- a) all Members of University of Essex Students' Union Societies, as defined by the Societies Terms of Reference of University of Essex Students' Union Student Activities department, and
 - b) all Societies which are Recognised Societies of the University of Essex Students' Union, as defined by the University of Essex Students' Union Societies Terms of Reference. (hereafter referred to as 'SU Societies').

Item 2 Conduct of Members

- 2.1 Members of SU Societies shall conduct themselves towards all other Members of SU Societies and staff of the Students' Union, and all students and staff of the University of Essex in a manner which is deemed to be acceptable at any and all times that they are acting in the course of or in connection to any activity
- a) conducted under the name of; and/or
 - b) publicised under the name of; and/or
 - c) funded by; and/or
 - d) utilising any equipment which is the property of; and/or
 - e) using any transport booked via; and/or

the University of Essex, the University of Essex Students' Union, The SU Student Activities Department or any Society which is a Recognised Societies of the Students' Union.

And shall at all times conduct themselves in such a way as not to bring into disrepute the names of the University of Essex, the University of Essex Students' Union, the SU Student Activities department or any Society which is a Recognised Society of the University of Essex Students' Union.

- 2.2 Behaviour which is deemed to be unacceptable shall include but not be limited to behaviour which is abusive, offensive, defamatory, distressing, aggressive, threatening, coercive or intimidating.
- 2.3 Any Member of the SU Societies who fails to comply with the provisions of this Code of Conduct shall be subject to disciplinary action, including but not limited to suspension or withdrawal of Membership of SU Societies, in accordance with the University of Essex Students' Union General Membership Policy, Articles of Governance, and the appeal shall follow the University of Essex Students' Union Articles of Governance.

Item 3 Conduct of Members at Meetings of the Societies Department

- 3.1 Members of SU Societies shall show respect for all others present at any Annual General Meeting or General Meeting of the SU Student Activities department and allow them to be heard in silence.
- 3.2 Any Member of SU Societies wishing to speak at any Annual General Meeting or General Meeting of the Societies Activities department shall indicate to the Chair, who shall call upon speakers in the order that they see them.
- 3.3 Speakers at the Annual General Meeting and/or any General Meeting of the Student Activities department shall abide by the

Equal Opportunities, Safe Space and Zero Tolerance Policies of the Students' Union at all times and the Chair may order any speaker who breaches any of these policies to immediately cease.

- 3.4 No Member of SU Societies shall behave in an abusive or intimidating manner in the course of the Annual General Meeting or any General Meeting of the Student Activities department, and in the event of their doing so the Chair shall ask them to desist and apologise, and if the Member fails to comply with this request, the Chair shall have the power to exclude that Member from the Annual General Meeting and/or any General Meeting of the Student Activities department and also future Annual General Meetings and/or General Meetings of the Student Activities department if the Chair believes this is in the interests of student welfare.
- 3.5 Members can appeal against a decision by the Chair to exclude them from Annual General Meetings and/or General Meetings of the Student Activities department by communicating this in writing to the President of the Students' Union.

Item 4 Conduct of Recognised Societies

- 4.1 The Executive Committee of any society which is a Recognised Society of the University of Essex Students' Union shall be responsible for ensuring that any and all activities by or conducted in the name of such society:
 - a) shall at all times comply with the Articles of Governance, By Laws and Policies of the University of Essex Students' Union; and
 - b) shall at no time bring into disrepute the names of the University of Essex, the University of Essex Students' Union, the Student

Activities department or any Society which is a Recognised Society of the University of Essex Students' Union; and

- c) shall at no time cause or encourage any Member of SU Societies to conduct themselves in such a way as to fail to comply with any of the provisions of this Code of Conduct; and
- d) shall at no time cause or encourage any participant to act in such a way as to bring into disrepute the names of the University of Essex, the University of Essex Students' Union, the SU Student Activities department or any Society which is a Recognised Society of the University of Essex Students' Union.

- 4.2 Should any activity conducted by or in the name of a Recognised Society fail to comply with the provisions of this Code of Conduct then that Recognised Society shall be subject to disciplinary action, including but not limited to suspension or withdrawal of Recognition by the Societies department, in accordance with the University of Essex Students' Union General Membership Policy, Articles of Governance, and the appeal shall follow the University of Essex Students' Union Articles of Governance.

Item 5 Compliance with Health and Safety Procedures

- 5.1 All Members of SU Societies shall have regard to and comply with any and all requirements, regulations or conditions relating to health and safety and the reporting of incidents which may be applicable, including any and all requirements, regulations or conditions applied by the University of Essex or the University of Essex Students' Union, and at all times where they are acting in the course of or in connection with any activity
- a) conducted under the name of; and/or
 - b) publicised under the name of; and/or
 - c) funded by; and/or

- d) utilising any equipment which is the property of; and/or
- e) using any transport booked via; and/or

the University of Essex, the University of Essex Students' Union, The SU Student Activities Department or any Society which is a Recognised Societies of the University of Essex Students' Union.

- 5.2 The Executive Committee of any society which is a Recognised Society of the University of Essex Students' Union shall be responsible for ensuring that any and all activities by or conducted in the name of such society have regard to and comply with any and all requirements, regulations or conditions relating to health and safety and the reporting of incidents which may be applicable, including any and all requirements, regulations or conditions applied by the University of Essex, the Students' Union and/or the SU Student Activities department.

Item 6 Context and Interpretation

- 6.1 Reference to any bodies and persons in this Code of Conduct shall include their duly appointed or elected successors.
- 6.2 Any matters not specifically covered by this Code of Conduct shall be referred to the Vice-President Student Experience who shall make a ruling.
- 6.3 Nothing in this Code of Conduct shall conflict with the Articles of Governance, Byelaws or Policies of the University of Essex Students' Union or the Societies terms of reference.

- 6.4 Nothing in the Constitution or Code of Conduct of any Recognised Society shall conflict with this Code of Conduct.

Item 7 Revocation

- 7.1 All previous Codes of Conduct of the Societies department are hereby expressly revoked.