**GUIDANCE NOTES**

* Where possible House Rules should be sent out in advance of a meeting.
* They must be read out by the chair at the beginning of the meeting.
* An opportunity must be given to all attendees to ask for clarification on any of the points.
* In the event of a meeting being filmed
	+ This must be declared at the beginning of the meeting and where possible included on any advertisement for the event.
	+ In the case of attendees participating via zoom;
		- All attendees must be given the opportunity to turn off cameras prior to filming beginning.
		- A message should be posted in the chat to explain that the session is being filmed for those who arrive late.
	+ In the case of attendees participating in person;
		- An area must be provided for those who do not wish to be captured on film but are still able to participate with the event.
		- A sign should be placed on the door to inform attendees that filming is taking place and that there is an area available to those who do not wish to be on film.
* Trigger Warnings
	+ If the content of the event is likely to discuss topics that you may reasonably assume could trigger someone please include a trigger warning.
	+ Please ensure that attendees are aware that they can leave the room at any point if they feel the need to.
	+ In the case that there is content that is likely to trigger an attendee, please ensure that the following support information is made available and easily accessible at the event.
		- The Student Wellbeing and Inclusivity Service (SWIS)
			* Wellbeing@essex.ac.uk
			* 01206 873133
		- SU Advice
			* SUAdvice@essex.ac.uk
			* 01206 863211
		- If out of hours service is required
			* Student Wellbeing Support Line: A 24-hour phone like for University of Essex students, provided by Validium. The number is 0800 970 5020 (outside UK: +44 141 271 7168)
			* Student Space is an online mental health support service provided by Student Minds, available every day, 4-11pm (or 24 hour support via text message). [www.studentspace.org.uk](http://www.studentspace.org.uk)
* In the event an attendee receives a final strike and is asked to leave the meeting but refuses to leave, please contact the University patrol team by calling 01206 873148 or sending someone to get them from the information centre on square 3.

**Please remove sections of these House Rules that are not relevant to what is stated below. You can have multiple set of House Rules, for different things. If you need support to update these please contact the SU Student Activities Team** **susocs@essex.ac.uk****.**

**HOUSE RULES**

The following house rules apply to …………………………………………………………. (e.g. event, executive team, conduct of members etc) for the ……………………………….. society and are effect from **\*enter date effective\*** until **\*enter expiry date\*** (e.g. when an event is over).

In the case where these House Rules apply to an event:

* Any discussions must be conducted in a calm and respectful manner, with no raised voices, aggression, overlapping speech, interruption or ‘talking over’ other speakers.
* Unacceptable behaviour will not be tolerated, including but not limited to: abusive language or terminology, inflammatory language (particularly in relation to topics which others may consider to be sensitive), behaviour or speech which constitutes a personal attack on any other attendee or participant.
* The organisers reserve the right to immediately remove any individual from the event or activity if they believe that their behaviour is such as to compromise the safety or wellbeing of any other attendee or participant.
* At all other times a ‘two/three strike’ policy will apply, with attendees receiving a warning on the first occasion any of these guidelines are breached, and subsequently being required to leave the event or activity if a second breach then occurs.
* Event organisers must always confirm in writing with session leaders whether recording or recording and distribution of the event is permitted.
* In an instance where an event is being recorded over video conference, participants must be made aware of this at the beginning of the event so that they have ample time to turn off their microphone and/or camera. Any recordings that are distributed (e.g. through social media) must be edited so that the video starts after participants have had the opportunity to turn off their microphone and/or camera.
* Any in-person events that are being recorded must include a no-recording zone where participants who do not wish to be filmed can enter and will not be captured on any recordings.
* *Add any other rules where needed. Delete if not applicable.*

In the case where these House Rules apply to the executive team:

* *Add aims/objectives/expected standards of executive team here, as agreed to by all members of the executive team.*
* At all other times a ‘three strike’ policy will apply, with executive members receiving a written warning on the first and second occasions of any of these guidelines being breached, with the remaining executive members gaining the right to call a vote of no-confidence on the third strike.

In the case where these House Rules apply to the conduct of members (to be used for general all-year conduct):

* *Add expected general conduct of members here. This must be sent to all members, giving them a period of 5 working days’ notice for them to challenge any articles raised here. If there are no objections within this period, the House Rules will be active for the current academic year and should be circulated, including publishing them on your society’s essexstudent.com webpage.*
* At all other times a ‘three strike’ policy will apply, with members receiving a written warning on the first and second occasions of any of these guidelines are breached, with the executive members and/or general society members gaining the right to ask for the immediate expiry of a person’s membership.

In the case where these House Rules apply to the online conduct of members (e.g. social media, discord):

* All members shall adhere to the Essex Blades & Societies Social Media Charter and will be subject to provisions set out in article 4.4 of the Societies Code of Conduct should any of the guidelines be broken.

Any appeals against strikes/bans should, in the first instance be made to the executive team of the society. However, if no resolution can be made, a member can email the Student Activities team who will assemble a Panel of Peers team to review your appeal, as per article 8 of the Societies Terms of Reference, and their decision shall be final. In the event of the Panel of Peers reaching no conclusion, the final decision shall be made by the VP Student Experience.

Signatures:

**Do not delete - President and any event leaders to sign for events. All executive members to sign for executive team/general society house rules. Add lines where necessary.**

President Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_