



# ECU Student Guild

## CLUB CODE OF CONDUCT

<b>POLICY TYPE</b>	Senate
<b>POLICY SUBTYPE</b>	Governance
<b>POLICY TITLE</b>	<b>Club Code of Conduct</b>
<b>POLICY OWNER</b>	General Secretary

## Contents

<b>1.</b>	<b>INTENT</b> .....	<b>3</b>
<b>2.</b>	<b>ORGANISATIONAL SCOPE</b> .....	<b>3</b>
<b>3.</b>	<b>DEFINITIONS</b> .....	<b>3</b>
<b>4.</b>	<b>OVERVIEW</b> .....	<b>4</b>
5.1.	<b>Responsibilities</b> .....	<b>4</b>
5.1.1.	<b>The Club</b> .....	<b>4</b>
5.1.2.	<b>Committee Members</b> .....	<b>5</b>
5.2.	<b>Personal and Professional Behaviours</b> .....	<b>6</b>
5.3.	<b>Confidentiality</b> .....	<b>7</b>
5.4.	<b>Conflicts of Interest</b> .....	<b>7</b>
5.5.	<b>Use of Guild Resources</b> .....	<b>8</b>
5.6.	<b>Responsibilities After Leaving the role</b> .....	<b>8</b>
5.7.	<b>Disciplinary Committee (DC)</b> .....	<b>8</b>
<b>6.</b>	<b>RELATED DOCUMENTS</b> .....	<b>9</b>
<b>7.</b>	<b>CONTACT INFORMATION</b> .....	<b>9</b>
<b>8.</b>	<b>APPROVAL HISTORY</b> .....	<b>10</b>

## 1. INTENT

- 1.1. The Code of Conduct outlines the required standard of acceptable behaviour and conduct that is expected of all committee members that form the governing body of any club that is affiliated with the Edith Cowan University Student Guild.
- 1.2. To ensure that all committee members demonstrate appropriate standards of professional and personal conduct that are consistent with the values of the Guild and uphold the public reputation of the organisation.
- 1.3. The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions within the Student Body.

## 2. ORGANISATIONAL SCOPE

- 2.1. This Code of Conduct applies to the committee members of all clubs, societies, collectives, teams, or other entities affiliated with, and interacting with, the ECU Student Guild.
- 2.2. This Code of Conduct does not apply to General members of clubs who do not form the governing body of a club. Every club's constitution will outline the conduct that is expected of all general members of the clubs.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
  - 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word "including" and similar expressions are not words of limitation.
- 3.4. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **Affiliate** means any Club, Collective, or Society that has affiliated with the Guild using the prescribed process and holds existing affiliation in any given year.
- 3.6. **Basic Affiliate** means a club, society, collective or other entity that has basic affiliation status with ECU Student Guild and does not receive funding as part of their affiliation.

- 3.7. **CIDC** means the Continuous Improvement and Development Committee.
- 3.8. **Club, Collective, or Society** means an entity consisting of a group of people that is affiliated with the ECU Student Guild.
- 3.9. **Committee member** means an executive member of a club that forms the governing body of the club, collective, or the society.
- 3.10. **Confidential Information** means information obtained or developed in the course of the conduct of Edith Cowan University Student Guild’s business and which if disclosed will or could lead to risk, damage or injury to ECU Student Guild employees, volunteers, contractors, senators, members or third parties.
- 3.11. **Discipline Committee** means a body that will be to investigate all charges of contraventions of the Policies or of the Constitution, and to impose penalties described in the ECU Guild Constitution Schedule 1.
- 3.12. **Funded Affiliate** means a club, collective, or society that has funded affiliation status with the ECU Student Guild and receives funding as a part of their affiliation.
- 3.13. **The Guild** means Edith Cowan University Student Guild.
- 3.14. **Senate or Senator** means the duly elected student representatives of the Guild.
- 3.15. **Volunteers** means any person engaged by the Guild under a voluntary capacity to undertake work on behalf of the Guild. For the purpose of this policy, it does not include Edith Cowan University Guild Senators.

#### 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, Staff and other stakeholders where appropriate.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

In this document, all Academic, Equity and Diversity, Social and Sport affiliates are referred to as clubs, and the executives of the clubs are referred to as committee members.

##### 5.1. Responsibilities

###### 5.1.1. The Club

5.1.1.1. The club, society, collective, team, or other entity has a governing instrument such as rules or regulations, or a Constitution that:

5.1.1.1.1. Defines its core purpose as being for the benefit of the ECU student body; and

5.1.1.1.2. Does not permit any form of harassment, bullying, humiliation, or other such practices;

5.1.1.1.3. Specifies the actions to be taken if any general member is found to be guilty of misconduct.

5.1.1.2. The club, collective, or society should commit first, and foremost, to serving the interests of ECU Students, and by association, the Guild, above any other internal or external organisations and/or interests.

5.1.1.3. Clubs must not use funding or other guild resources for the purposes of advancing the interests of a political party or organisation.

5.1.1.4. The use of club funding under no circumstance should be for personal benefits.

5.1.1.5. The club should not be alleged or found guilty of misconduct, financial fraud, bullying and/or discrimination.

5.1.1.6. The club must comply with the Guild Affiliation Policies to remain affiliated with the Guild.

## **5.1.2. Committee Members**

5.1.2.1. Be aware of and comply with the Code of Conduct.

5.1.2.2. Ensure all committee members are aware of the conduct and behaviours expected of them as described in the Code of Conduct.

5.1.2.3. Ensure all committee members have access to copies of the Code of Conduct and other relevant documents and policies.

5.1.2.4. Take appropriate action to address breaches of the Code of Conduct and required standards of behaviour.

5.1.2.5. Role model the required behaviours and standards identified in the Code of Conduct.

5.1.2.6. Model Guild's organisational values of Diversity, Fun, Integrity, Student Centred and Team Work.

5.1.2.7. Must not partake in making derogatory, false and/or any comments regarding the Guild or any of its employees, Senators, or volunteers, which has the potential to bring the Guild into disrepute.

## 5.2. Personal and Professional Behaviours

5.2.1. All committee members of clubs are expected to maintain a standard of professional behaviour that maintains and promotes confidence and trust in the Guild.

5.2.2. As executives, they are required to:

- 5.2.2.1. Uphold the highest standards of honesty and integrity in the conduct of duties.
- 5.2.2.2. Respect the student members, representatives, and volunteers, and treat them with courtesy, honesty, and with sensitivity.
- 5.2.2.3. Treat others in the organisation and Student Body fairly and with respect.
- 5.2.2.4. Discharge duties in the best interests of the Guild and its members.
- 5.2.2.5. Carry out roles with due care and diligence, as efficiently and effectively as possible.
- 5.2.2.6. Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- 5.2.2.7. Comply with all ECU Student Guild policies and procedures relevant to the person's position.
- 5.2.2.8. Act responsibly in the event of becoming aware of any unethical behaviour or wrong doing by any other member and report such conduct or activities to the appropriate level of management.
- 5.2.2.9. Be accountable and transparent in all dealings.
- 5.2.2.10. Not harass, bully or discriminate against student members or fellow committee members.
- 5.2.2.11. Contribute to a harmonious, safe and productive organisation and Student Body.
- 5.2.2.12. Understand the consequences of misconduct and actions that may be taken if found not to be complying with the Code of Conduct and other associated regulatory documents.
- 5.2.2.13. Attend all required meetings or, if not possible, submit an apology as per the relevant rules.
- 5.2.2.14. Timely reporting as defined in the Guild Affiliation Policies.
- 5.2.2.15. Actively participate in meetings and, where necessary, express concerns if the decisions or actions seem to be contrary to the Code of Conduct and/or other regulatory documents.

- 5.2.2.16. Work collaboratively and cooperatively with the student members, Senators, and fellow committee members to achieve common goals.

### 5.3. Confidentiality

5.3.1. Confidential information is information obtained or developed in the course of the conduct of Guild business and is which disclosed will or could lead to risk, damage or injury to ECU Guild, its elected officers, employees, members or third parties.

5.3.2. All individuals must:

- 5.3.2.1. Protect confidential information.
- 5.3.2.2. Not make improper use of the information for direct or indirect personal or commercial gain, or to do harm to other people or the Guild.
- 5.3.2.3. Respect the privacy of individuals and the security of personal information.
- 5.3.2.4. Seek guidance where unsure of whether information can be shared.

### 5.4. Conflicts of Interest

5.4.1. Committee members of clubs have an obligation to perform their duties in the interest of members and not to use their position for personal gain or to the detriment of others. This includes identifying, declaring and appropriately managing conflicts of interest.

5.4.2. Conflicts of interest arise where there is conflict between the performance of public duties and personal interests. Conflicts may involve personal, financial or political interests and may be actual, perceived or potential. It is not wrong to have a conflict of interest but conflicts must be managed appropriately.

5.4.3. When there is any doubt about an actual or perceived conflict of interest, it must be declared so that the relevant Vice-President and General Secretary can assess its validity and extent, and then determine how the conflict will be managed.

5.4.4. Committee members should not develop personal relationships with Senators, staff members at the Guild, including after-hours and through the use of digital and social media. Personal relationships may include a relationship between two parties that can have the unintentional effect of influencing judgement or behaviour, or creating a perception of influencing judgement.

5.4.5. Where there is a pre-existing or a developing relationship which may lead to a conflict of interest, it must be disclosed to the Vice President and General Secretary. If the Vice President has a conflict of interest, this should be declared to the President and the General Secretary. A plan should be put in place to mitigate any potential conflict of interest. The relationship must not directly or indirectly compromise the performance of their duties or conflict with the Guild's interests at any point.

5.4.6.All incidences of conflicts of interest must be appropriately documented in writing and available for review.

5.4.7.Any incidences of non-disclosure of conflicts of interest may result in disciplinary action up to and including referral to Discipline Committee (DC).

## 5.5. Use of Guild Resources

5.5.1.ECU Guild equipment, funds, facilities and other resources are to be used:

5.5.1.1. Effectively, economically and carefully; and

5.5.1.2. Only for the benefit of the student body and in the best interest of the Edith Cowan University Student Guild.

5.5.2.It is not permitted to save any Guild generated or related data to personal devices, including unauthorised memory sticks.

5.5.3.All damage, loss of property, or equipment must be reported immediately to the relevant Vice President.

5.5.4.Not engage in any fraudulent or corrupt behaviour such as the misuse of club VASCO cards, or any other guild funds.

## 5.6. Responsibilities After Leaving the role

5.6.1.Committee members who no longer hold a position in the club, must:

5.6.1.1. Not disclose any Guild information after leaving Guild senate role that was non-disclosable during their appointment.

5.6.1.2. Ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of ECU Student Guild.

5.6.1.3. Not use official stationary, email addresses, text messages or any other identifiers of ECU Student Guild for any purpose.

5.6.1.4. Dispose of duplicated confidential information and documents in line with Guild policies and procedures.

5.6.2.Committee members who remain engaged with the Edith Cowan University Guild must ensure that former members, volunteers, contractors or Senators are not given favourable treatment or access to personal, confidential or official ECU Student Guild information.

## 5.7. Disciplinary Committee (DC)

The ECU Student Guild Senate has established a Discipline Committee for the year 2022, as required annually under the ECU Student Guild Constitution. The role of the DC is to investigate all charges of contraventions of the Policies or of the Constitution and to impose penalties described in the ECU Student Guild Constitution.

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Authorised by Guild Senate	Rev No: 0	Date Issued: 27/08/2021	Page 8 of 10



The Disciplinary Committee comprises of:

- DC Chair – Bilal Shaikh (Postgraduate Officer)
- Senate Member on DC – Rizly Abdue (General Senator)
- 3 Members who are not Members of the Senate, at least one of whom will be female and at least one of whom will be male which will be appointed at the time of a case received.
- The Guild General Secretary will be the Executive Officer of the Discipline Committee. If the General Secretary is the subject of proceedings, the new Executive Officer will then be appointed by the DC. The deliberations and decisions of the Discipline Committee will be confidential.

The Discipline Committee will determine its own procedures consistent with the principles of fairness and natural justice. After investigations and interviews, if a Member whose conduct, in the opinion of the DC, constitutes a breach, will be liable to the penalties applicable under Schedule 1, item 4(2)(a) of the Guild’s constitution.

Where it is established that there has been a breach of the terms herein, Committee members will be subject to disciplinary action, up to and including referral to Discipline Committee DC.

You may raise a referral to the DC by emailing the General Secretary at [secretary@ecuguild.org.au](mailto:secretary@ecuguild.org.au).

*Note: The Guild reserves the right to amend this policy at any time.*

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Senate Code Of Conduct</li><li>• Funded Affiliation Policy</li><li>• Basic Affiliation Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• The Constitution</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>•</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	25/01/2022
<b>Original Motion</b>	SM2201/04
<b>Revision History</b>	
<b>Revised by</b>	Sarah Rizwan
<b>Next Revision Date</b>	January 2023