

Club Code of Conduct

Overview

USASA is a student-run not-for-profit organisation led by elected student representatives who compose the organisation's Board. Their responsibilities include but are not limited to, protecting students' interests within the university while simultaneously overseeing and making decisions for the organisation.

Under the USASA Constitution, clubs are committees of the Board (called Club Committees) and are **not** separate associations.

Section 11 of the USASA Constitution specifies that:

11.1 Clubs Committees will exist to facilitate social and sporting activities and academic or other interest groups for the benefit of Members.

11.2.1 Club Committees operate under the authority and direction of the Board and carry out the functions and exercise the powers ascribed to them by the Board.

11.2.2 Club Committees may make recommendations to the Board about any matter affecting the interests of their particular critical reference groups as identified by the Regulations.

11.3.1 The number and nature of all Club Committees is determined by the General Manager or their delegate.

11.3.2 All members of Club Committees will be appointed by those whom they represent each year pursuant to the Regulations.

Club Executives holding the position of President, Secretary, and Treasurer must sign this Code of Conduct, indicating that they have read, understood and accept it.

USASA will take reasonable steps to make all other Club Executives and Club members aware of this Code and that it is accessible. All members will receive information about this Code annually through the club registration process, and it will be available on the USASA Clubs Website.

Definitions

For the purpose of this policy, the following definitions apply:

Board means the Board of the University of South Australia Student Association

Club Executive means the Executive team of a Club Committee (as defined in clause 11 of the USASA Constitution), e.g. President, Secretary, Events Officer.

Club member(s) means any member of USASA clubs, whether they are students of the UniSA or otherwise.

Bullying means the repeated unreasonable ill-treatment of a person by another. It may consist of offensive, abusive, belittling, or threatening behaviour directed at an individual or group that a reasonable person would expect to create a risk to the emotional, mental, or physical health of the person(s) affected or targeted.

Complaint means verbal or written communication from a person against a club member due to a breach of this code or any other USASA policy or procedure.

Discrimination means treating an individual and/or group in employment or education less favourably than others or causing them a disadvantage on any of the grounds specified in the relevant legislation.

The **General Manager** is a professional staff member of USASA whom the USASA Board authorises to conduct enquiries and take action to resolve complaints raised by members under this Code of Conduct.

Scope

This Code applies to all members of USASA clubs, whether they are students of UniSA or otherwise, in relation to any matter including but restrictive to:

- any club-related activity on or off campus, including online activity
- any communication with club members, students, USASA or UniSA staff, and the general public, including online communications
- any conduct, whether related or unrelated to club activities, that has or is likely to have an impact on USASA, UniSA or any of its stakeholders

Policy Principles

- 1. Personal behaviour** – it is expected that club members will:
 - 1.1** act ethically, with honesty and integrity, in the best interests of USASA at all times
 - 1.2** make decisions fairly, impartially, and promptly, considering all available information, legislation, policies, and procedures
 - 1.3** treat colleagues with respect, courtesy, honesty, and fairness, and have proper regard for their interests, rights, safety, and welfare
 - 1.4** not harass, bully, or discriminate against colleagues, members of the public and/or USASA or UniSA staff
 - 1.5** contribute to a harmonious, safe, and productive club environment/culture through collegiate relationships

- 1.6** not make improper use of their position as club members to gain an advantage for themselves or any other person
- 1.7** adhere to all requirements under the University of South Australia's Code of Conduct for Students.
- 1.8** work towards USASA's standards, specifically promoting respect and equality, being open, honest, and ethical; continual improvement; and setting and maintaining high standards of behaviour
- 1.9** extend the standards of behaviour stated here but not limited to any social media page or media outlets where club members appear, including personal accounts

2. Club members have a right to:

- 2.1** be treated fairly, equally and with respect by the club, its Club Committee, and other members
- 2.2** socialise in an environment free from all forms of harassment and discrimination
- 2.3** privacy and confidentiality concerning records and documentation, and communication containing a member's personal information unless it is necessary to uphold this code or any applicable laws
- 2.4** be informed and actively participate in all club events and offerings
- 2.5** voice their opinions, requirements, and suggestions to the Club Committee, USASA staff or the board.

3. Club members commit to:

- 3.1** treat members, UniSA students, USASA and UniSA staff, and patrons and staff of external venues fairly, equally, with respect and courtesy
- 3.2** behave responsibly and ensure they conduct themselves in a manner that will not injure the reputation of the club, USASA, UniSA or any stakeholder
- 3.3** not physically or verbally harass, victimise, or bully others
- 3.4** take responsibility for reporting improper conduct or misconduct which has been, or may be occurring between or by club members, reporting the details to the General Manager of USASA or their deputies
- 3.5** abide by and uphold the USASA Constitution and this Code
- 3.6** pay any fees in relation to any event or offering (for example, tickets or membership) to which that member has committed

4. Use of resources – it is expected that club members will:

- 4.1** act in a financially responsible manner, applying due diligence to any financial decisions and processes.
- 4.2** ensure the efficient use of SSAF-funded resources, including university facilities, equipment, time of staff and others.

5. Financial responsibilities

Section 12 of the USASA Constitution states:

12.1.1 Each Club Committee will retain in a bank account established for it by the University of South Australia Student Association all its funds, including those allocated by the University of South Australia Student Association.

12.1.2. Each Club Committee will cooperate with the Board in the preparation of accounts as determined by the Board, subject to Clause 18.

12.1.3. Club Committees must provide all information and do all things necessary to enable the Board to comply at all times with its obligations under this Constitution (including but not limited to the obligations imposed by Clause 18 (of the USASA Constitution)).

12.1.4. Each Club Committee may raise funds from its constituent Members and fundraising activities and expend the same for the benefit of its constituent Members and must maintain accurate records for receipts and expenditure of such funds.

Any funds/revenue/monies collected by a Club member and or executive as a part of a club activity must be directly deposited into the club's bank account, or if using a third-party platform, must be transferred into the club account at the completion of sales.

6. Club members commit to:

- 6.1** disclose any personal or business interests which may give rise to actual or perceived conflicts of interest
- 6.2** ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner
- 6.3** not allow personal or financial interests, or the interests of any associated person or business, to conflict with the interests of USASA and its members
- 6.4** manage and declare any conflict between their personal and public duty
- 6.5** not to overdraw the account or engage in transactions that will cause the account to become overdrawn or incur any debts without the express written consent of the General Manager

- 6.6** ensure that any and all financial transactions be conducted through the club bank account, with the exception of ticket/event sales. Once ticket sales have ended the total revenue is to be transferred into the club bank account.
- 6.7** ensure that only the signatories who have participated in the meeting/training requested by the General Manager or their deputies will have access to and the club bank account.
- 6.8** ensure that no portion of club funds be paid or distributed directly or indirectly to members or their associates except as genuine remuneration of a member for services rendered or expenses incurred on behalf of a Club that have been authorised by the General Manager or their deputies

7. Consequences

- 7.1** USASA has a duty of care to all club members and may be obliged to take immediate action where a member's behaviour is inappropriate or interferes with the freedom of another club member, USASA or the broader community.
- 7.2** If USASA identifies any non-compliant behaviour, it is within its duty to report such actions to the relevant authorities for further action to be taken against the offender.
- 7.3** In suspicion of Code violation, please refer to the complaints procedure to take appropriate action.

Policy custodian	USASA General Manager
Responsible policy officer	Clubs & Societies Coordinator
Approved by	USASA Board
Related documents	USASA Constitution UniSA Student Code of Conduct
Effective from	May 2024
Review Date	May 2026
Contact for queries about the policy	Clubs & Societies Coordinator
Version	V3



By signing below, I acknowledge that I have received, read, and understand the USASA Club Code of Conduct and agree to abide by its provisions.

Club Name: _____

President Signature: _____

Printed Name: _____

Date: _____

Treasurer Signature: _____

Printed Name: _____

Date: _____

Secretary Signature: _____

Printed Name: _____

Date: _____