

Code of Conduct for Club/Society Committee Members

The Club/Society Life Committee is fully committed to safeguarding the wellbeing of its members. It encourages best practice in the running of DCU Clubs/Societies through its commitment to providing an environment that demonstrates dignity and respect and understanding for members' rights, safety and welfare. The achievement of best practice is reliant upon the adoption of this Code of Conduct by the Club/Society Committee members.

All DCU Clubs/Societies require a committee to run their Club/Society. Each Club/Society committee consists of a number of committee members who are elected onto a range of committee positions to perform varying roles and responsibilities. The structure of each committee is outlined in the Club/Society's constitution. This code sets out the standards of conduct and performance for all committee members to adhere to. To be part of a Club/Society committee in DCU it is a requirement to read, agree to and sign this document and download it to the Online Management System.

Guiding Principles for Committee Members

The following Guiding Principles outline the standards committee members are expected to adhere to:

1. Committee members must be conscious of the fact that as a committee member of a DCU Club/Society, you are representing the respective DCU Club/Society, the CLC/SLC and the University at all times. Consequently, committee members must consistently display high standards of behaviour and conduct.
2. All Clubs/Societies are governed by the Club/Society Life Committee and must adhere to its policies, procedures and decisions.
3. Committee members must adhere to the University Alcohol Policy and are subject to sanction for breaches of it. It is available [here](#)

4. Committee members must also adhere to all policy & guidelines, in particular:
 - a. U Booking Guidelines and Usage Policy
 - b. CLC Coach Management Policy
 - c. DCU Emergency Evacuation Policy
 - d. DCU Harassment and Bullying Policy
 - e. Estates Office Guidelines on work permits
 - f. OSL Social Media Guidelines
5. Committee members must ensure that the Club/Society constitution is up to date, is adhered to and reflects the CLC/SLC's policies and procedures.
6. Committee members must demonstrate leadership by promoting and supporting the application of the Club/Society's constitution.
7. All committee members are required to act with integrity and must never engage in fraudulent or dishonest activity at any time.
8. Committee members must keep and store all documentation securely with respect to meetings, correspondence, minutes of committee meeting, databases and financial reports in line with GDPR.
9. Committee members must communicate effectively with Club/Society members at all times including but not limited to email, noticeboards or the Club/Society's website or social media channels.
10. Committee members must ensure all complaints are dealt with appropriately.
11. Committee members must always act in a financially responsible manner.
12. Committee members must always act in the best interest of the Club/Society and the overall wellbeing of the members of the Club/Society.
13. All committee members are obliged to abide by the democratic decisions of the Club/Society's governing committee. From time to time, individual committee members may disagree with the decision of the committee, it is important that decisions are represented properly outside of the committee by its members.

Proceedings at Committee Meetings

- The agenda, reports of the committee and minutes of the previous meeting should be circulated in advance of a meeting.

- The accuracy of the previous meeting minutes should be confirmed by those present at the meeting.
- On occasions, the committee may discuss confidential or sensitive items, the Chairperson should highlight which items they consider confidential/sensitive.
- Decisions made must always be made in the best interest of the Club/Society and its members.
- Resolutions should be put to a vote and decided upon in accordance with the Club/Society constitution or where no voting procedures are outlined the chairperson will outline what methods are adopted.
- Committee members must always behave with courtesy and respect towards other committee members.

Dignity and Respect

- Committee members must respect the rights, dignity and worth of each person in their right to self-determination. Specifically, committee members must ensure to treat everyone equitably and sensitively within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, political beliefs or socio-economic status.
- Committee members should respect one another and expect respect for their worth regardless of their role within the committee.
- Committee members must act in a professional and courteous manner and must ensure their actions, words or gestures do not breach the protected areas covered under Equality Acts 1998-2015 (Protected areas covered under the Equality Acts are: gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller Community).
- Committee members will need to be cognisant of DCU's Policy to Promote Respect and to Protect Dignity in DCU, which is available at <https://www.dcu.ie/advice/respect-dignity>.
- Committee members must become familiar with and committed to the responsibilities of the committee.
- Committee members must actively participate in committee meetings and projects.
- Committee members should identify and promptly explicit any actual, potential or perceived conflicts of interests affecting them.

- Where a conflict of interest arises the committee member must withdraw themselves from any discussion.

Confidentiality

- In the course of, or for the purpose of this agreement the committee member will acquire or have access to and will be entrusted with information which will be confidential to the Club/Society. It is the committee member's duty to observe such confidentiality. The restriction shall continue to apply after the termination of this agreement.
- Committee members must reach agreement about what is to be regarded as confidential information.
- Committee members must only apply information gained as a member of a committee for proper purposes and keep this information confidential. The CLC/SLC shall in any circumstance of doubt or dispute be the final arbiter to the confidentiality of a matter.
- Committee members must make themselves aware of the Universities Security Policy for electronically held data and ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained.
- Committee members must make themselves aware of the Data Protection Act (2003), the Freedom of Information Act (2014) and GDPR (2018)

Abuse of Privilege and discipline procedures

- Committee members should avoid the use of their position as a member of the committee to seek any undue advantage for themselves, family members or associates.
- Committee members will have access to contact information and must only use this to contact the member with information relating to Club/Society activities.

Transition Between Committees

- A detailed handover from the outgoing committee to the incoming is essential for the successful running of your Club/Society.
- It is the responsibility of the outgoing committee members to plan how best to handover to incoming committee members in a timely manner.

Dublin City University Club/Society Life Committee (CLC/SLC)

• Committee members who fail to abide by the CLC/SLC Code of Conduct for Club/Society Committee Members may face disciplinary action. Penalties may include possible suspension or exclusion from the Club/Society committee. It is important to note that Committee members may also be subject to DCU's Disciplinary Code and particular attention is drawn to Section 3.2 (outlined below). Offences against this Code may broadly be described as:

- behaviour that obstructs University staff or students, or agents of the University, in the performance of their duties relating to teaching, research, administration, disciplinary procedures or other University activities
- behaviour that obstructs University students in the pursuit of their studies
- behaviour that brings, or has the potential to bring, the University into disrepute. Breaches of this Code can arise irrespective of whether the behaviour complained of takes place on or off campus.

• Ignorance of the content of this document and other policies referenced will not be considered a reasonable excuse.

DECLARATION:

Acceptance of the Dublin City University Club/Society Life Committee Code of Conduct for Committee Members.

I have read the Dublin City University Club/Society Life Committee Code of Conduct for Committee Members and agree to abide by its contents.

Signed: _____ Lucy O'Reilly _____ Date: _____ 13
September 2023 _____ Print Name: _____ Lucy
O'Reilly _____ Position: _____ Chairperson _____
Club/Society: _____ Dublin City Consulting Group _____

This form must be retained by the DCU Club and Socs Office.