

Student Leaders, Societies, Communities & Sports Clubs Code of Conduct

You can access a read-aloud version of this code of conduct.

This document outlines the expectations of Goldsmiths Students' Union and students within the Union's groups as well as providing guidelines to cater for the well being, safety and behaviour of the leaders and members of societies, communities and student media groups within the Students' Union.

By becoming a society, community, sports club, or student media group committee member, or taking on any other recognised student leadership position in the Union, you are agreeing to abide by the following code of conduct.

1. Committees and members

- a.** Societies, communities and student media committee requirements: a committee of three current students (President, Secretary and Treasurer) all have to be trained by a coordinator at the Union.
 - i. To apply to create a new group, three current students must submit an application to the Union.
 - ii. Applications are received on a rolling deadline with new societies able to start in September or January. [For more information please see the Students' Union website.](#)
- b.** Societies need 10 members to continue to be ratified after the first term.
- c.** Any current student can become a member of a society. Membership lasts from the moment of registering to the end of the academic year, with all memberships expiring on 1st August.
- d.** Both committee members and regular members are to register their membership to the student-led group through the online Goldsmiths Students' Union membership system and, if applicable, pay the requisite membership in full.
- e.** Refunds can be requested through the relevant Coordinator within the Students' Union and will be supplied if it is found the society, community or media group has not provided their promised service.
- f.** Student leaders are responsible for members' behaviour within their groups, and for the behaviour of their guests, particularly when on campus.
- g.** Student leaders may not under any circumstance speak to the media and all enquiries from the media must be directly forwarded to the SU.

Any messages you receive from media/ press must be sent to the Comms@goldsmithssu.org.

2. Affiliation with the Union

- a.** Societies, communities, sports clubs and other student groups are affiliated with the Students' Union. This means that, by becoming a student leader, they acknowledge their responsibility as a representative of the Union and agree to abide by this code of conduct for as long as they are in the role.
- b.** Student groups affiliated with the Union act as part of the Union and must follow our constitution, bye-laws and governance policies.
- c.** Student groups affiliated with the Union for more than one academic year should participate in elections with the Union at the end of the year. These elections serve to democratically elect the next committee.
- d.** Affiliated groups can access resources and facilities, such as room bookings, finances and support from the Union staff. Bookings not made through the SU with your coordinator in the given notices period are not insured by the SU.

3. Money

As a charity, Goldsmiths Students' Union must be clear and transparent about all money incoming and outgoing, including that of societies, communities and sports clubs.

All student groups must hold their money within the Union to evidence their ingoings and outgoings with full transparency. Money belonging to student groups should be held in the Union, not in any external personal accounts, PayPal accounts or similar.

- a.** Student groups can attain money in the following ways:
 - i. Membership fees: societies and sports clubs can set their own membership fee per year; communities have a set fee of £0.00.
 - ii. Communities stipend: because communities have a set fee of £0.00, they are entitled to £50.00 grant allocation at the start of the year.
 - iii. Fundraising: profits from canvassing, bake sales, ticket sales and other sales which are held in the group's account to be spent on their future activity.
 - iv. External sponsorship: money given to student-groups for a specific purpose by external companies. This is based on a formal agreement in the form of a written contract, signed by the student-group committee, the company in question and a representative of the Union (Media Sales position or relevant Coordinator).
 - v. Grant funding from the Union: money given to student-groups for a specific purpose as agreed by the Union.

1. Societies and Communities Fund: this fund of £5,000 is allocated by student leaders for student leaders at the monthly Fund Forum, six times per year. Student leaders can apply for up to £500 per year for their group, their application(s) are voted on by student leaders at the forum.
2. Sports funding is allocated pre-start of year by the Sports Coordinator in accordance with needs.

Grant funding from the Union which is unspent is clawed back at the end of the financial year and put back into student activity.

- b.** Any process of allocating funding from the Union is agreed by staff and full-time student representatives jointly.
- c.** Money held by a student-led group within the Union should be used to the benefit of the group and cannot be used to purchase materials for individuals, i.e. single meals, prizes, personalised merchandise.
- d.** Union money cannot be used for the purchase or sale of alcohol or beef as outlined by our Constitution and commitment to the Green New Deal. For more information please view our policies and governance page on goldsmithssu.org.
- e.** Union money cannot be sent to other charities inline with Charity Commission laws.
- f.** Student-led groups must not incur unauthorised expenditure of Union monies, or hold monies outside of the Union.
- g.** At the end of the academic year:
 - i. Grant funding from the Union which is unspent is clawed back at the end of the financial year and put back into student activity.
 - ii. Student-led groups found to have overspent will be asked to repay the Union the amount they owe. Student-led groups with a surplus of non-grant money will pass that money onto the next committee.
 - iii. Student-led groups which do not continue into the following academic year but have a surplus of non-grant money leftover will have their money held for future students who wish to take over the group in later years.

4. Equipment and facilities

- a.** Equipment bought by a society, community or sports club belongs to the Union and should be stored on the premises.
- b.** The use of equipment and facilities by societies, communities and sports clubs is dependent on the behaviour of committee members (see Section 5).

- c. Damaged equipment or facilities must be paid for by the society from their funds. If there is no funding available there will be a payment plan put in place if appropriate.
- d. Societies and communities have access to the Communities Cupboard, on the ground floor of the Students' Union, for the storage of their equipment. It is the responsibility of student leaders to make sure the cupboard is tidy, clean and orderly when they leave it. No food, perishable items, money or personal belongings should be stored in the Communities Cupboard.

5. Safety at events

- a. All committee members should complete leadership training through the Students' Union before participating in society activity.
- b. All trained committee members and officially registered members are covered by our insurance for on campus activities only. Non-registered members or untrained committee members are solely liable for any damage or malpractice at events.
- c. There are two types of Risk Assessment required for student groups. The first is a general Risk Assessment of your core activity. You will be asked to complete this as part of your training.
- d. All events will need to be Risk Assessed. [You can find a template for events on our website.](#)
- e. You may be required to also fill out a Covid Secure Risk Assessment.
- f. You are responsible for the safety of your members at events that are held off campus.
- g. We must be notified 1 month in advance of any planned External speakers at any events. [You can find the external speaker form that you should send to your relevant coordinator on our website.](#)

6. Behaviour

- a. All members are expected to treat facilities, staff, & students at Goldsmiths, University of London & other institutions & establishments with respect.
- b. Student leaders and affiliated groups should never:
 - i. act in a disorderly manner on the university premises or those set aside for Union use;
 - ii. act in any way, at any time, so as to bring the Union into disrepute.
 - iii. act in any way contrary to the Aims and Objectives of the Union as defined by the Constitution.
- c. Initiations¹

¹ An initiation ceremony is an event in which members [often new members] of the club are expected to perform any activity as a means of gaining credibility, status or entry into that club. This peer pressure is normally [though not explicitly] exerted on first year students or members new to that

- i. Student leaders and members of groups affiliated with the Union will not apply peer pressure upon other individuals in social situations or otherwise.
- ii. The Union has a zero-tolerance policy of drinking- or humiliation-based initiation ceremonies, any complaints against a society, community or club relating to initiations will result in disciplinary action (see below).

d. Alcohol

- i. Where there is alcohol offered by student-led groups to students, leaders must be aware that this can be an exclusionary space for students who are non-drinkers. Dry spaces on campus must be respected and remain dry spaces for the use of non-drinking students.
- ii. No alcohol is to be consumed on board transport owned or organised by the Union. The Union promotes responsible drinking.
- iii. Whilst engaging in social events please ensure that you remain with the group. Each individual has responsibility for themselves to maintain safe alcohol consumption levels, to know your limits and keep well within them. Goldsmiths Students' Union promotes responsible drinking.²

7. Equal Opportunities Act

- a.** Goldsmiths Students' Union is a campaigning organisation which represents a diverse membership. The Union recognises that inequality, oppression and discrimination exists in this society and will work towards a fairer society through ensuring greater equality of opportunity for its members and employees.

The Students' Union aims:

- i. To increase the quality of everyone's participation in the community and the educational process.
- ii. To address attitudinal and organisational barriers to achieving greater equality of opportunity.
- iii. To take positive action to promote fair practices and to eliminate discrimination against, and oppression of, individuals or groups of people on the basis of any of the following: gender, disability, sexuality, class, ethnicity, nationality, ethnic or national origin,

particular club and may involve the consumption of alcohol, eating concoctions of various food stuffs, nudity and any behaviour that may be deemed humiliating.

² For more information: www.drinkaware.co.uk & www.knowyourlimits.gov.uk. We also support Good Night Out, which aims to tackle harassment and violence in drinking and social spaces. For more information: www.goodnightoutcampaign.org/

race, religion, age, HIV status, caring responsibilities, marital status.

Goldsmiths Students' Union believes that the oppression of the above groups & other discriminatory behaviour or language is unacceptable to the Union & will result in disciplinary action.

8. Data, Social Media and GDPR

- a.** The rules outlined in our code of conduct and constitution extend to online communication, communication by text, email and instant messaging platforms which are made through official and student media accounts and directly linked to content published by the Students' Union.
- b.** Student leaders must ensure that all information disseminated is fair and accurate, avoids the expression of comment and conjecture as established and falsification by distortion, selection or misrepresentation.
- c.** Members of the Union must not print or broadcast any material of an offensive, defamatory, discriminatory or libelous/slandorous nature.
- d.** When collecting members' data, be clear about what it will be used for and do not share it with third parties without their permission.
- e.** When sending information to members make it clear that they can unsubscribe from the use of the data at any time. If they choose to do so, delete their data as requested (including name, age, sex, etc) and do not contact them further if they request that you do not.
- f.** Student groups affiliated with the Union should use their Union email address for all correspondence and social media accounts (e.g. examplesociety@goldsmithssu.org).
- g.** At the end of the year when handing over to the new committee, student group leaders should ensure that new committees have access to all accounts and passwords belonging to the group.

What happens if the Code of Conduct is believed to have been breached?

Any members of the Union who act in contravention of the above will be subject to disciplinary procedures, which may include disaffiliation from the Union.

Committees of student groups are not expected to investigate potential breaches of this code, and should refer directly to the Union. Student groups should not remove members at their own discretion.

All complaints that Goldsmiths Students' Union receive regarding student-led groups will be looked at against this Code of Conduct. Where the complaint is

outside of the scope of this code we will refer to an external body or the Trustee Board on a case-by-case-basis.

Please note, misconduct by a full-time elected officer, returning officer or staff member will be dealt with through the Union's Staff Disciplinary Procedure.

Events Code of Conduct

All attendees, speakers and sponsors at our events are required to agree with the following code of conduct. Those running events, in this case society leaders ("we") and/or Union staff should seek to ensure their guests abide by this code throughout the event.

We expect cooperation from all participants to help ensure a safe and enjoyable environment for everybody.

The Quick Version

This Union is dedicated to providing a harassment-free events experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion (or lack thereof) or class.

We do not tolerate harassment of event participants in any form.

The Less Quick Version

Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, class, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate contact, and unwelcome sexual attention.

Participants asked to stop any harassing behavior are expected to comply immediately.

If a participant engages in harassing behavior, we may take any action we deem appropriate, including warning the offender, removing them from some or all talks with no refund.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please let us know immediately. You can email us – welcome@goldsmithssu.org – or speak to a staff member during a session.

We will be happy to assist those experiencing harassment to feel safe for the duration of the event. We value your attendance.³

Social Media Policy

Goldsmiths Student Union recognises that internet social media channels provide unique opportunities to participate in discussions and share information on topics of interest to members. Through social media activity and engagement on services students can enrich society activities, generate interest and raise awareness of a particular issue.

Social media generally refers to web-based applications, usually by sharing information, digital images, videos, opinions, knowledge and interests online. It includes, but is not limited to, social networking services such as:

- Facebook
- Twitter
- LinkedIn
- Instagram
- YouTube
- Snapchat
- TikTok
- WhatsApp
- wikis and blogs

Legally and ethically it is in our interests to manage any potential risks through a common-sense approach and by clearly setting out guidance when it comes to social media and societies.

This policy outlines the implications of using material in a way that could be considered abusive or defamatory. It also sets out clear guidance on behaviour while recognising that social networking can be used internally to encourage student/member engagement or externally to help promote your society activities.

The policy aims to:

- encourage the responsible use of social media,
- outline the responsibilities for individuals using social media,

³ This code of conduct is based on confcodeofconduct.com and used under a Creative Commons license.

- highlight the potential risks of using social media,
- provide clear guidelines on how breaches of this policy will be addressed,
- to protect the reputation of Goldsmiths Student Union, its members, staff and partner organisations.

Responsible use

- When using social media it is recommended that societies are respectful to their audience, transparent, accurate and remember, before pressing send or posting, that it is likely that the information shared can never be eradicated because of archival systems, forwards, retweets, etc.
- Digital activity is very easy to uncover and poses a particular risk in relation to law, such as defamation or libel. This is where a person's reputation or brand is damaged.
- A society's online or social media profile may reference Goldsmiths University as their place of study, but it must be made clear that comments / posts / shares made by the account holder are made in a personal capacity only. Students should include a simple and visible disclaimer for clarity such as: "The views I express are mine alone and do not reflect the views of my place of study".
- It is the responsibility of students to read and act in accordance with the principles of this policy. It is also the responsibility of students to read and act in accordance with the rules and guidelines set out by individual Social Media, Social Networking and Website Hosting companies and providers.

Individual's responsibility

- do anything that could be considered discriminatory against, or bullying or harassing of, any individual e.g. making offensive or derogatory comments relating to sex, gender, race (including nationality), disability, sexual orientation, religion or belief or age
- contain images or other content that is sexually explicit or illegal
- bring discredit to the Union in any way e.g. by insulting fellow students or other individuals; making/sharing defamatory or offensive comments about individuals or groups; liking/posting/sharing/linking to images or other content that is inappropriate, sexually explicit or illegal.
- breach copyright: e.g. by using someone else's images or content without permission, or by failing to give acknowledgement where permission has been given to reproduce. This means, for example, not posting articles or pictures scanned from newspapers or magazines. Posting such content may result in legal action by the copyright owner.
- breach confidentiality: for example, by revealing confidential information owned by the University; posting confidential information about an individual, business or other organisation; posting contact details, pictures or personal

details of other students or members of staff or members of the public without their prior permission. Students must seek prior advice from their Course Director or the Students' Union if unclear about what information might be deemed confidential. Further information on the responsibilities of students in relation to data

Breaches of the policy

Goldsmiths Student Union reserves the right to request the removal of content from an official social media account and/or from a personal account if it is deemed that the account or its content breaches this policy.

In the instance of severe breaches of the policy the Union reserves the right to take disciplinary action or to escalate to the University.

Goldsmiths Students' Union Rights

This means the right to ensure that social media does not produce material that contravenes any SU policy, agreement or ethical stance; or to ensure that social media does not produce anything which may pose a reputational or financial risk to the Union or the University.