**[Insert Society Name]**

**Code of Conduct 2022/23**

1. The [insert Society name here] agree to the set of rules set out by John Moores Students’ Union which outlines the standards we expect from both members, committee, and coaches.
2. The following code of conduct outlines the rules and procedures to run your activities as successfully as possible and this code is a way of ensuring that that happens.
3. The [insert Society name here] shall form part of John Moores Students’ Union, and as such, will adhere to all the rules of the John Moores Students’ Union Student Activities Policy, and rules laid down herein.
4. **Aims & Objectives**

The keys aim of [insert Society name here] in 2022/23 are: -

* [Example; Increase membership by 20%].
* [Example; Raise £2,000 for charity]
* [Example; Arrange a meet and greet with another University]
* [Example; Hold a conference for members with external speakers]

1. **Committee**
   1. The committee will ensure that the society is conducted in accordance with John Moores Students’ Union’s Articles of Association and Policies as well as the aims and objectives noted above.
   2. The committee shall be responsible for the running of the society and will convene at least monthly on a day outlined at the first committee meeting of an academic year.
   3. The committee are elected annually by members. All committee members shall be current students at Liverpool John Moores University.
   4. The members of the committee shall be as follows:
2. President – [Student Name]
3. Vice President– [Student Name]
4. Communications Officer – [Student Name]
5. Treasurer – [Student Name]
6. Social Secretary - [Student Name]
7. [Insert any additional positions within your committee or delete]
8. **Meetings**
   1. At least one representative of the society committee will attend the following meetings:
9. Committee Training & Refresher Training
10. Vice President Activities Meetings
11. JMSU AGM
12. JMSU EGM (as appropriate)
13. **Membership**
    1. Membership shall be open to all current full members of John Moores Students’ Union of affiliated Universities with payment of the appropriate membership charge.
    2. Membership of the society will run from September to September each year.
    3. Alumni members and University staff may join by paying the appropriate fee. They may not participate in any BUCS or equivalent competition and may not hold a committee position and only have speaking right in committee meetings including AGM and EGM. Life Members should not exceed 15% of sport/society membership.
14. **Finance**
    1. Each society shall have a grant account and a social (fundraising) account. Application for grant funding shall be made to the Opportunities & Development Team. Grant funding applications will not be considered without an approved constitution.
    2. All society must abide by the JMSU Financial Policies and Procedures.
    3. No financial transaction may be agreed to without the authorisation of the Opportunities & Development Team. Individuals who do not seek authorisation will be personally liable for the cost.
    4. All grant and social account banking will be through JMSU.
    5. No monies shall be lodged in any other account. All monies must be collected by JMSU Staff members. Committee members shall not collect any money from their members.
    6. The society may not enter any contract or other legally binding arrangement without the permission of the Opportunities & Development Manager.
15. **Transport**
    1. The society will adhere to all the regulations laid down in John Moores Students’ Union Driver Manual.
16. **Facilities & Equipment** 
    1. Society equipment will be checked at every session. Any concern will be reported and highlighted to the Opportunities & Development Team.
    2. [Please state any appropriate equipment members must wear e.g. No money will exchange in Poker meetings].
    3. Every society should follow the rules and regulations of all University and hired facilities.
17. **Declaration**
    1. By signing this code of conduct your society agree:
18. To adhere to the Student Activities Policy, Regulations and Policies of the Students’ Union.
19. To act in a responsible manner when participating in or organising activities and not to engage in activities, which may bring the Students’ Union or the Liverpool John Moores University into disrepute.
20. To be respectful of all other members of the University community and not to discriminate against anyone in line with the Equalities Act. Discrimination of any kind will not be tolerated.
21. Ensure that money, equipment, and resources belonging to the group are used solely for the purpose of achieving the society aims and objectives.
22. Not to engage in behaviour which could be construed as threatening, intimidating, or offensive.
23. Not to engage in illegal behaviours whilst representing the Students’ Union or one of its affiliated groups
24. Not to undertake any action of harassment or bullying.
25. The society will adhere to all the regulations laid down by the National Governing Body (or equivalent) of the society, where an AGM exists. However, the University and Union policies and procedures will always supersede these procedures where appropriate.
26. All committee and members must understand and adhere to the CoVid19 Guidance and Procedures by the Union and the University.
27. **Discipline** 
    1. If you are found to have breached this code of conduct or Student Activities Policy, the matter will be referred to the disciplinary process outlined in the Student Activities Policy.
    2. Any member whose behaviour puts others at risk or brings the [insert society name] into disrepute will receive a verbal warning from the Society President. If deemed necessary, it will be reported to the Opportunities & Development staff and from there will be dealt through disciplinary procedures.
    3. All members will have the right to appeal against any decision taken by the society and/or SU disciplinary procedures.
    4. Any breach of health and safety procedures will receive a warning and if necessary, suspension. Suspensions may range from 1 month to the remaining season, and decision lies solely with John Moores Students’ Union.
    5. You are now responsible for any equality by a third party e.g. If a coach or speaker is offensive to a member it is the officials who are responsible for reporting it. If the society fails to act, then the complaint can be dealt with by Opportunities & Development Team who take overall responsibility for all clubs and societies and can take disciplinary action accordingly or stop the use of a third-party coach or trainer.
28. **Agreement**

The [insert Society name], its committee and activities shall be run in accordance with John Moores Students’ Union policies and procedures.

Name of Society President: [insert President Name]

Signed: [insert signature] Date: 00 / 00 / 2022