

Title: AUSA Clubs Code of Conduct

Adopted: 17/12/2025

Authorised: AUSA Board

Version: 1

ADELAIDE UNIVERSITY
STUDENT ASSOCIATION

AUSA

AUSA CLUBS CODE OF CONDUCT

CONTENTS

[Clubs Code of Conduct](#)

DOCUMENT INFORMATION

Policy custodian	Governance and Student Leadership Manager
Authorised Approver	AUSA Board
Related Policies	Clubs Grievances and Disciplinary Procedures Privacy and Confidentiality Policy and Procedures Adelaide University Policies

VERSION CONTROL

Version	Author	Effective Date	Changes
V1.0	Governance and Student Leadership Manager	17/12/2025	First enacted

CODE OF CONDUCT

1. Introductory provisions

1.1. Purpose

- 1.1.1. The purpose of this Code of Conduct is to provide a framework for the standards of conduct and professional expectations for all clubs registered with the Adelaide University Student Association Inc ('AUSA'), and their members.
- 1.1.2. This Code serves to protect the integrity of the AUSA-Club registration partnership, ensure good governance, and foster a positive and safe student community.

1.2. Policy Scope

- 1.2.1. This Code of Conduct applies to all clubs, societies and entities registered with, or seeking registration with, the AUSA.
- 1.2.2. The provisions herein apply to all members, and particularly to those holding executive or management committee positions within a registered club.
- 1.2.3. This Code governs conduct during all club-related activities, whether on or off campus, including all forms of online communication and social media.
- 1.2.4. This Code is to be read in conjunction with all applicable policies, procedures and guidelines of the University and of the AUSA.

1.3. Acknowledgement and Undertaking

- 1.3.1. As a condition of annual registration the President, Secretary and Treasurer of each club, or their equivalents, are required to formally acknowledge this Code of Conduct.
- 1.3.2. By signing the associated declaration, these Club Executives affirm that they have read, understood and undertake to abide by the provisions of this Code. It is the responsibility of Club Executives to ensure that the principles are upheld within their club. Non-compliance may result in disciplinary action.

1.4. Definitions

- 1.4.1. For the purpose of this Code, the following definitions apply:
 - a. **AUSA** means Adelaide University Student Association Inc.;
 - b. **Club** means any entity registered with, or seeking registration with AUSA;
 - c. **Club Executive** means a member of the management committee of a club.
 - d. **Management committee** means the decision making body of a club as per the respective club's constitution;
 - e. **Member** means a member of a club registered to AUSA;
 - f. **Student** means a student of the University as defined in the AUSA Constitution;
 - g. **University** means Adelaide University.

2. Core Principles of Conduct

2.1. Respect and Inclusivity

2.1.1. Club Executives and members shall commit to fostering a safe, welcoming and inclusive environment for all participants. This commitment is exercised by treating all individuals with courtesy and respect.

2.2. Integrity

2.2.1. Club Executives and members shall act with integrity and in good faith at all times. This involves conducting all club business honestly and ethically, and in a manner that upholds the positive reputation of the club, the AUSA and the University.

2.3. Responsibility

2.3.1. Club Executives and members shall take responsibility for their actions and the conduct of club activities. This principle requires the diligent management of events to ensure the safety and wellbeing of all participants, and that all activities are conducted in alignment with the club's approved constitution, purpose, and terms of registration as required by the University and AUSA.

2.4. Transparency

2.4.1. Club Executives shall commit to operating with transparency in all matters of club governance. This commitment is demonstrated through open and fair election processes, the accurate recording and accessibility of meeting minutes, and clear communication regarding financial matters, thereby ensuring accountability to the club's members and to AUSA.

2.5. Club Member Rights

2.5.1. All members of a registered Club have a right to:

- a. be treated fairly, equally, and with respect by the Club, its Executives, and other members;
- b. participate in a club environment that is free from all forms of harassment and discrimination; and
- c. privacy and confidentiality concerning their personal information held by the Club, in accordance with relevant legislation and AUSA policy.

3. Responsibilities of Club Executives

3.1. Expectations

3.1.1. All Club Executives shall commit to the highest standards of conduct and governance in the performance of their duties. This commitment is exercised by:

- a. placing the interests of their members first, ahead of any personal or pecuniary interests;

-
- b. acting ethically, with integrity and in good faith, and not bringing the club or AUSA into disrepute;
 - c. discharging duties in the best interests of their club members, while ensuring alignment with AUSA's registration requirements;
 - d. making decisions fairly, impartially and promptly in consideration of all relevant information, including but not limited to, legislation, AUSA policies and club procedures;
 - e. not harassing, bullying or discriminating against other club members, Executives, employees and volunteers of AUSA, University staff or other stakeholders;
 - f. maintaining and contributing to a harmonious, safe and productive club environment;
 - g. attending all required meetings, or submitting an apology where attendance is not possible, and being prepared for such meetings by reviewing all circulated documents;
 - h. actively participating in meetings and, where necessary, expressing any concerns regarding decisions or actions that may be contrary to this Code of Conduct or other governing documents;
 - i. ensuring a complete and documented handover process is undertaken when vacating a position, to preserve knowledge and ensure a smooth transition for incoming executives;
 - j. ensuring the Club and its members abide by all applicable University policies, procedures and guidelines, including use of the brand mark and university name; and
 - k. notifying the University in a timely manner of any suspected breach of University Policies by the Club or its members, in accordance with any relevant agreements or procedures.

4. Communications and Information Management

4.1. Communications and Public Comment

4.1.1. Club Executives shall:

- a. adhere to all AUSA rules, regulations, policies and other directives regarding communication to students, the University and the media;
- b. not make public comment on behalf of AUSA to the media or outside organisations;
- c. only make public comment on behalf of their respective club to the media or outside organisations when authorised to do so by the club's management committee; and

-
- d. adhere to relevant policies and procedures regarding the appropriate use of social media and other forms of digital communication.

4.2. Confidential and Private Information

4.2.1. Club Executives shall:

- a. maintain confidentiality and not divulge information deemed confidential or sensitive, other than as required by law or where proper authorisation is given;
- b. not make improper use of any information obtained while carrying out their duties or use such information for direct or indirect personal or commercial gain, or to do harm to other persons or to AUSA;
- c. actively protect the privacy of club members and respect the security of personal information in accordance with the *Privacy Act 1988* (Cth) and AUSA's Privacy and Confidentiality Policy and Procedure;
- d. ensure that any personal information held is accurate, complete, up to date and not misleading; and
- e. protect intellectual property belonging to the Club, AUSA or the University from unauthorised use or disclosure.

4.3. Record Keeping

- 4.3.1. Club Executives shall follow procedures to accurately document decisions, events and transactions, including the preparation and retention of minutes for all official meetings that record any objection or dissent.
- 4.3.2. Club Executives shall ensure recorded information under their control, in both electronic and hardcopy, is kept in a secure environment and handled with diligence to prevent unauthorised access.
- 4.3.3. Club Executives shall not damage, destroy, falsify, back-date information, or modify any record with the intention to deceive.
- 4.3.4. Club Executives shall not, without the express permission of the Club and in the ordinary course of business and complying with AUSA procedures relating to data management, destroy or remove files from any medium in which they are held.

5. Financial and Asset Management

5.1. Fraudulent or Corrupt Behaviour

5.1.1. Club Executives shall:

- a. not engage in any fraudulent or corrupt behaviour; and
- b. report to AUSA any information regarding actual or potentially fraudulent, corrupt or illegal activities related to the club's operations.

5.2. Use of Club Resources and Funds

5.2.1. Club Executives shall ensure that:

-
- a. the club operates on a not-for-profit basis, with no personal financial benefit conferred to members or executives from club funds;
 - b. all club funds are held in a bank account structure approved by AUSA;
 - c. all revenue collected from club activities is deposited directly and promptly into the club's approved bank account;
 - d. club funds, equipment and AUSA resources are used effectively, economically and only for purposes consistent with the club's objectives and AUSA's registration requirements;
 - e. all expenditure is incurred in accordance with the club's approved budget and AUSA's financial procedures and guidelines on allowable expenses;
 - f. the club bank account is not overdrawn, nor are transactions engaged in that will cause the account to be overdrawn, without the express written consent of AUSA;
 - g. no portion of club funds is paid or distributed to members or their associates, except as genuine remuneration for services rendered or reimbursement for pre-approved expenses incurred, authorised in accordance with AUSA's financial procedures; and
 - h. they do not approve their own expenditure (e.g. travel claims or reimbursements); such expenditure must be approved in accordance with AUSA's financial procedures.

5.3. Conflicts of Interest

- 5.3.1. Club Executives have an obligation to identify, declare and appropriately manage any conflicts of interest.
- 5.3.2. A conflict of interest may be actual, potential or perceived, and arises where there is a conflict between the performance of a Club Executive's duties and their personal, financial, or other private interests.
- 5.3.3. In discharging this obligation, Club Executives shall:
 - a. openly declare any private interests that may conflict, or be perceived to conflict, with their official club duties; and
 - b. follow AUSA policy and the club's constitution in managing any declared conflict to ensure that decisions are made transparently and in the best interests of the club's members.

5.4. Asset Ownership

- 5.4.1. For unincorporated clubs, all assets, equipment and intellectual property acquired with club funds are legally owned by AUSA. Incorporated clubs retain ownership of their assets but must comply with AUSA's registration requirements and relevant legislation.
- 5.4.2. While the club retains operational ownership of such assets during its registration, all assets and any remaining funds must be returned to AUSA upon the club's dissolution.

6. Events and Activities

6.1. Expectations

- 6.1.1. Club Executives shall ensure that all club events are approved by AUSA prior to the event taking place.
- 6.1.2. In accordance with AUSA's policies and procedures, Club Executives shall be responsible for conducting and submitting a formal risk assessment for any event classified as high-risk.
- 6.1.3. All members of the club's management committee must complete any governance induction training mandated by AUSA. In addition, where AUSA prescribes specialised training (e.g. responding to disclosures of sexual assault, responsible service of alcohol, or food safety), at least one trained executive or delegate must be present at any relevant club activity.
- 6.1.4. Club Executives shall adhere to all AUSA branding guidelines, including the mandatory use of the prescribed AUSA co-branding or logo on promotional materials for any club activity funded, in whole or in part, by AUSA.
- 6.1.5. Where a Club has been granted permission to use the University's name and/or brand mark, Club Executives shall adhere to all University branding guidelines that may be in place from time to time.

7. Breaches of this Code of Conduct

7.1. Procedure for Managing Breaches

- 7.1.1. Any alleged or suspected breach of the provisions of this Code of Conduct shall be managed in accordance with the *AUSA Clubs Disciplinary and Grievance Procedure*.