

# RMIT University Student Clubs Code of Conduct

## 1. Introduction

This Code of Conduct outlines the expectations and responsibilities of all Members of Student Clubs affiliated with RMIT University. It provides guidance and enforceable standards for Club Members, with the aim of maintaining a positive, inclusive, and respectful environment for all participants.

## 2. Scope

This document is applicable to all RMIT student clubs affiliated with RMIT University. All Club Members, whether enrolled students, staff members, alumni or community members, are required to comply with this RMIT University Student Clubs Code of Conduct.

## 3. Principles

All Club Members are expected to:

- a) Demonstrate ethical behaviour, respect, and inclusivity in all interactions, both in-person, online, and across all forms of communication.
- b) Voice concerns about unacceptable behaviour. [Be an active bystander, speak up if you witness concerning or harmful behaviour.](#)
- c) Refrain from engaging in unacceptable behaviour, this includes but is not limited to bullying, harassment, discrimination, or any form of misconduct, including actions that undermine the dignity, safety, or well-being of others. This encompasses any behaviour that is deceptive, disruptive, coercive, or violates accepted ethical standards. Misconduct can include verbal, physical, or emotional abuse, spreading harmful rumours, exploiting power imbalances, or engaging in actions that create a toxic or unsafe environment. It also includes failing to respect boundaries, misusing authority, or violating policies and guidelines meant to protect individuals and foster respectful interactions.
- d) Act with integrity and professionalism as representatives of the University.
- e) Support a safe environment for all, including participants who are under the age of 18.
- f) Respect University property and the property of others.

## 4. Membership Responsibilities

### 4.1 Club Members Responsibilities:

- a) Adhere to the RMIT [Student Charter](#), [Statement of Student Responsibilities](#) and Framework.
- b) RMIT employees who are participants or members of an RMIT club, are expected to act in accordance with the employee [Code of Conduct](#) and staff policies.
- c) Comply with the Club's constitution (if applicable), policies and procedures.
- d) Participate actively and positively in Club activities.

- e) Respect the decisions of the Club's Executive Committee.

#### 4.2 Club Executive Committees Responsibilities:

- a) Attend relevant training provided by RMIT.
- b) Attend all committee meetings.
- c) Complete RMIT's compulsory training requirements including Sex and Consent (available via Canvas), [Bystander Intervention Training](#) and [Online module: 'How to support someone who discloses sexual harm to you'](#).
- d) Attend Club training / rehearsals and performances as required.
- e) Be familiar with the [University Gender Based Harm Policy](#) and seek advice when relevant.
- f) Be familiar with [Child Safety responsibilities](#) and always adhere to the [RMIT Child Safe Code of Conduct](#).
- g) Be familiar with [RMIT's Health, Safety and Wellbeing Policy](#).
- h) Be familiar with RMIT's Anti Corruption [and Fraud Policy](#).
- i) Be familiar with RMIT's [Inclusion, Diversity, Equity and Access Policy](#) in addition to RMIT's Inclusion, Diversity, Equity and Access (IDEA) framework.
- j) Conduct appropriate risk assessments including activities involving underage participants and seek advice where relevant.

### 5. Managing Misconduct

All incidents should be reported to allow RMIT to provide the best possible support to clubs and its members, and to ensure a continual process of improvement. Incidents are categorised depending on the severity as outlined in the [Club Incident Reporting matrix](#):

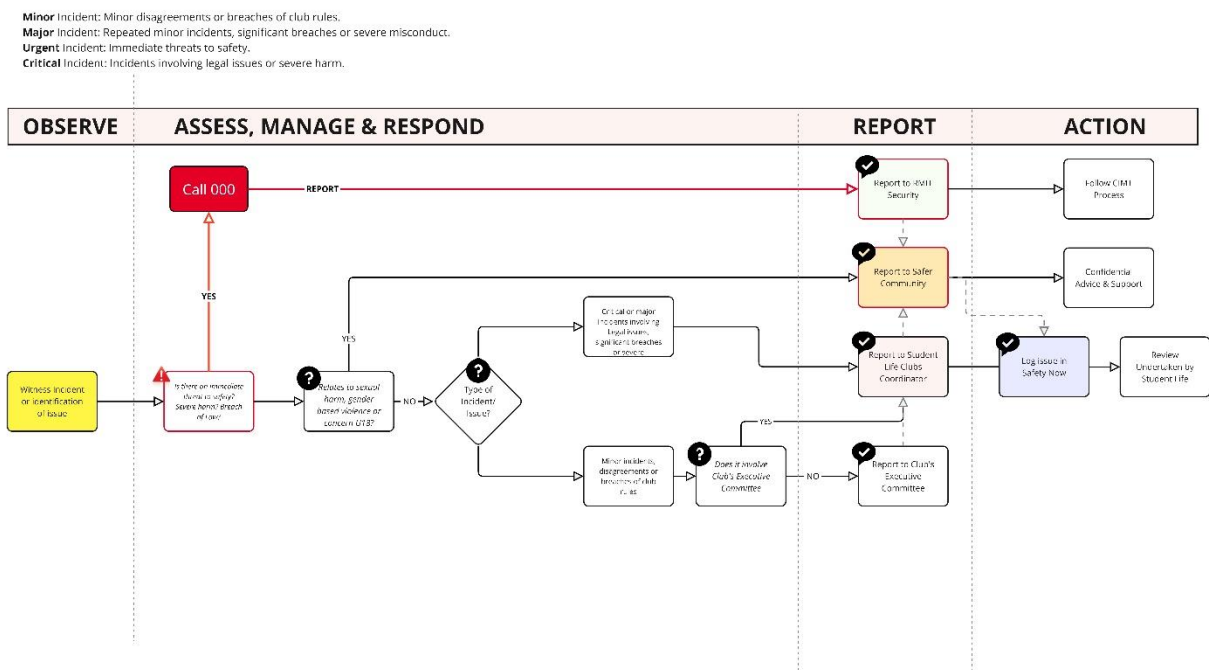
- **Minor Incident:** Minor disagreements or breaches of club rules.
- **Major Incident:** Repeated minor incidents, significant breaches or severe misconduct.
- **Urgent Incident:** Immediate threats to safety.
- **Critical Incident:** Incidents involving legal issues or severe harm.

Key contacts in the notification and management of incidents:

- [RMIT Central Complaints Department](#)
- [RMIT Safety Now Incident Reporting Tool](#)
- RMIT Student Life Clubs Coordinator ([clubs@rmit.edu.au](mailto:clubs@rmit.edu.au))
- Safer Community ([safercommunity@rmit.edu.au](mailto:safercommunity@rmit.edu.au)) / [Website](#)

## 5.1 Reporting Misconduct

Any member who witnesses or experiences acts of misconduct should report as soon as possible. Please refer below for more information.



## 5.2 Review Process

- The Club's Executive Committee should review all minor incidents, consulting the RMIT Student Life Clubs Coordinator required.
- Refer all major and urgent incidents to RMIT Student Life Clubs Coordinator promptly while noting any sexual assault, sexual harassment (SASH) or Child Safe related incidents must be reported to RMIT Safer Community.
- Refer all Critical Incidents immediately to RMIT Security.
- Refer any gender-based violence or child safety incidents to Safer Community immediately.
- Report any matters involving immediate safety threats to Emergency Services (dial 000).
- Enter all other incidents into SafetyNow as soon as possible.
- Conduct all reviews fairly and confidentially.
- The University's formal Student Complaints process remains available to Members of Student Clubs and is facilitated in accordance with the Student and Student-Related Complaints Policy.
- Refer incidents that may breach the Student Conduct Framework to the ARG Student Conduct team for advice and action as appropriate.

## 5.3 Disciplinary Actions

- a) If informal misconduct is found by the relevant Senior Officer, disciplinary actions may include warnings, suspension, or expulsion from the Club.
- b) If minor misconduct is found by the Club Executive or the university then disciplinary actions may include warnings, suspension or expulsion from the Club.
- c) The Member in question will be notified in writing of the decision and the reasons for it.
- d) The Member will have the opportunity to respond to the allegations.

## 6. Removal of Club Members

### 6.1 Grounds for Removal

- a) **Violations:** Breaching the [University's Student Charter](#) or [Student Code of Conduct](#).
- b) **Constitution Breach:** Violating the Club's constitution, policies, or procedures.
- c) **Detrimental Behaviour:** Engaging in behaviour that harms RMIT or the Club's reputation or functioning.

### 6.2 Removal Process

- a) **Notification:** The Club's Executive Committee must notify the member and the RMIT Student Life Clubs Coordinator in writing at least seven (7) days before the meeting to discuss the removal.
- b) **Member Rights:** The member has the right to attend the meeting, bring a support person, and speak against the motion.
- c) **Decision:** The decision to remove a member requires a majority vote of the Club's Executive Committee and should be done in consultation with the Student Life office.
- d) **Conflict of Interest:** If a Committee Member is involved, they will not be permitted to participate in the decision-making process.

## 7. Appeals

### 7.1 Appeal Process:

- a) **Appeals must take place through the formal RMIT appeals process.**

## 8. Managing Club Executive Misconduct

### 8.1 Reporting Misconduct

- **Reporting:** Any member who witnesses or experiences misconduct should report it to the Club's Executive Committee and the RMIT Student Life Clubs Coordinator.
- **Unwanted Behaviour:** Report unwanted or threatening behaviour to [Safer Community](#) at RMIT.

- **Logging Incidents:** Log details of incidents in the [RMIT Safety Now](#) platform.

## 8.2 Investigation Process

- **Investigation:** The Club's Executive Committee, in consultation with the Student Life office, will investigate reported incidents.
- **Fairness and Confidentiality:** The investigation will be conducted fairly and confidentially.
- **Referral:** If necessary, refer the investigation to [RMIT Student Complaints](#) or [Student Conduct – Senior Officer Procedure](#).

## 8.3 Disciplinary Actions

- **Actions:** If misconduct is confirmed, disciplinary actions may include warnings, suspension, or expulsion from the club.
- **Notification:** The member in question will be notified in writing of the decision and the reasons for it.
- **Response Opportunity:** The member will have the opportunity to respond to the allegations.

## 9. Removal of Club Committee Members

In addition to addressing Club Member behaviour, elected Club Executives are required to:

- Management:** Manage the club to the best of their ability within RMIT's policies and procedures.
- Seek Guidance:** Seek advice and guidance where necessary.
- Professional Development:** Attend relevant professional development opportunities.
- Meeting Attendance:** Actively attend Club Committee meetings.
- If Club leaders are unable to fulfill these responsibilities, they may be removed from their position.

### 9.1 Grounds for Removal

- Failure to Fulfill Duties:** Not fulfilling duties as outlined in their role description.
- Absenteeism:** Repeated unexcused absences from three (3) consecutive meetings.
- Detrimental Behaviour:** Engaging in behaviour detrimental to RMIT or the Club's reputation or functioning.

### 9.2 Removal Process

- Notification:** The Club's Executive Committee must notify the Student Life office and the Committee Member in writing at least seven (7) days before a meeting to discuss the removal.
- Member Rights:** The Committee Member has the right to attend the meeting, bring a support person, and speak against the motion.
- Decision:** The decision to remove a Committee Member requires a majority vote of the Club's Executive Committee.

## 10. Appeals

## 10.1 Appeal Process

- a) **Submission:** Members who believe they have been wrongly expelled or suspended may appeal to the University's Student Life office.
- b) **Deadline:** Appeals must be submitted in writing within seven (7) days of receiving the disciplinary decision.
- c) **Review:** The appeal will be reviewed by the University's Student Life office in consultation with relevant parties.

If the removal of a Club Committee Member occurs within 30 days of the scheduled [Club annual general meeting \(AGM\)](#), the position can be left vacant until the AGM. Otherwise, the Club Executive can call for a Special General Meeting as referred to **here**.

## 11. Commitment Statement

All Club Members must agree to the following commitment statement upon joining:

- a) I acknowledge that all Members of our community have the right to feel safe and I commit to behaving ethically, respectfully, and inclusively.
- b) I will voice concerns about unacceptable behaviour and never engage in bullying, harassment, or discrimination.
- c) I will act with integrity as a Member of the University community and support a safe environment for all, including minors.
- d) I understand that my Membership may be terminated or other disciplinary action taken if I do not comply with these commitments.