

Otago Roleplaying & Boardgames Society Code of Conduct (2024)

Note: This document is intended to be used in conjunction with (but ultimately deferring to) the ORBS Constitution ¹ as a policy for expected behaviour amongst club members, as well as resolution processes for when that policy is broken. Large sections of this document are directly copied or only slightly edited from the OUSA's Club Conduct Policy (Version 2) ². Phrasing has been altered and additional rules have been added where it has been deemed necessary so we can stay in line with OUSA's processes while adding context specific to our own club. A "Quick Reference Guide" version of this document will also be provided for better readability.

1. Purpose

1.1. The purpose of the ORBS Code of Conduct is to outline the expectations for how Executive Members, Members and Associate Members will conduct themselves within the context of our club.

1.2. This policy does not limit the expectations of behaviour for the above groups.

2. Interpretation

2.1. Unless the context otherwise states:

2.1.1. ORBS refers to the "Otago Roleplaying & Boardgames Society", an OUSA affiliated club.

2.1.2. OUSA is the Otago University Students' Association.

2.1.3. Executive Members are the elected officers responsible for running the club.

2.1.4. A Member is an individual who has registered and been accepted into the club through the official OUSA club portal for the current year.

2.1.5. An Associate Member is an individual who is not an official ORBS Member but is part of ORBS social media pages or groups, emailing lists or present at any ORBS-run event.

2.1.6. An event is anything hosted or officially endorsed by the club. This does not include the recommendation of attending other group's events.

2.1.7. An equity complaint is any complaint received through the Equity Complaints and Compliments form, or in person to an Equity Officer or other Executive Member if the complainant chooses to escalate their verbal complaint into a written one by copying it over to the form (see section 5.4 for more details). Equity complaints can be escalated to official OUSA complaints as needed.

2.1.8. The ORBS Equity Resolution Policy is a process used to assess equity complaints (outlined in Section 5 of this document).

2.1.9. An official OUSA complaint is a formal allegation of misconduct received by OUSA, as outlined in the OUSA Affiliated Clubs and Societies Resolution (and Complaints) Policy [3](#).

2.1.10. Sexual misconduct is defined as a broad range of behaviour of a sexual nature that is unwelcome, unwanted or offensive (additional details of which can be found in the OUSA Affiliated Clubs and Societies Sexual Misconduct Policy [4](#)).

3. Obligations of Executive Members

3.1. Executive Members shall:

3.1.1. Facilitate quality events and activities that meet the club objectives (as outlined in the ORBS Constitution [1](#)) and benefit Members and those in attendance.

3.1.2. Comply with Health and Safety regulations and other relevant legislation including but not limited to:

3.1.2.1. Sale and Supply of Alcohol Act 2012 [5](#);

3.1.2.2. Health and Safety at Work Act 2015 [6](#);

3.1.2.3. Food Safety legislation; and;

3.1.2.4. Privacy Act 2020 [7](#).

3.1.3. Actively embrace the values of diversity, equity and inclusivity.

3.1.4. Govern and manage the club in a professional, ethical and financially responsible manner.

3.1.5. Ensure ORBS Members are aware of their obligations to the club and OUSA when engaging in club activities and events, and the potential consequences of breaching these obligations.

3.1.6. Promote and encourage positive behaviour of club Members and Associate Members.

3.1.7. Ensure that all events associated with the club do not have alcohol consumption as their primary focus or intent.

3.1.8. Protect, so far as is reasonably practicable, the health and safety of all attendees at events associated with the club.

3.1.9. Ensure, as far as is practicable, that events associated with the club and attendees' actions at club events, do not bring disrepute to the club or to the OUSA.

3.1.10. Ensure all information containing personal details about individuals shall be held by the club in a safe and secure manner.

3.1.10.1. Ensure personal information of club Members or Associates shall only be accessed by those who have permission to do so.

3.1.10.2. Ensure personal information, such as Members' contact details, can only be used for the purpose for which they were collected, in an official club capacity.

3.1.11. Ensure that all official ORBS policy is followed, including but not limited to the:

3.1.11.1. ORBS Constitution ¹;

3.1.11.2. ORBS Code of Conduct (including Equity Resolution Policy)

3.1.12. Ensure that all OUSA club-related policy is followed, including but not limited to the:

3.1.12.1. Constitution ⁸;

3.1.12.2. Affiliation Policy ⁹;

3.1.12.3. Grants Policy ¹⁰;

3.1.12.3. Affiliated Clubs and Societies Sexual Misconduct Policy ⁴;

3.1.12.4. Affiliated Clubs and Societies Resolution (and Complaints) Policy ³; and;

3.1.12.5. Affiliated Clubs Council Terms of Reference ¹¹.

3.1.13. Refer any breaches of club related policy to the OUSA Clubs Development Officer as well as the club's President and/or Equity Officers.

4. Obligations of ORBS Members, Associate Members and Executive Members

4.1. All club Members, Associate Members and Executive Members shall:

4.1.1. To the best of their ability, embody the tikanga of the club set out in our constitution (section 5):

4.1.1.1. To be welcoming, inclusive, diverse, club member-centric, and to be safe.

4.1.2. Not tolerate discrimination based on: race, colour, religion, gender, age, nationality, sexual orientation, marital status, disability, or any other protected characteristic.

4.1.3. Not engage in any activity that is considered harassment, including physical, sexual, or verbal harassment. Harassment may broadly include actions, language, written words or objects that create an intimidating or hostile environment, including but not limited to:

4.1.3.1. Humiliating someone;

4.1.3.2. Physical violence or intimidation;

4.1.3.3. Unwanted sexual advances, invitations or comments;

4.1.3.4. Visual displays such as derogatory or sexually-oriented pictures or gestures;

4.1.3.5. Physical conduct including assault or unwanted touching;

4.1.3.6. Threats or demands;

4.1.3.7. Intimidations;

4.1.3.8. Sending offensive jokes or emails;

4.1.3.9. Constant or repetitive criticising or belittling; and

4.1.3.10. Tampering with personal belongings or equipment other than your own.

4.1.4. Understand any actions of this kind will result in disciplinary action, as outlined within the Affiliated Clubs and Societies Resolution (and Complaints) Policy ³ and the Affiliated Clubs Complaints and Sexual Misconduct Policy ⁴.

4.1.5. Follow the complaints procedure as set out in the Affiliated Clubs Complaints and Sexual Misconduct Policy ⁴, when officially making a complaint to OUSA.

4.1.6. Act in a way that promotes the club's best interest by:

4.1.6.1. Avoiding, where reasonably practicable, situations that may give rise to a conflict of interest;

4.1.6.2. Disclosing relevant relationships, associations or activities that could create an actual, potential, or perceived conflict of interest with their club.

4.1.7. To the best of their ability, follow instructions given by Executive Members and/or the event organiser(s) during ORBS-run events, to maintain safety and a good atmosphere during them.

4.1.7.1. If non-members are present at ORBS-run events, treat them with courtesy and if needed direct them to the event organiser or to an Executive Member.

4.1.7.2. If any person(s) attending an official ORBS event is intoxicated (by alcohol or other drugs) they will be asked to leave. If they have brought a substance with them but not yet consumed it they will be directed to remove the substance from the premises before being allowed to come back to the event. If they refuse either of these directions they will be subject to removal from Campus Watch or the police if necessary.

4.1.8. Get consent before taking photographs of and/or recording other members of the club, and also check on which social media (if any) people are comfortable with their likeness being posted.

4.1.9. Not use club social media and/or communication channels to post or share material containing nor inciting personal or defamatory attacks, harassment, hate speech or illegal material.

4.1.10. Not make official statements to the media on behalf of a club unless they are the current club President, or an authorised Member of the club.

4.1.11. Comply with the New Zealand Privacy Act 2020 ²:

4.1.12. Protect and respect assets owned by OUSA, the University of Otago or the club.

4.1.12.1. All assets should only be used for legitimate, legal and either club-related activity, or with permission from Executive Members outside of a club context e.g. borrowing an item from the club's library for home use. Assets such as books or printed materials are not to be reproduced through being scanned or photocopied, except with permission from the Executive Members (who will investigate whether copying falls under fair use or is not allowed for that asset).

4.1.12.2. Assets include but are not limited to: OUSA or University of Otago facilities, equipment, vehicles and funds; ORBS-owned physical assets such as books, board games, dice sets, items to be used at events, etc.

4.1.12.3. Suspected incidents of fraud, theft, negligence or disrepute to OUSA or the club should be reported to the ORBS President and the OUSA Clubs Development Officer immediately.

4.1.12.4. Should damage occur to any ORBS assets, a meeting will be held by Executive Members to investigate if the damage done was not accidental, a result of willful carelessness or was so excessive as to make the item inoperable. If it is decided that the person(s) using the asset at the time was at reasonable fault for the damage, a fine of up to \$200 NZD (as per section 19.4 of the ORBS Constitution) for the replacement or repair of the item will be charged, as agreed by the Executive Members at the meeting.

5. ORBS Equity Resolution Process

5.1. During any attempt at dispute resolution, all parties involved should strive to follow the principles set out in the OUSA's Affiliated Clubs and Societies Resolution (and Complaints) Policy ³. ORBS also reserves the right to use the additional reprimanding procedures in section 19.4 of the ORBS Constitution in addition to the processes set out in this document. These reprimands can be enforced by passing a special resolution at a General Executive Meeting and advising the member:

5.1.1. Giving the member written warning, restrictions to their Membership benefits, Membership Suspension, Membership Termination, and/or a fine equivalent to the financial loss of ORBS up to a maximum of \$200.

5.2. At any point, if a complaint is received through any source that is of such a nature that it needs to be escalated to a formal OUSA complaint, it will be escalated immediately by the Equity Officers (or any other Executive Member that receives it). Reasons that a complaint may be escalated are:

- 5.2.1. Any complaint regarding sexual misconduct (2.1.10);
- 5.2.2. Any complaint regarding physical violence of any severity;
- 5.2.3. Any other relevant circumstance per the Equity Officers' discretion.

5.3. The ORBS Equity Complaints and Compliments form shall have the following sections:

5.3.1. A description of the aims of the form as well as the names of the current Equity Officers and President, as well as a disclaimer that the contents of the form will only be seen by the Equity Officers (unless otherwise given consent to be shown to other Executive Members e.g. the President);

5.3.2. A section to determine whether the response being submitted is a complaint, compliment or other type of response;

5.3.3. Sections to describe when/where any incident occurred, who was involved, and a detailed account of what transpired;

5.3.4. A section to determine which Equity Officer would be preferred to deal with the incident (if there is a preference for one over the other, no preference, if they'd like both to be involved, or if they are uncomfortable with either Equity Officer, in which case it would be passed on to the President instead, or, failing that, escalated to a formal OUSA complaint);

5.3.5. Sections where the complainant (or complimenter/person filling out the form) can either give their name or choose to remain anonymous, as well as giving their contact details if desired so they can be followed up with;

5.3.5.1. In the case of a complaint, it will be made clear on the form that if a complainant chooses to remain anonymous, the respondent will not receive a formal strike against them (as outlined in section 5.7), as there needs to be a witness to uphold the evidence of the strike if the current Equity Officers are replaced by new Executive Members. The identity of the complainant will remain secret to everyone but current/future Equity Officers (and/or the President) unless the complainant chooses otherwise.

5.3.6. A section asking consent to, if relevant, share the form's contents with others in the Executive Team, with options to remain completely anonymous and share no information, share the information but keep their identity anonymous, or share as much information as is needed;

5.3.7. A section for any other information not included in the categories above.

5.4. Given that a complaint doesn't meet the requirements (in section 5.2) to be escalated to the OUSA's official complaint resolution process, when a complaint is received through any of the following methods, it will be converted into a written equity complaint thusly:

5.4.1. When it is received through the Equity Complaints and Compliments form:

5.4.1.1. A document will be created in the ORBS equity email's Google Drive (orbs.equity@gmail.com) titled with the date the complaint was submitted (for dates where more than one incident occurred, they will be added with Case 1, Case 2, etc.);

5.4.1.2. All data submitted through the form will be copied over and recorded in this document, to make a more accessible format for the Equity Officers to summarise all evidence regarding to the same complaint in one place;

5.4.1.3. Refer to section 5.5 for further steps.

5.4.2. When it is given in person to an Equity Officer:

5.4.2.1. The Equity Officer, along with the complainant, will record the incident using the Equity Complaints and Compliments form so as to have a written account available;

5.4.2.2. The steps for 5.4.1 will then be followed.

5.4.3. When it is given in person to another Executive Member:

5.4.3.1. The complainant will immediately be referred to the Equity Officer(s) (or the President if the complainant is unwilling to work with either of the Equity Officers);

5.4.3.2. The steps for 5.4.2 and 5.4.1 will then be followed.

5.5. Once written evidence of a complaint has been recorded in a document on the equity email's Google Drive, an investigation will begin, conducted by whichever Equity Officers and/or the President the complainant has selected as their preference (hereby referred to as the "Equity Team"):

5.5.1. The respondent will be questioned on their version of the events, and a summary written either by them and/or the Equity Team that questioned them will be added to the document so both perspectives can be shown side by side.

5.5.2. The Equity Team will then write notes on their estimations of what further steps should be taken. This will provide some documentation of what the planned outcomes of the investigation are. Examples of notes could include:

5.5.2.1. Whether mediation should be attempted between the parties or if the matter should be escalated to a strike or a formal OUSA complaint immediately instead;

5.5.2.2. Whether the mediation should be in person between the parties and what would be the best way to facilitate this or work around this if they would prefer not to talk to each other directly;

5.5.2.3. What things should be discussed at the mediation;

5.5.2.4. What both the complainant and respondent have indicated they might like to happen in response to the events, and;

5.5.2.5. Anything else the Equity Team deems relevant.

5.6. Once all the relevant information has been gathered, an attempt at mediation between the parties will be attempted (unless it is decided by the Equity Team that it is not appropriate to do so, in which case the matter would move instead to section 5.7):

5.6.1. Using the investigation document as a guide, both parties will be worked with to try and come up with a solution to the grievance. The nature of the mediation will be determined on a case-by-case basis by the Equity Team and will be tailored to try and best fit the needs of everyone involved. The events leading up to the complaint and their consequences will be discussed, and the people in the mediation will work together to decide what amends will need to be made between the complainant and respondent, as well as what steps will need to be taken in future to ensure a similar problem doesn't occur.

5.6.2. At the end of the mediation process, assuming it is successful, the Equity Team should summarise to the parties what the mediation discussed and what further actions are to be taken, to make sure everyone is in agreement. Once a consensus is reached, with the permission of the complainant and respondent, the case can be closed and the investigation document deleted for privacy reasons.

5.6.2.1. For cases that are not considered "closed" but have also not yet resulted in a strike (i.e. the mediation is ongoing) by the end of the year, the complainant and respondent will be asked if they are comfortable with this document remaining in the equity email's drive over the new year and being handed over to any new Equity Team that are elected (assuming the current Equity Team are not staying on - see section 5.7.3.1). If not, the document will be deleted and the process will have to be started over.

5.6.3. If the mediation process is not deemed successful and either party is unhappy with the outcome, a summary of the mediation should be written out in the investigation document and the process will move onto section 5.7.

5.6.4. If, during the investigation and mediation process the Equity Team have received evidence that leads them to the conclusion that the complainant is actually the one at fault and/or is purposefully misrepresenting the events, there will be an opportunity for the roles of the complainant and respondent to swap, or in more nuanced cases (where both parties have complaints against each other in tandem), they can both simultaneously be both complainant and respondent. Investigation and/or mediation can be started again with this in mind, or the matter can be escalated straight to the strike process (section 5.7) or a formal OUSA complaint at the discretion of the Equity Team.

5.7. If mediation attempts fail (or if they are not attempted per the discretion of the Equity Team and the issue is escalated directly to a strike), unless the complainant chooses to remain anonymous, the respondent will receive a "strike" against their record within the club:

5.7.1. Only the Equity Team, complainant, respondent and any other relevant people (with consent from the complainant and respondent) will be made aware of this strike;

5.7.2. The equity complaint document will be renamed as the relevant date with "STRIKE" added to it, and moved to a folder named "Current Strikes";

5.7.3. A strike against an individual's record will be held for a total of three years from the date of the complaint. Equity Officers will regularly check the record of current strikes and delete any that are over three years old;

5.7.3.1. During handover to new Executive Members, if new Equity Officer(s) are elected, they will be made aware of any current strikes against members and reminded of the "expiration dates" of any strikes that are coming up, as well as any open cases that need to be followed up on.

5.7.4. If a strike is given to an Equity Officer or the President, they will immediately be removed from access to the equity email, to prevent tampering with any equity-related affairs, and an emergency Executive Meeting will be called to discuss replacing them in their role as an Executive Member. If it is decided that they should step down from their role, a Special General Meeting will be organised to elect a replacement.

5.7.5. If, at any point, a member receives a total of three current strikes against them, the matter will be escalated to a formal OUSA complaint, and all evidence from previous strikes will be forwarded to the OUSA's Clubs Development Officer (or other relevant OUSA complaints member). ORBS will follow whatever directions that OUSA then dictates based on their own proceedings.

5. References

- ¹ [Otago Roleplaying & Boardgames Society Constitution \(2022 - Present\)](#)
- ² [OUSA Club Conduct Policy \(Version 2\)](#)
- ³ [OUSA Affiliated Clubs and Societies Resolution \(and Complaints\) Policy \(Version 1\)](#)
- ⁴ [OUSA Affiliated Clubs and Societies Sexual Misconduct Policy \(Version 4\)](#)
- ⁵ [Sale and Supply of Alcohol Act \(2012\)](#)
- ⁶ [Health and Safety at Work Act \(2015\)](#)
- ⁷ [Privacy Act \(2020\)](#)
- ⁸ [Otago University Students' Association Constitution \(2021 - Present\)](#)
- ⁹ [OUSA Affiliation Policy \(Version 13\)](#)
- ¹⁰ [OUSA Grants Policy \(Version 14\)](#)
- ¹¹ [OUSA Affiliated Clubs Council Terms of Reference \(Version 4\)](#)