



Utrechtse
Historische
Studenten
Kring

Code of conduct

This code of conduct has been submitted for approval to the General Assembly of January 22nd, 2020 and accepted.

Goal

This code of conduct includes the guidelines proposed about the undesirable behaviours within the Utrecht History Study Society (hereinafter: UHSK or the society).

The code of conduct consists of three parts; a first part in which general conduct is described, a second part in which personal guidelines are presented and a third part in which acting upon transgressive behaviour is discussed.

We want every member to feel comfortable within the UHSK and able to enjoy their time in the society, regardless of gender, cultural background, religion, sexual preference or other matters that are part of our unique identity.

To ensure that everyone feels at home in our society, this code of conduct contains directions which we aim to comply with and uphold.

This code of conduct can change over time and be adjusted if necessary.¹ Because this code of conduct is of importance for all members, all members contribute to the preservation of these rules.

This document is not only meant for general members, but especially for the Board, committee members and external attendees. This way, we clarify what we expect from each other. We make and maintain the rules together; we make and maintain the UHSK together.

¹ Conform the article Code of Conduct in the Standing Rules, this ought to be done through voting on the General Assembly.

General conduct

1. We respect other members and everyone that is involved with the society in any way. All members respect each other, regardless of gender, cultural background, religion, sexual preference or any other distinctive characteristics.
2. Everyone is always responsible for their own behaviour and the actions that result from this.
3. Everyone involved with the society is accountable for their misconduct. If necessary, the Board imposes sanctions that the person concerned will observe.
4. We respect each other's boundaries. There will be no pressure exerted on someone to do things which they are not comfortable with.
5. We are all responsible for the accessibility of the society. Together, we take care that no one is discriminated against.
6. Sexually transgressive behaviour is never tolerated.
7. Verbal and physical violence (including (cyber) bullying and intimidation, among others) are never tolerated.
8. The possession, usage or being under the influence of 'hard drugs' ('Lijst I' of the Dutch 'Opiumwet') is not tolerated.
9. Alcohol consumption under the age of eighteen and/or the provision of alcohol to minors during activities associated with the society is not tolerated.
10. We respect each other's possessions. We do not steal or damage and together we ensure that possessions remain intact.
11. Certain information is confidential. This is handled with integrity.
12. We respect the rules in force in the public space as these are upheld. Other people in the public space are taken into account and we do not put ourselves outside of the rules in force.
13. We respect the house rules in force of external locations as these are upheld. Other people in the public space are taken into account and we do not put ourselves outside of the rules in force.
14. The local legislation should always be observed. The code of conduct serves as addition to legislation.
15. When there are matters that require action, the Board is the point of contact for further procedures.
16. We hold each other accountable for breaches of the rules.

Personal guidelines

Besides the general conduct, we consider it important to mention that certain behaviours are expected from every group involved with the society and its activities. To ensure this, there are a number of concerns per group below.

Attendees

1. You attend an activity out of your own volition, you participate and take care not to disturb the activity.
2. We all handle alcohol responsibly. Irresponsible alcohol consumption is inappropriate.
3. We respect the organisers of the activity, follow their instructions and behave properly.

Committees/organisers

1. You take care of the activity that you organise.
2. You aim to make everyone feel welcome at your activity.
3. You ensure that no one feels pressured to do things that they are not comfortable with.
4. You are aware that you represent the society through your promotion. You see to it that no improprieties are disseminated in name of the society, and take each other into account in your promotion.

Board members

1. At all times, board tasks are carried out with the interest of the UHSK in mind. You take care that your actions do not put the society in a bad light.
2. The Board sees to it that at least one board member is able to act appropriately at any time during matters that concern the society.
3. You are responsible for the implementation and compliance with the code of conduct. You are prudent when considering sanctions.
4. You must deal with misconduct displayed by a co-board member.

Acting upon transgressive behaviour

In case of infringement of the code of conduct, there are possibilities for sanctions, which are imposed by the Board – the Board can receive the task to impose sanctions through a motion supported by the General Assembly. The possibilities for sanctions, including banning from activities and liberation from membership, are recorded in the Statutes and the Standing Rules of the UHSK. To create more clarity about the goal and the implementation of these sanctions, there guidelines devised below.

Expulsion from activities

1. If necessary, attendees can be removed from activities.
2. If necessary, agreements with the Board can be made concerning who can remove people from activities.
3. If action has to be taken as a result of inappropriate behaviour, you inform the Board.

Warnings

1. The Board can address (mis)conduct by means of an official warning and point out sanctions that can follow in case of continuation of this behaviour.
2. A warning shall be given in writing.
3. The Board provides the possibility to discuss the warning.
4. If a party is clearly disadvantaged by someone's behaviour, they can be informed of the warning issued.
5. An issued warning remains registered for ten years in a manner that merely the Board has insight.

Sanctions

1. The Board can impose the sanction possibilities recorded in the Standing Rules and the Statutes in case of inappropriate behaviour. This does not require an issued warning beforehand.
2. The imposed sanctions ought to be proportionate to the misconduct.

Implementation of sanctions

1. Sanctions are imposed by the Board.
2. The contents and execution of the sanctions are recorded in the Statutes and the Standing Rules.
3. A sanction is made known to the concerned party in writing. The Board ought to justify the decision to impose sanctions.
4. Appeal procedures against the imposed sanctions are recorded in the Statutes or the Standing Rules.