

## Code of Conduct

### Introduction

The conduct and behaviour of the club's representatives and membership is an important factor in the membership's and public's perception of the organisation.

Misconduct by members and the consequences of not addressing this may lead to ill feeling, potential legal disputes and can be costly to members in both time and money. If members do not act with integrity then the membership becomes cynical about the club and this can lead to its decline. We need the club to be respected and admired.

It is essential that all members adopt and promote good conduct and that any breaches are dealt with in an open, fair and timely manner, in accordance with the laws of natural justice.

### Code of conduct

Members should at all times maintain responsible standards of conduct. Examples of unacceptable behaviour are:

- Acting in wilful contravention of the club's Objects or Articles of Association.
- Failure by officers and other members when acting as members of the club to obey the country's laws and regulations. Examples are copyright and ACU licences.
- Discourteous, offensive or bullying actions. This covers all methods of communications, verbal, letters, email and publications.
- Failure to declare a conflict of interest.
- Refusal to carry out reasonable instructions issued by event officials or organisers.
- Conduct of an unsafe nature.
- Failure of a club officer to carry out their duties.
- Failure to follow the club's child protection policy.

The above list is not exhaustive.

### Procedure

Members should raise their concern in writing to the committee Secretary. Only matters of serious concern should be raised.

Depending on the relative seriousness of the concern and proximity of the next committee meeting the Secretary will consult with the Chairman to either:

- a) Appoint a suitable independent person to investigate the matter, or

- b) Place the matter on the agenda for the next committee meeting at which the committee will decide whether further action is warranted and, if so, appoint a suitable independent person to investigate the matter.

The appointed independent investigator will enquire into the matter. This will involve contacting any relevant persons and, in all cases, seeking an explanation from the person against whom an allegation has been made.

The investigator will report to the club Chairman who will, after consultation with other committee members, take appropriate action which may include sending a letter of admonishment in, for example, single instances of unacceptable behaviour. This will close the matter. The investigator will simply report the matter for information at the next committee meeting.

If the investigator considers the matter to be more serious, he will keep the Chairman briefed on the matter and report it to the committee, usually at the next committee meeting unless the matter is urgent in which case the Secretary will circulate the investigator's report.

If the Chairman is either the subject of the complaint or would be otherwise unable to act independently, then one of the Vice Presidents shall act in his place.

The person complained against will have the right of audience at the meeting or to communicate their representations. The committee will decide within its powers what action, if any, is appropriate.

If dissatisfied with the outcome, either the complainant or the person complained against may take the matter to the next AGM for the members' confirmation or rejection of the committee's decision.