

# TUGGERANONG 55 PLUS CLUB INC.

## CODE OF CONDUCT



### **Purpose**

This Code of Conduct is intended to support the club's efforts to provide opportunities for members to meet, and be involved in social activities in a friendly and non-threatening environment. It provides a framework to guide members in their dealings with other members, non-members and our community. It does not address all possible situations that may arise in membership with the Club but is a set of principles that provide guidance to members and others on acceptable and unacceptable behaviour.

The Code applies to all members and to all individuals who enter into activities and relationships with the Club for a specified time period or time periods. In particular, members of the Club's Management Committee are required to model ethical conduct and promote an environment which is friendly, supportive and inclusive of a variety of interests and points of view.

The Code stands beside but does not exclude or replace the rights and obligations of members under common and statute law and is not intended to inhibit individual freedom.

### **Member rights**

Members have the right to:

- be safe;
- be listened to;
- be respected;
- privacy;
- an inclusive environment; and
- be protected from abuse, discrimination or harassment by other members or outside sources.

### **Relations among members**

Members will:

- treat others with respect, courtesy, fairness and equity;
- be open to and welcome people with a diversity of backgrounds, and ensure their conduct is non-discriminatory on the basis of race, sexuality, disability, cultural background, religion, marital status, age, political conviction or family responsibilities; and
- avoid behaviour that may be reasonably perceived as harassing, intimidating, overbearing, bullying or physically or emotionally threatening.

## **Responsibilities of the Committee**

Committee members will:

- manage the finances and business of the Club in a manner that complies with all requirements of an Incorporated Club and in accordance with the Constitution;
- represent all members of the Club in a fair and unbiased manner;
- promote a positive and supportive environment in which fellow members of the committee and general membership are treated with respect;
- publicly and privately support other committee members and the Club in general;
- act honestly and in good faith at all times in the interests of the Club
- conduct the business of the committee as confidential unless otherwise specifically stated;
- disclose any actual, perceived or potential conflict of interest;
- maintain confidentiality of members' personal information;
- conduct its meetings in ways that ensure the full and fair participation of all committee members;
- regularly review its own performance;
- report regularly on its activities to the Club's general membership; and
- ensure the Club's assets are used only in the best interests of Club members, and protected.

## **Resolving issues of concern under the Code of Conduct**

An essential part of (developing and) maintaining a friendly and non-threatening environment is to ensure that members and individuals with concerns are encouraged to come forward in the knowledge that the Club will:

- consider and investigate, if appropriate, allegations of behaviour that may breach this Code of Conduct or other Club policies;
- take all reasonable steps to provide protection for members and individuals who make disclosures in good faith regarding conduct that is inconsistent with this Code; and
- follow the appropriate procedures depending on the issues/concerns raised.

The following steps are to be followed in attempting to resolve concerns under the Code of Conduct. It should be noted that minor or isolated breaches of the Code may not warrant action but, as part of a pattern of behaviour, may be viewed more seriously.

A concerned member may

1. speak directly to a member of the Tuggeranong 55 Plus Club Inc. Executive about the incident and / or
2. put their concern in writing to the Executive Committee

Receipt of the letter will be acknowledged by the Club in writing to the complainant.

The letter of complaint will be tabled at the Club's next committee meeting for discussion and consideration.

### **Related documents**

Tuggeranong 55 Plus Club Incorporated Constitution

- Part 3 Management Committee Paragraph 26 Conflict of Interest
- Part 6 Discipline

### **Authorised**

This policy was endorsed by the Tuggeranong 55 Plus Club Inc. Committee at its meeting on 13 May 2010.

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Rusty Woodward  
President

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Lorraine Litster  
Vice President

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John Dahl  
Treasurer

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Frances Meren  
Secretary