

## MPA POLICY ON CODE OF CONDUCT FOR MEMBERS

The Murrumbateman Progress Association (MPA) is an incorporated association subject to the provision of the Associations Incorporated Act [2009] (New South Wales) hereinafter referred to as "The Act" and therefore all Committee Members, members and employees need to manage the Association in an efficient, transparent and accountable manner.

### DEFINITION:

A **code of conduct** is a set of rules outlining:

*"Principles, values, standards, or rules of behaviour that guide the decisions, procedures and systems of an organisation in a way that (a) contributes to the welfare of its key stakeholders, and (b) respects the rights of all members affected by its operations."*

### POLICY PURPOSE

This Policy is intended to provide members, employees and volunteers of MPA Inc with instructions on what is **acceptable behaviour** towards each other, and instructions on how to interact with social media, in a positive way so as not to offend or cause distress to others.

As a member of the MPA Committee or as an ordinary member or employee, you have taken on a responsibility to act at all times on behalf of the Association and you have duties under common law which are:

- to act honestly in the exercise of your powers and in the discharge of your duties;
- to ensure a reasonable duty of care, skill and diligence;
- to ensure that MPA is compliant with the relevant legislation (The Act);
- to ensure that you are presented with an understandable financial statement at each meeting and the balance sheet, profit and loss and auditors' reports of the Association prior to the AGM;
- to declare any conflicts of interest;
- to not make improper use of information acquired to gain advantage for yourself or others; and
- to not make improper use of your position to gain advantage for yourself or others or to cause detriment to the Association of any kind including by use of social media in your private capacity.

To be an active and effective member, you must undertake to keep yourself at all times informed by:

- maintaining a working knowledge of the MPA Constitution; and
- being aware of State legislation relevant to the conduct of an incorporated association.

At meetings, you are expected to:

- show respect for other members at all times;
- address all comments and questions through the chair and accept the ruling of the chair regardless of whether you agree or not;
- at the outset declare any conflict of interest with any item listed on the agenda;
- undertake to not discuss matters outside of the meeting until and unless these have been publicized by the MPA Secretary to the Association; and
- be well prepared for any meeting by reading the agenda beforehand, be ready to ask questions of clarification, be a good listener, and to show respect for proceedings.

Outside of meetings, you are expected to:

- write to the Secretary if you wish to raise a matter at a meeting to have it placed on the agenda (some matters may be raised in 'Any Other Business' but these should be of a minor or procedural nature only);
- actively promote the work of the Association within the community;
- be a good ambassador for MPA by being at all times courteous, respectful and encouraging to all;
- not send bulk emails and beware of 'Reply All' in a response; and
- not use social media to pass opinion on MPA matters nor to denigrate any fellow member (see MPA Policy On Social Media Use).

## **NON-COMPLIANCE**

### **Reporting of Non-Compliance – Complaint Procedure**

Any breach of MPA Code of Conduct Policy, or misuse of I.T. services or Social Media or any other unacceptable conduct should be reported to the MPA Secretary in the first instance. Any queries regarding the complaints procedures can also be directed to the Secretary or any member of the MPA Executive.

### **Policy for Non-Compliance Consequences**

Misuse of Social Media can have serious consequences for MPA members and employees. All reports of misuse of any I.T. service or Social Media by MPA Inc members will be investigated. If you have been found to not comply with the MPA Code of Conduct Policy, disciplinary action will be taken. Disciplinary action may include but not be limited to:

- (1) Referral of the matter to an MPA Inc Executive Meeting for resolution;
- (2) Issuing a formal warning to the perpetrator;
- (3) Possible suspension from MPA Inc.; or
- (4) In the worst case, referral to Civil Authorities.

***For Members of the Committee only:***

***I have read and understood the above guidelines and have access to a copy of the MPA Constitution.***

***Signed:***

***Date:***