

Mens Shed Llandudno - CODE OF CONDUCT

All Committee members should:

- Act in the best interest of the association
- Declare all relevant personal and financial interests to the Secretary
- Never use their position to seek preferential treatment for themselves, family or relatives.
- Attend meetings – if unable to do so, send apologies beforehand to the Secretary and read the papers for the meeting beforehand.
- Accept collective responsibility for the decisions of the Committee.
- Not divulge any Association business which is treated as confidential to other persons or organisations.
- Support the Chairman at all times in ensuring that members meet the Code of Conduct.

During a meeting:

- All members at the meeting are responsible for conducting themselves in a way that does not cause offence, or limits the ability of others to participate in the meeting.
- Members must speak in a polite and respectful manner at all times.
- Members must never use rude, obscene or abusive language.
- Members must not behave violently or aggressively.
- Members must not insult or demean others in any meeting.
- Members must not use racist, or other discriminatory language.
- Only one person shall speak at a time, and speakers should not be interrupted. The Chairman shall decide who shall speak if two or more people try to speak at the same time.
- Members need to be sensitive to others whose first language is not English and/or are not used to speaking in public.
- Avoid lengthy discussion of points of detail on the minutes of previous meetings and matters arising, unless there is a fundamental problem.
- Respect the authority of the Chairman.
- Raise items of any other business with the Chairman/Secretary before the meeting
- Avoid singling out and naming individuals if possible.
- Avoid public criticism of individuals.
- Avoid straying from items on the Agenda or introducing side issues.
- Voters should always be prepared to accept the majority decision, and not take a decision as any form of personal slight or criticism.
- It is the responsibility of the Chairman, with the assistance and co-operation from all members, to ensure that the Code of Conduct is adhered to during meetings.

Communication on behalf of the association:

Statements to the media or other organisations on behalf of the Association should be made by the Chairperson/Secretary with the prior approval of the Committee.

Correspondence sent on behalf of the Association must be signed by the Secretary or Chair-

person.

Procedure if the Code has been ignored or broken.

All Committee and association members must comply with the Constitution, Grievance Procedure and Code of Conduct. Any serious breach of the Constitution or Code of Conduct may result in Committee members, following a majority vote of the Committee, being asked to resign and, if appropriate, termination of membership according to the procedures set out in section 3, *Termination of membership*.

1. Committee members

- If a member feels that another member has ignored the Code, he should raise this with the Chairman/Vice Chairman either at the time or immediately after the meeting.
- If they agree, the member will be advised that they have breached the Code of Conduct and that their behaviour therefore is not acceptable.
- If the member persists with this behaviour, the Chairman will put to the meeting a motion that the member be asked to leave the meeting immediately. A simple majority of members present will suffice to pass such a motion.
- Continued unacceptable behaviour from the individual may result in the Committee putting a motion to a general meeting that the individual's membership is either suspended for a period, or terminated according to procedures in point 3.

2. General members

Any complaints received about the conduct of the Association or individual members will be taken to the Committee who will respond within twenty eight (28) days. The Committee will **only** deal with complaints that relate to the activities of the Association and its members in relation to the Constitution and Code of Conduct. Committee members will not deal with interpersonal disputes and disagreements in any other area.

3. Termination of Membership

In the event of breaches of the Constitution or Code of Conduct, membership of the Association can be suspended or ended by a two-thirds majority vote of the Committee. Notification of suspension must be given in writing with a copy of the Constitution attached.

4. Appeals

- Any member who has been suspended or had their membership terminated shall have the right to appeal. Any member who feels that they have not been treated fairly and equally by the Association can raise this with the Committee, who will respond within twenty eight (28) days. If a member wishes to appeal they have the right to ask the Secretary to arrange a special meeting to hear their appeal.
- Appeals must be made to the Secretary within twenty eight (28) days of receipt of the letter suspending them. A special meeting must be held to hear the appeal within twenty one (21) days of the Secretary receiving notification from the member. The appeals panel shall
- include at least three ordinary members of the Association who are not on the Committee. Any member appealing suspension shall have the right to bring a third party and also, if they wish, to be represented by the third party. The decision of the appeals panel shall be binding on both parties.