

# Code of Conduct

## A By-law for the Obligations and Conduct of Members of the Management Committee and any other committees established by VERA.

Members of VERA committees may be elected, appointed or co-opted. Whatever the basis for their position, they would be bound by the same obligations and standards of conduct.

If the management committee considers that a specific by-law should be made, the VERA constitution provides the power, under sec. 36(1). A by-law passed by the committee does not require membership input or ratification. However, in the interests of openness and transparency, any policy, by-law or determination of the committee should always be available to any member upon reasonable request.

If such a by-law appeals, this could embody a code of conduct to which all committee members are required to commit upon election/appointment.

The by-law would refer to putting the organisation above personal interests, transparency of processes, managing the budget and assets of the association in a responsible and efficient manner, doing and being all that holds up the sport of endurance, etc. The by-law would, in addition to the standards of conduct, provide for the warning and dismissal of any committee members whom the majority of other committee members agree, has persistently and wilfully obstructed committee workings.

### By-law

1. Individuals elected or appointed to the VERA Management Committee or to any VERA sub-committee acknowledge that their primary role is to assist in the management of endurance riding in Victoria.

Committee members -

2. acknowledge the particular importance of their providing leadership to the membership through upholding and complying with the rules, policies and by-laws of both VERA and AERA.

3. acknowledge their responsibility to maintain the highest standards with regard to personal conduct, horse welfare and respect of fellow AERA and VERA members and volunteers.

4. accept that in carrying out their committee responsibilities the interests of the association and the membership as a whole prevail over any personal interests of an individual committee member.

5. accept that they may have access to or be required to handle information which may be sensitive and personal and which must be kept confidential within the committee.

6. will avoid any conflict of interest and where any such potential may appear inevitable, will declare this to the committee for a collective decision on appropriate action.
7. act in every way conducive to the efficient, professional and harmonious conduct of the business of the committee and of VERA.
8. will participate fully, to the best of their ability, including regular and punctual attendance at meetings and the timely and proper carrying out of any agreed duties or responsibilities.
9. acknowledge the importance of abiding by democratic processes, of respecting individual differences among fellow members and of accepting and supporting committee decisions.
10. above all, act with goodwill, mutual courtesy and commitment.

### **Disciplinary Provisions**

11. Committee members accept that any persistent, wilful and serious breach of these standards of conduct may result in disciplinary action by the decision of the majority of other committee members.
12. Such disciplinary action would include at least one formal (minuted) caution by the chair of a meeting. The action may also include suspension from committee for any period determined to be consistent with the seriousness of the breach of conduct.
13. In the interests of the association as a whole, it is important that any disciplinary action be kept in perspective and that the ongoing work of the committee is not unduly interrupted by either breaches of conduct or ensuing disciplinary action.