

CODE OF CONDUCT

FOR
HYC MEMBERS, EXECUTIVES, ADVISORS AND AFFILIATES

The Himalayan Youth Club - Granville Incorporated (HYC) comprises general members including players and coaches, members of the executive, advisory board and conflict management and disciplinary committee. It is expected that all the members of HYC including the executive committee and the advisory board within the HYC will behave towards one another with respect, integrity, fairness, impartiality and compassion and that they will perform their duties as efficiently and responsibly as possible.

This code of conduct establishes the standard of behaviour expected of HYC's executives, members and the advisors and is a guide to resolving issues. While there is no set of rules capable of providing answers to all the questions, which arise, this framework provides basic principles for appropriate conduct in a variety of context.

1. Behaviour

HYC members are passionate and compassionate individuals and families who love sports and who support one another at good times and bads. They should strive to present themselves as a responsible and responsible members, the executives performing their duties allocated by the executive committee diligently, impartially, conscientiously and in a professional manner to the best of their ability.

2. Conflicts of Interest

HYC executive members should avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of their duties and responsibilities. Any financial or other interests should be only in the benefit of the entire organization rather than of an individual.

3. Non Political and Professional

HYC is a non-political community organisation.

All members and executives are expected to communicate professionally the HYC values and activities with accuracy and openness.

Any executive member is a member of the club and has right and responsibility to make public comment and to enter into public debate. However, there may be circumstances in which they should clearly indicate that their comments are being made in a private capacity and should not be attributed as an official comment of the organization.

Executive members have access to the HYC's official documents and information; they need to maintain confidentiality and privacy of that information in order to protect individuals concerned and to ensure the efficiency and effectiveness of the operation of the club.

In general executive, members should only disclose official information when required to do so by law, when the need arises as part of their normal duties, where they are called upon to give evidence in court or where the information has been officially approved for release.

4. Association with Other Organisations

All the executive members are required to inform the executive committee about their involvement with any other similar organizations if there is a need. In cases where the executive member has already been a member of such organisations, he/she must inform the executive committee in the next meeting.

5. Attendance

All members of HYC are expected to attend the General Assembly and HYC's events.

It is very important that all the members, particularly executive members recognise the importance of being punctual in all the meetings and functions organised by HYC.

In circumstances where the executive members are running late or cannot attend a meeting or a function, they are required to notify either the general secretary or the joint secretary well in advance.

If an executive member is not present in regular meetings without notifying the designated officers for two consecutive meetings, a warning will be sent to the member by the executive team. If he/she is absent for a third consecutive meeting, he/she will be automatically expelled from the executive committee with no further communication. Such executive member would then only remain as a general member.

6. Commitment

HYC members are expected to be committed to HYC visions, values and activities.

Each executive member must be responsible and committed for the tasks and duties allocated to him/her by the executive committee meeting through mutual agreement between the member and the committee.

In a case where the executive member cannot perform the duty because of various circumstances, he/she should inform the executive committee via email or in the meeting without delay. The executive committee will then allocate the responsibility to another executive member.

7. Ethos of Community and Mutual Help

All Members of the club shall be driven by the ethos of the community. That is, they respect each other, receive/give mutual support and act as a responsive and

responsible team all the time. HYC members must be willing to and proactively provide help and support to any HYC member needing help at a time of distress.

Being a member of HYC should be a pride in itself and their contribution is completely voluntary. They shall not be paid any kind of salaries or allowances for the time they have devoted or for the works they have undertaken for the Club during the term of their office. They can, however, claim the reimbursement of the expenses incurred for official purpose.

8. Communication

All HYC members are expected to respect one another and communicate professional to whoever they encounter in the course of HYC activities.

All official communications of HYC with other organisations or external people must be made via the official email address of the organisation.

President and General Secretary will be provided with an official email address of HYC which must be used at all times when communicating with external parties such as other Community organisations, Australian Government Departments and Agencies, etc.

Formal contacts should not be made via personal or work email address.

The member's database of HYC must not be used by any members for their personal or business purpose.

9. Club's Interest First

All HYC members shall act to achieve the objectives and interests of the Club first and foremost. Any act against this shall be considered as unethical and unaccountable. Property and resources of the Club shall be used only for its official purposes. Private use of property and resources shall be considered unethical. Members shall refrain from any personal criticism (either in person or in writing) against other Members.

10. Breaches of this Code of Conduct

This code of conduct is a set of guidelines on ethical behaviour for all the members of Himalayan Youth Club - Granville (HYC). Breaches of some aspects of this code may be raised in the general assembly, executive committee meeting and in the meeting of the conflict management and disciplinary committee (CMDC). The CMDC can initiative disciplinary action against the member if there is a breach. The disciplinary action may be warning or expulsion from HYC or from the executive committee. The decision to expel can be made only by the special general assembly, or if it concerns to the executive committee, by a two-thirds majority of the executive committee members.

These code of conduct may be amended if need be by the HYC executive committee at any time.