

The Grantown Society

DRAFT Code of Conduct

Version Control:

Version	Author	Date Approved	Approved by	Owner	Notes

Code of Conduct

1. Purpose of this Code

- This Code of Conduct is for both Trustees and Members of The Grantown Society (“the Society”) which believes in mutual respect and consideration for each other including our guest speakers.

2. Ethical Principles

- **Confidentiality**

We should respect the confidentiality of all personal information shared by others in particular guest speakers and abide by any such confidentiality requirement unless specific permission is given by to share that information.

- **Competence**

We should act with accuracy and rigour and contribute professional skills only in areas of current competence.

- **Integrity**

We should act with honesty and integrity, adopting the highest standards of professional conduct, openness, and fairness.

- **Safety**

We should be alert to the ways in which their conduct might affect others, and respect the rights, wellbeing and safety of other Members.

- **Responsibility**

We should act honourably, responsibly and lawfully, and uphold the reputation and standing of the Society.

- **Veracity**

We should be objective and truthful in any statement made to each other, whether at a Society event or one-to-one.

- **Conflict of Interest**

We should be alert to any potential conflict of interest, have a duty to communicate the conflict and act to seek an equitable resolution.

3. Trustees of the Society

According to Society’s Constitution and the law, it is the responsibility of the Trustees to:

- Act within the constitution and the law. Be aware of the contents of Constitution and the law as it applies to the Society.
- Act in the best interests of the Society as a whole. Consider what is best for the organisation and its beneficiaries and avoid bringing the Society into disrepute.
- Manage conflicts of interest effectively. Register, declare and resolve conflicts of interest, and do not seek to gain materially or financially unless specifically authorised to do so.

- Respect confidentiality. Understand what confidentiality means in practice for the Society, its Board and the individuals involved with it.
- Have a sound and up-to-date knowledge of the Society and its environment. Understand how the Society works and the environment within which it operates.
- Attend meetings and other appointments or give apologies. Consider other ways of engaging with the organisation if regularly unable to attend meetings.
- Prepare fully for meetings and all work for the Society by reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
- Actively engage in discussion, debate and voting in meetings. Contribute positively, listen carefully, challenge sensitively and address areas of conflict with openness, compassion, courage, and sensitivity.
- Act jointly and accept a majority decision. Make decisions collectively and stand by them. Do not act individually unless specifically authorised to do so.
- Ensure the organisation keeps records of our decisions.
- Seek external advice where necessary, particularly if the organisation is in financial difficulty.
- Not act in any way that can be construed as being: fraudulent through inappropriate handling of expenses claims or charity resources
- Work considerately and respectfully with all. Respect diversity, different roles and boundaries, and avoid giving offence.

According to the Society's Constitution, a Trustee will automatically cease to hold office if:

- he/she is disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
- he/she becomes incapable for medical reasons of carrying out his/her duties as a Trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
- he/she ceases to be a Member;
- he/she becomes a paid employee of the organisation;
- he/she gives the organisation notice of resignation, signed by him/her;
- he/she is absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board - but only if the board resolves to remove him/her from office;
- he/she is removed from office by resolution of the Board on the grounds that he/she is considered to have committed a material breach of this Code of Conduct (as referred to in clause 84);
- he/she is removed from office by resolution of the Board on the grounds that he/she is considered to have been in serious or persistent breach of his/her duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or
- he/she is removed from office by a resolution of the Members passed at a Members' Meeting.

4. Expectations of Members

- All Members are expected to engage actively in the activities of the Society and share their knowledge, expertise and contacts where appropriate.
- All Members are expected to contribute to the running of the Society in some way.
- All Members are positively encouraged to identify other potential Members within their personal networks.
- All Members who sign up for an event or meeting should ensure they meet this commitment except in exceptional, unavoidable circumstances.
- Any member arranging an event is expected to consult the Events Committee to check that there is not another Society event happening that same week.
- When replies are needed in order to settle dates for meetings and events it is hoped that all Members involved in the particular event reply within 48 hours if at all possible.

5. Breach of Code

Any breach of this Code may result in the Member being asked to leave the Society. The Member would be given 21 days' notice of this specifying the grounds for the proposed resolution.